

New Hampshire Department of Revenue Administration Property Tax Rate Setting Software Quick Help Sheet: Drafting Collective Bargaining 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 "Individual" under the category pulldown.

	Step 1: S	elect Category and	d Type
	Category	Individual	Type -
	5.	- Select Category -	
		Default Budget	
		Individual	
	Step 2: E	Non-Monetary	irpose
	No.	Operating Budget	Purpose
		Special	
Гуре - - А В	Select Type - Select Type - ppropriating Inter alance Sheet De	rest Earned on Bond ficit Warrant Article	
pose	ollective Bargain	ing Agreements	
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Select the "Collective Bargaining Agreements in the "Type" menu.

Enter the Warrant Article number and purpose in Step 2.

Enter the proposed appropriation amount in Step 3 in the "Rase Amount 1" field.

There are two options for entering the account code information that pertains to your collective bargaining agreements.

<u>Option 1:</u> Enter the appropriate amounts in the appropriate account codes that pertain to your collective bargaining agreement (i.e enter the amount for each account that collective bargaining will impact).

<u>Option 2</u>: Enter the total proposed appropriations for collective bargaining in the system specific collective bargaining account code "0000-0000 Collective Bargaining" (if the article is approved at annual meeting you will be required to assign account code amounts during the appropriations process.

Towns and Villages:

Collective bargaining account code is located in the **General Government** tab.

General Government		
Public Safety		Board Recommended ¢
Airport/Aviation Center	Account Code	
Highways and Streets	Description	
Sanitation		
Water Distribution and Treatment	0000-0000 Collective Bargaining	\$0
Electric		
Health	4130-4139 Executive	\$0

Instruction		
Support Services	Account Code Description	Board Recommended ©
General Administration		
Executive Administration		
Non-Instructional Services		
Facilities Acquisition and Construction	0000-0000 Collective	\$0
Other Outlays		
Fund Transfers	bargaming	
	2310 (840) School Board	\$0

Schools:

Collective bargaining account cide is located in the **General** Administration tab.