



New Hampshire Department of Revenue Administration Property Tax Rate Setting Software Quick Help Sheet: Drafting Operating Budget Warrant Articles

To begin select the “Create Article” button on the bottom of the *Budget Home* screen:

In Step 1 of the Warrant Article Generator select “Operating Budget” under the category pulldown.

Step 1: Select Category and Type
Category - Select Category - Type
- Select Category -
Default Budget
Individual
Non-Monetary
Operating Budget
Special

Select the appropriate budget type for you entity from the options in the “Type” menu.

Type
Type - Select Type -
- Select Type -
Operating Budget-Town-MBA
Operating Budget by Function-Town
Operating Budget of the City
Operating Budget-Town-SB2
Operating Budget-Town

Types of Operating Budgets

- **Operating Budget:** This is for entites that are not SB-2 and do not have a municipal budget committee.
- **Operating Budget-MBA:** Only use this type if your entity has a municipal budget committee.
- **Opearing Budget By Function:** Only use this type if your entity breaks its operating budget into separate warrant article for annual meeting.
- **Operating Budget of the City:** Only use this type if your entity is a City or a Charter Town.
- **Operating Budget-SB2:** Use this type if you are an SB-2 entity. This applies to entities with and without municipal budget committee’s.
- **Operating Budget Dependent School District:** Only use this type if your entity is a dependent school district.

Enter the warrant article number and purpose in Step 2.

Step 2: Enter Number and Purpose

No. Purpose

In Step 3 enter the total amount of proposed appropriations in the "Raise Amount 1" field

Amounts to be Raised

Raise Amount 1:

Raise Amount 2:

Total: \$0

Please indicate the amount to be raised in the Warrant Article or Resolution. If more than one raise amount is required please use "Raise Amount 2" field.

In Step 3 enter the **total estimated revenues for the ensuing year** in the "Offset Amount 1" field. In the new system this is the **ONLY** location in the system where you define revenues that are not directly associated with a special or individual warrant article.

Amounts of Offsetting Revenue

Offset Amount 1:

Offset Amount 2:

Total: \$0

Please indicate the amount of offsetting revenue in the Warrant or resolution. If more than one offset amount is required please use "Offset Amount 2" field.

In Step 4 you can preview DRA template warrant article language that can be inserted into your warrant article template. By default the language is included. Do not include language deselect the checkbox on the upper left that reads "Use DRA Template Language".

Step 4: Preview and Select Language Templates

Use DRA Template Language

To see if the town will vote to raise and appropriate the budget committee's recommended amount of \${AMOUNT} for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the district. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)

To complete the process select the "Generate" button at the bottom of the screen, and you will land on the Warrant Article page.

Adjust the warrant article number if needed.

Adjust the warrant article language to meet your entities needs or paste in language from another source.

Enter the applicable proposed appropriations in the account code table.

Enter all estimated revenue not associated with an individual or special warrant article in the account code table

Warrant Article Information

Numbers:

Category: Operating Budget

Type: MSA - Operating Budget - Town

Purpose: Budget of the Town

Amounts to be Raised

Raise Amount 1: \$1,042,730

Raise Amount 2: \$0

Raise Amount Total: \$1,042,730

Self Offset Amount: \$0

Amounts of Offsetting Revenue

Offset Amount 1: \$25,045

Offset Amount 2: \$0

Offset Amount Total: \$25,045

Self Offset Amount: \$0

Article Language

To see if the town will vote to raise and appropriate the budget committee recommended sum of \${AMOUNT} for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required)

[Save & Next | Save & Home | Delete]

Pre-Review Comments

View Pre-Review Comments Designer

Actions	Entity Completed	DRA Completed	Type	Comments
Showing 0 to 0 of 0 entities				

Account Code Table

Account Code	Description	Board Recommended	Board Not Recommended	Budget Committee Recommended	Budget Committee Not Recommended
4130-4139	Executive	\$20,250	\$0	\$20,250	\$0
4140-4149	Election, Registration, and Vital Statistics	\$2,800	\$0	\$2,800	\$0
4150-4151	Financial Administration	\$60,477	\$0	\$60,477	\$0
4152	Property Assessment	\$15,000	\$0	\$15,000	\$0
4153	Legal Expense	\$20,000	\$0	\$20,000	\$0
4155-4159	Personnel Administration	\$18,826	\$0	\$18,826	\$0
4191-4193	Planning and Zoning	\$2,800	\$0	\$2,800	\$0
4194	General Government Building	\$10,100	\$0	\$10,100	\$0
4195	Cemeteries	\$18,800	\$0	\$18,800	\$0
4196					

Summary

Category	Board Recommended	Board Not Recommended	Budget Committee Recommended	Budget Committee Not Recommended
Appropriations	\$308,528	\$0	\$308,528	\$0
Revenues	\$308,528	\$0	\$308,528	\$0