



The following list includes the forms and documents required by school districts to be filed with the department. Many of the forms are now created and processed through the Municipal Tax Rate Setting Portal (MTRSP). The forms and instructions on our web site can be accessed at: <https://www.revenue.nh.gov/forms/school.htm> Please contact the Municipal Bureau at (603) 230-5090 with questions.

FORM NAME	FORM NUMBER	REQUIRED SIGNATURES	DUE TO DRA
Warrant	N/A	Majority of School Board	20 days after meeting
Proposed Budget	MS-26	Majority of School Board	20 days after meeting
Proposed Budget (Dependent School District)	MS-26c	Majority of School Board	20 days after meeting
Proposed Budget (Budget Committee)	MS-27	Majority of School Board	20 days after meeting
Default Budget of the School District (SB2 Only)	MS-DSB	Majority of School Board or Majority of Budget Committee (<i>following adoption of RSA 40:14-b</i>)	20 days after meeting
Deliberative Session Minutes	N/A	School District Clerk, Certified	20 days after meeting
Sample Ballot (SB2 Only)	N/A	School District Clerk, Certified	20 days after meeting
Annual Meeting Minutes	N/A	School District Clerk, Certified	20 days after meeting
Voting Results (SB2 Only)	N/A	School District Clerk, Certified	20 days after meeting
Report of Appropriations Actually Voted	MS-22	Superintendent, School District Clerk, Majority of School Board	20 days after meeting
Annual Report	N/A	N/A	To Department of Education 20 days after meeting
Revised Estimated Revenues	MS-24	Preparer	September 1
School Financial Report	MS-25	School Board Chairperson, Superintendent, Majority of School Board	September 1
Report of Locally Elected Auditor(s)	MS-60	School District Auditor	Within one year after close of school district's fiscal year
CPA Audit	N/A	Audit Firm Preparer	Within one year after close of school district's fiscal year
Auditor Option and Schedule	MS-60A	School District Official	10 Days after close of FY