



**Village Forms &  
 Documents**

The following list includes the forms and documents required by village 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/village.htm>. Please contact the Municipal Bureau at (603) 230-5090 with questions.

<b>FORM NAME</b>	<b>FORM NUMBER</b>	<b>REQUIRED SIGNATURES</b>	<b>DUE TO DRA</b>
Warrant	N/A	Majority of Commissioners	20 days after meeting
Budget of the Town/Village District	MS-636	Majority of Commissioners	20 days after meeting
Budget of the Town/Village District with a Budget Committee	MS-737	Majority of Budget Committee	20 days after meeting
Annual Meeting Minutes	N/A	District Clerk, Certified	20 days after meeting
Report of Town, City and Village Officials	MS-123	District Clerk, Certified	20 Days after election or appointment
Report of Appropriations Actually Voted	MS-232	Majority of Commissioners	20 days after meeting
Annual Report	N/A	N/A	To public 7-days prior to annual meeting* 20 Days after meeting
Financial Report of the Budget	MS-535	Majority of Commissioners and Preparer	April 1 (Sept. 1 FY)
Revised Estimated Revenues	MS-434	Preparer	September 1
Audit Waiver Request	MS-60W	Majority of Commissioners	45 Days prior to end of FY
Auditor Option and Schedule	MS-60A	District Official	10 Days after close of FY
Report of Locally Elected Auditor(s)	MS-60	District Auditor	Within one year after close of municipality's fiscal year
CPA Audit	N/A	Audit Firm Preparer	Within one year after close of the municipality's fiscal year