

Instructions for Form MS-46 Proposed Budget and Estimate of Revenue - County

County commissioners should use this form to prepare the county budget for delivery to each member of the county convention who will be in office on the date of the appropriation vote and to the chairman of the board of selectmen or mayor for each city/town within the county, and to the Secretary of State as required by RSA 24:21-a.

The completed form must be submitted to the Department of Revenue Administration by September 1 per RSA 21-J:34 XI.

PAGE 1 - Provide general information and signatures of a majority of the county commissioners.

PAGES 2 - 5 - Columns 1 and 2 are from the county chart of accounts and descriptions as further defined in Rev 2200 rules. Column 3 should reflect the appropriations from the previous fiscal year. Column 4 should contain actual expenditures for the previous fiscal year. Complete column 5 using the proposed budget amounts.

PAGES 6 - 8 - Columns 1 and 2 are the county chart of accounts and description for revenue as further defined in Rev 2200 rules. Column 3 should reflect the revenue as estimated from the previous fiscal year. Column 4 should contain the actual revenue for that fiscal year. Complete column 5 using the proposed estimated revenues for the ensuing year. Complete the Budget Summary section on page 8.

PAGE 9 – Provide preparer information and signature.