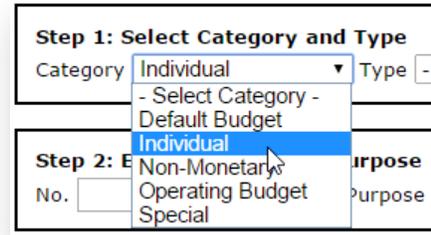




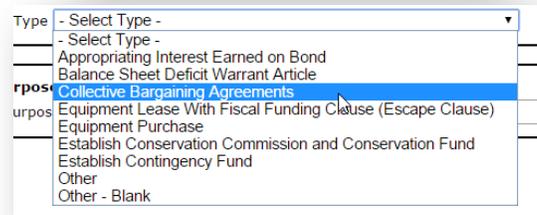
New Hampshire Department of Revenue Administration Property Tax Rate Setting Software Quick Help Sheet: Drafting Collective Bargaining Warrant Articles

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.



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.

Option 1: 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).

Option 2: 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.



Schools:

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

