

NH DRA MUNICIPAL TAX RATE SETTING PORTAL (MTRSP)

Michelle Clark, Municipal Accounts Auditor

Jamie Dow, Municipal Accounts Auditor

Municipal & Property Division



Lindsey M. Stepp, Commissioner

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This presentation is intended for informational purposes only and is not a substitute for seeking professional advice or for reviewing the applicable laws and rules. This presentation represents some positions of the Department on the limited issues discussed herein, based on the law in effect at the time of the presentation and Department interpretation thereof, as well as the opinions and conclusions of its presenter.

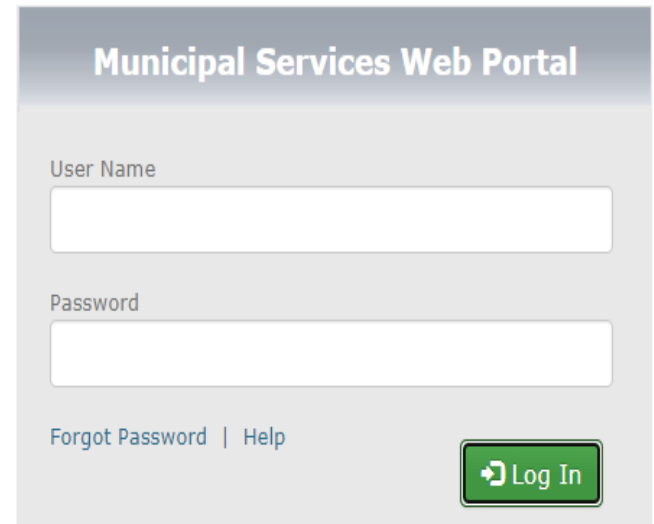
For the current status of any tax law, practitioners and taxpayers should consult the source documents (i.e., Revised Statutes Annotated, Rules, Case Law, Session Laws, etc.) for independent verification.

Overview

- Access to Web portal – levels of access
- General navigation of web portal
- Software generation of forms
- Prereview Process
- Common Issues
- Submission to DRA/Uploads

Credentials

- Three access levels
 - Administrators
 - Create additional accounts
 - Prepare/upload and submit forms and documents
 - Receive ‘Alerts’ messages from the web portal
 - View/run reports
 - Users
 - Prepare forms and documents
 - If given ability, upload documents
 - Viewers
 - View completed, uploaded documents and forms



The image shows a login form for the 'Municipal Services Web Portal'. It features a title bar at the top, followed by input fields for 'User Name' and 'Password'. Below these fields are links for 'Forgot Password' and 'Help'. A green 'Log In' button with a right-pointing arrow is located at the bottom right of the form.

Municipal Services Web Portal

User Name

Password

[Forgot Password](#) | [Help](#)

[Log In](#)

Home Screen

Home

Budget

Financial

Tax Rates

Reports

Settings



Home

JULY Annual Meeting

Ashuelot Pond Dam

- Associated Entity -

2023

Advisor Information

Jamie Dow
(603) 230-5092
jamie.l.dow@dra.nh.gov



Budget Home

Budgeting and Appropriations

Continue ►



Financial Home

Submit Revised Estimates

Continue ►



Tax Rates

Assign Initial & Final Rates

Continue ►



Report Center

View and Download Reports

Continue ►



Settings

Application Configuration

Continue ►

Status

- ☐ Pre-Review
☐ Appropriations Review
☐ Financial Review
☐ Revenue Review
☐ Assessments

TAX RATE NOT SET
[Budget Forms](#)
[Financial Forms](#)
[Administrative Forms](#)
[Other Documents](#)

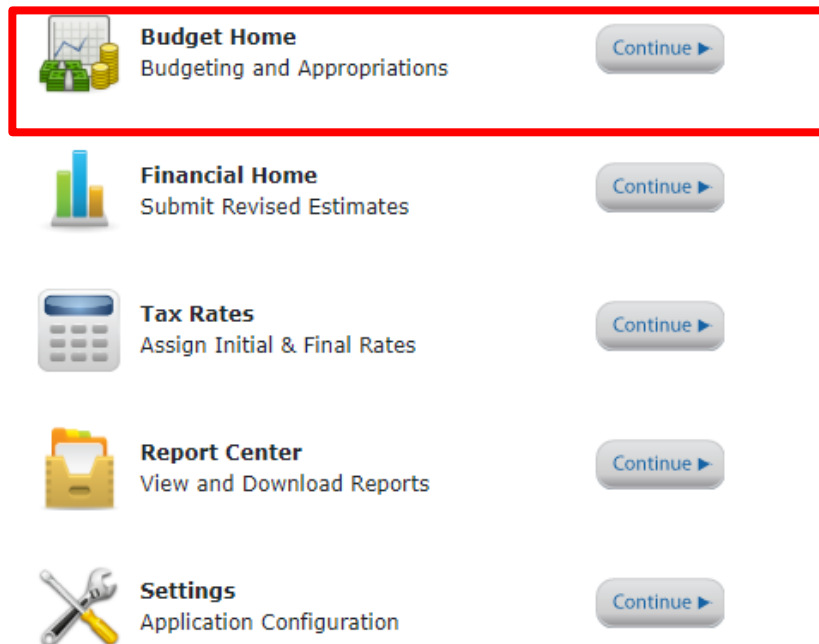
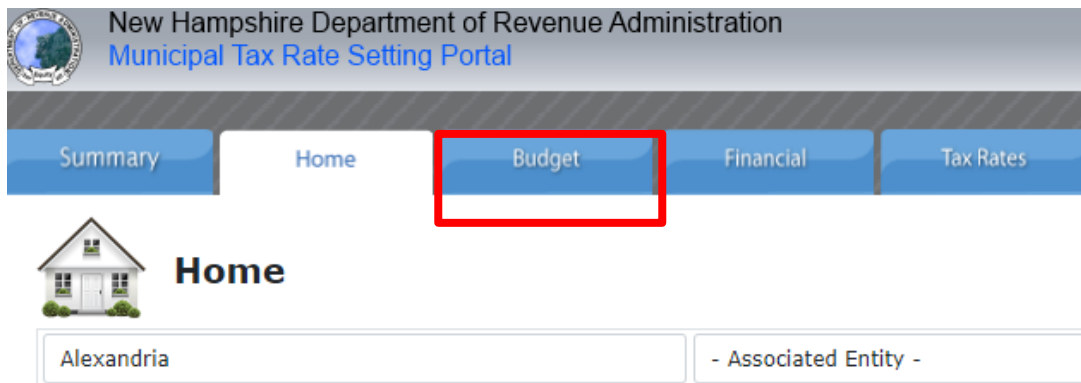
Show 50 entries

Search:

Document	Due Date	Status	Submitted Date	Approval Date	Go To	Notes
DRA Approved Approp. (MS-232-R)	7/27/2023					

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Navigating



Each tab can be
can be accessed
from the top of
the screen

OR

Using the
"Continue" button
next the specific
title.



Home

Alexandria

- Associated Entity -

2022

Advisor Information

Michelle Clark

(603) 230-5091

michelle.j.clark@dra.nh.gov

Summary

Home

Budget

Financial

Tax Rates

Reports

Utilities

Settings



Home

Alexandria

- Associated Entity -

2022

Advisor Information

Michelle Clark

(603) 230-5091

michelle.j.clark@dra.nh.gov

 - Associated Entity -
 Newfound Area

Summary

Home

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Home

Alexandria

- Associated Entity -

2022

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

**Budget Home**

Budgeting and Appropriations

Continue ►

**Financial Home**

Submit Revised Estimates

Continue ►

Status Checklist

Summary of the stages of the Tax Rate Setting Process

1. The documents and information that must be submitted to the DRA
2. Steps involved in the setting of the final tax rate.

StatusAdmin

☒ Pre-Review

☐ Appropriations Review

☐ Reserves & Trusts

☐ Financial Review

☐ Revenue Review

☐ Assessments

☐ Preliminary Rate

☐ Overlay Request

☐ Final Rate (Advisor)

☐ Final Rate (Administrator)

☐ Commitment Amount

1

2

TAX RATE NOT SET

Forms and Documents Table

<div> Budget Forms Financial Forms Administrative Forms Other Documents </div>							
Show <input type="text" value="50"/> entries				Search: <input type="text"/>			
Document	Due Date	Status	Submitted Date	Approval Date	Go To	Notes	
DRA Approved Approp. (MS-232-R)	7/27/2023						
Signed Appropriations As Voted (MS-232)	7/27/2023				Upload Attachment		
Report of Appropriations Actually Voted (MS-232)	7/27/2023						
Budget of the Village District (MS-636)	7/27/2023						
Village Warrant As Posted	7/27/2023				Upload Attachment		
Signed Annual Meeting Minutes	7/27/2023				Upload Attachment		
Budget As Posted (MS-636)	7/27/2023				Upload Attachment		
Showing 1 to 7 of 7 entries					First	Previous	1
					Next	Last	

Budget forms – Annual meeting documents

Financial Forms – Revised revenues/MS535/MS1/audit

Administrative Forms – Annual Report/MS123

Other Documents – Education tax warrant/misc information

Web Portal Support

[Home](#) [Budget](#) [Financial](#) [Tax Rates](#) [Reports](#) [Settings](#)



Home

JULY Annual Meeting

Ashuelot Pond Dam

- Associated Entity -

2023

Advisor Information

Jamie Dow
(603) 230-5092
jamie.l.dow@dra.nh.gov

HELP



Axiomatic Support Portal

Welcome
[Login](#)

[Home](#)

[Solutions](#)

How can we help you today?

Enter your search term here...

SEARCH

[+ New support ticket](#)

[Check ticket status](#)

[1-888-508-8179](#)

[Solution home](#)

NH DRA Municipal Tax Rate Setting Portal (MTRSP)

[Getting Started \(7\)](#)

[Proposed Budget \(7\)](#)



[First-Time Users](#)



[Importing Prior Year Articles](#)

Topics Covered

- Draft the proposed budget, create warrant articles, import PY.
- Edit and delete warrant articles.
- Create and submit default budgets.
- Request and complete the pre-review process.
- Review, finalize, and submit the proposed budget.
- Submit the voted appropriations after annual meeting.
- Apply the default budget if the operating budget fails at meeting.
- Submit the revised estimated revenues.
- View, save, and print reports.

And many more....

Budget Home

Home

Budget

Financial

Tax Rates

Reports



















Settings

 **Budget Manchester 2023**
 **Prior Year Import Date: 4/18/2023**

Please create a new warrant article to begin

Show 100 entries

Search:

Actions	Number	Category	Type	Purpose	Raise Amount	Offset Amount	Status	Raise/Offset Match
 	12	Operating Budget	Operating Budget by Function-Town	kjkjl	\$100.00	\$50.00	Draft	True/True
 	CBD	Operating Budget	Operating Budget of the City	Budget	\$258,000.00	\$258,000.00	Draft	True/True
 	CIP	Operating Budget	Operating Budget of the City	Budget	\$167,797,842.00	\$167,797,842.00	Draft	True/True
 	DRA M&R Estimate	Operating Budget	Operating Budget of the City	Budget	\$7,659,200.00	\$7,659,200.00	Draft	True/True
 	EPD	Operating Budget	Operating Budget of the City	Budget	\$16,324,572.00	\$16,324,572.00	Draft	True/True
 	General Fund	Operating Budget	Operating Budget of the City	Budget	\$166,471,585.00	\$56,363,974.00	Draft	True/True
 	MTA	Operating Budget	Operating Budget of the City	Budget	\$1,373,420.00	\$0.00	Draft	True/True
 	MWW	Operating Budget	Operating Budget of the City	Budget	\$26,267,722.00	\$26,267,722.00	Draft	True/True
 	Parking	Operating Budget	Operating Budget of the City	Budget	\$5,652,561.00	\$5,652,561.00	Draft	True/True

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

[Create Warrant](#)
[View/Calculate Budget](#)
[Request Pre-Review](#)
[View Budget Report](#)
[Warrant Report](#)

2022 - 6,130 Warrant Articles Submitted

Pre-Review Process

Warrant Drafting



Budget (Town Name) 2017

Please create a new warrant article to begin

Show 100 entries								Search: <input type="text"/>	
Actions	Number ^	Category ^	Type ^	Purpose ^	Raise Amount ^	Offset Amount ^	Status ^	Raise/Offset Match ^	
	01	Non-Monetary	Other - Blank	Non-Monetary Example	\$0.00	\$0.00	Draft	True/True	
	02	Operating Budget	Operating Budget-Town-SB2	Operating Budget	\$1,588,210.00	\$727,812.00	Draft	True/True	
	03	Individual	Other	Individual Article Example	\$160,000.00	\$160,000.00	Draft	False/False	
	04	Special	Use of CRF or ETF and Taxation	Special Article Example #1	\$191,000.00	\$191,000.00	Draft	True/True	
	05	Special	Use of CRF or ETF and Taxation	Special Article Example #2	\$11,281.00	\$11,281.00	Draft	True/True	
	DEF	Operating Budget	Default Budget	Default Budget	\$1,589,575.00	\$0.00	Final	True/True	

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Create Warrant View/Calculate Budget Request Pre-Review **View Budget Report** Default Budget



Draft warrant article entered

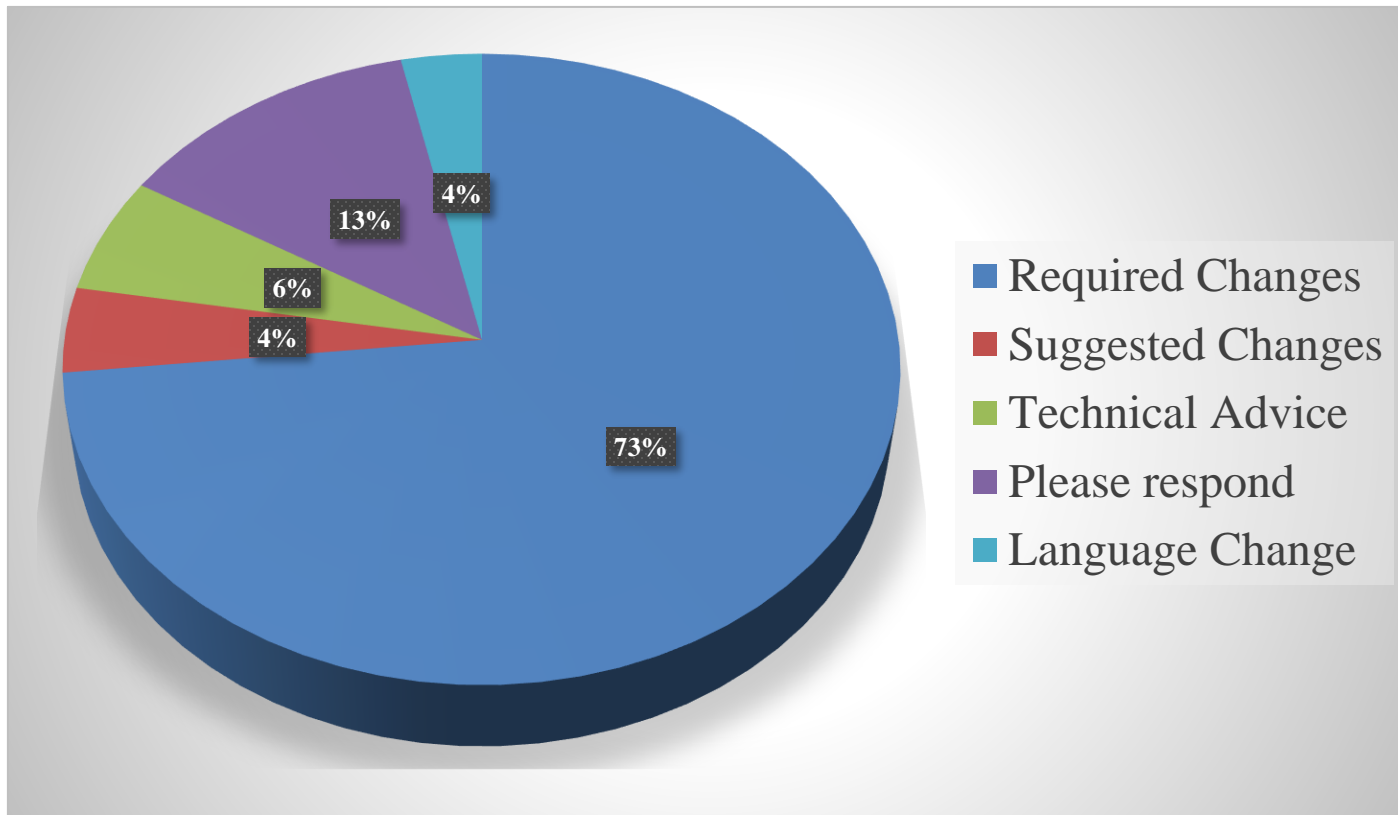


Reviewed by advisor, comments provided



Reviewed by advisor

2022



Required Changes

- Proposed amounts < > Calculated amounts shown
- Warrant article language <> Proposed amounts
- All revenue offsets not shown
- Recategorize what “type” of warrant article
- Reclassification of accounts (Refer to chart of accounts)
- Vote Requirements (all long-term debt 3/5 ballot vote)
- Recommendations not shown (reflect within warrant article & appropriate column on budget form)

Proposed < > Calculated

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Budget (Warrant) Ashuelot Pond Dam 2023

Enter Information about Warrant Article

[Show/Hide](#)

Warrant Article Information

Number:

Category: Individual

Type: Equipment Purchase

Purpose:

Proposed Appropriations

Recommended: Not Recommended: Total Proposed: Calc Recommended: Calc Not Recommended:

Estimated Offsetting Revenue

Estimated Revenues: Total Estimated Revenues: Calc Estimated Revenues:

Article Language

To see if the village district will vote to raise and appropriate the sum of \$500 for the purpose of purchasing truck with \$500 from Highway Capital Reserve fund and the \$500 from unassigned fund balance. (Majority vote required) Recommended by the Commissioners.

Warrant Article < > Proposed

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Budget (Warrant) Ashuelot Pond Dam 2023

Enter Information about Warrant Article

[Show/Hide](#)

Warrant Article Information

Number:

Category: Individual

Type: Equipment Purchase

Purpose:

Proposed Appropriations

Recommended: Not Recommended: Total Proposed: Calc Recommended: Calc Not Recommended:

Estimated Offsetting Revenue

Estimated Revenues: Total Estimated Revenues: Calc Estimated Revenues:

Article Language

To see if the village district will vote to **raise and appropriate the sum of \$500 for the** purpose of purchasing truck with \$500 from Highway Capital Reserve fund and the \$500 from unassigned fund balance. (Majority vote required) Recommended by the Commissioners.

All Revenue Sources Shown

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Budget (Warrant) Ashuelot Pond Dam 2023

Enter Information about Warrant Article

[Show/Hide](#)

Warrant Article Information

Number:

Category: Individual

Type: Equipment Purchase

Purpose:

Proposed Appropriations

Recommended: Not Recommended: Total Proposed: **\$1,000**Calc Recommended: **\$0**Calc Not Recommended: **\$0**

Estimated Offsetting Revenue

Estimated Revenues: Total Estimated Revenues: **\$500**Calc Estimated Revenues: **\$0**

Article Language

To see if the village district will vote to raise and appropriate the sum of \$500 for the purpose of purchasing truck with \$500 from Highway Capital Reserve fund and the \$500 from unassigned fund balance. (Majority vote required) Recommended by the Commissioners.

Recategorize “Type”

Special Warrant Article

- a) Petition Article
w/Appropriation
- b) Bond or Notes
- c) Capital Reserve
Funds/Trusts or Special
Fund
- d) Designated by
Selectmen:
 - “Special”
 - “Non-Lapsing”
 - “Non-Transferable”

Individual Warrant Article

- One time appropriation
- Collective Bargaining
- Purchase capital item
 - Revenue offsets:
 - taxation
 - unassigned fund
balance
 - source grants
- Any appropriation not
designated as special

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Budget (Warrant) Ashuelot Pond Dam 2023

Enter Information about Warrant Article

[Show/Hide](#)

Warrant Article Information

Number: 02

Category: Individual

Type: Equipment Purchase

Purpose: Purchase Truck

Proposed Appropriations

Recommended: \$1,000

Not Recommended: \$0

Total Proposed: \$1,000

Calc Recommended: \$0

Calc Not Recommended: \$0

Estimated Offsetting Revenue

Estimated Revenues: \$500

Total Estimated Revenues: \$500

Calc Estimated Revenues: \$0

Article Language

To see if the village district will vote to raise and appropriate the sum of \$500 for the purpose of purchasing truck with \$500 from Highway Capital Reserve fund and the \$500 from unassigned fund balance. (Majority vote required) Recommended by the Commissioners.

Categorized as an “individual” – it is being partially offset by a CRF which designates this article as a “special” warrant article .

Budget Submitted

Home Budget Financial Tax Rates Reports Settings





























Appropriations

 **Budget Andover 2023**

Prior Year Import Date: 1/13/2023

[Please create a new warrant article to begin](#)

Show entries Search:

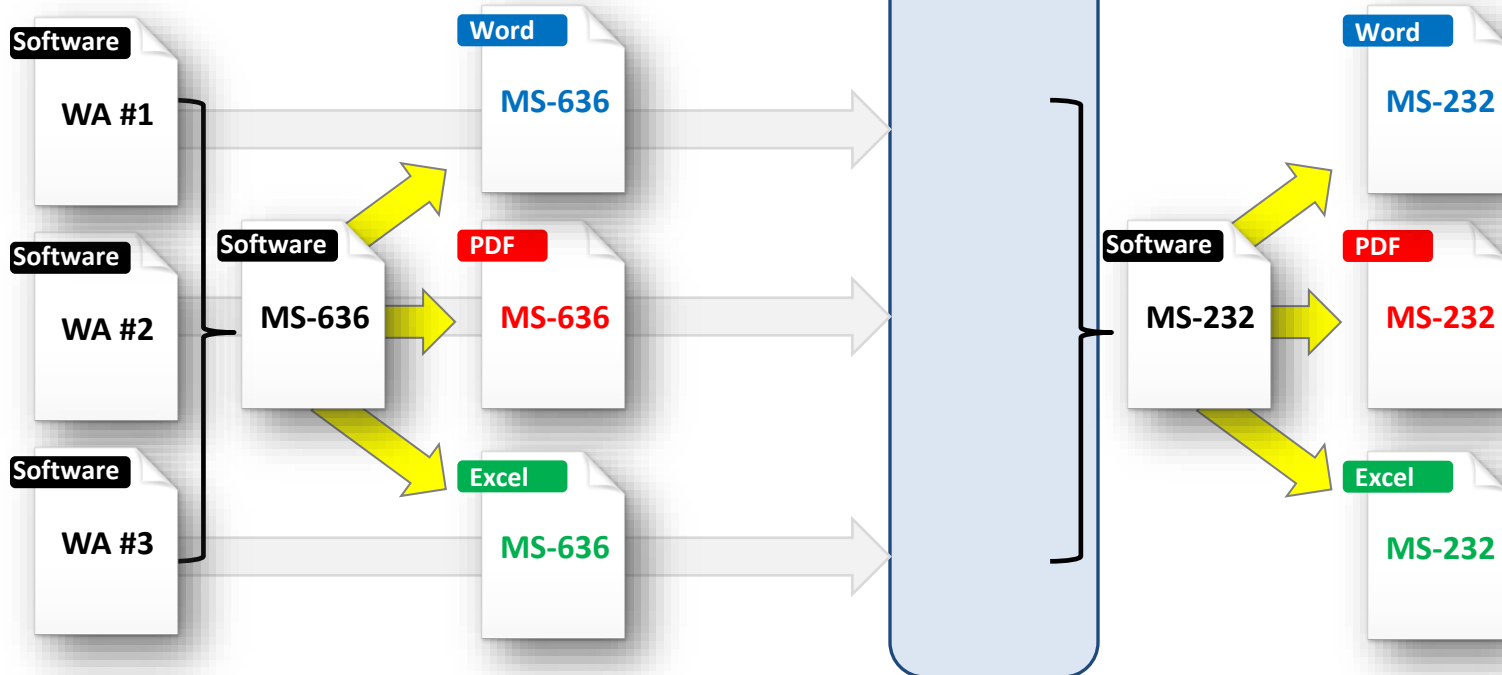
Actions	Number	Category	Type	Purpose	Raise Total	Raise Match	Meeting Status	DRA Status
 	01	Non-Monetary	Other (Blank)	Election of Town Officers	\$0.00	True	Pass	
 	02	Non-Monetary	Other (Blank)	Planning Board - Workforce Housing	\$0.00	True	Pass	
 	03	Non-Monetary	Other (Blank)	Planning Board - Non-conforming Structures or Use	\$0.00	True	Pass	
 	04	Non-Monetary	Increase/Decrease BOS	Increase Board of Selectmen to 5 Members	\$0.00	True	Pass	
 	05	Special	Long-Term Borrowing	Bond for Construction of Highway Garage	\$0.00	True	Fail	
 	06	Individual	Equipment Lease With Fiscal Funding Clause (Escape	Enter 6-Year Lease of Dump Truck	\$31,794.00	True	Pass	
 	07	Operating Budget	Operating Budget-Town	Operating Budget	\$2,433,666.00	True	Pass	
 	08	Special	Appropriate to CRF or ETF	Forest Fire Labor	\$5,000.00	True	Pass	
 	09	Special	Other	Highway Garage Construction	\$875,000.00	True	Pass	
 	10	Special	Appropriate to CRF or ETF	Town Buildings	\$20,000.00	True	Pass	
 	11	Special	Appropriate to CRF or ETF	Transfer Station Projects	\$15,000.00	True	Pass	
 	12	Special	Appropriate to CRF or ETF	Revaluation	\$11,300.00	True	Pass	
 	13	Special	Appropriate to CRF or ETF	Road Equipment	\$15,000.00	True	Pass	
 	14	Special	Appropriate to CRF or ETF	Highway Special Projects	\$150,000.00	True	Pass	

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Software Generation of Forms

Warrant Article Drafting & Budget as Proposed

Appropriations Conversion and Submission



20 Days After Town Meeting

- Budget Home Tab
- Answer questions on each article

 Annual Meeting

Did the Warrant Article Pass or Fail?

- Select -

Was the Warrant Article Amended?

- Select -

Was Amendment Financial?

- Select -

Vote Counts

Yes: 0

No: 0

Percentage: N/A

Explain Amendment or Add Notes:

If Amendment is Financial

- Update the Appropriations Box

Warrant Article Information

Amounts to be Raised

Number: 03

Appr. As Voted:

\$1,750,000

Category: Operating Budget

Calc Raise Amount:

\$0

Type: Operating Budget-Town

Purpose: To see if the Town will vote to raise and appropri

- Update the chart of accounts (MS232)

Save & Recalculate

Appropriations

General Government

Public Safety

Airport/Aviation Center

Highways and Streets

Sanitation

Water Distribution and Treatment

Electric

Health

Account Code
Description

Board
Recommended

Board
Not
Recommended

Appr
As Voted

DRA
Approved

4199
Other General Government

\$0

\$0

\$0

\$0

4197
Advertising and Regional Association

\$0

\$0

\$0

\$0

4196

\$42,000

\$0

\$0

\$0

- Save and RECALCULATE

****Revenue amendments will be updated on the MS434**

Submissions

- Upload all pages of a document or form.
- Be sure documents and forms are certified by the appropriate signature(s)
- Do not upload documents as JPEGs.
- Documents once uploaded cannot be deleted
 - ask advisor to remove.

Uploads

 Budget Forms
  Financial Forms
  Administrative Forms
  Other Documents

Show **50** entries

Search:

	Document	Due Date	Status	Submitted Date	Approval Date	Go To	Notes
	Revised Estimated Revenues (MS-434)	9/1/2022	Pending	8/18/2022	Approve	View Report	
	Financial Report of the Budget (MS-535)	4/1/2022	Completed	8/13/2022	8/23/2022	View Report	
	Report of Trust and Capital Reserve Funds (MS-9)	3/1/2022	Completed	1/29/2022	4/8/2022	View Report	
	Report of Common Trust Fund Investments (MS-10)	3/1/2022	Completed	1/29/2022	4/8/2022	View Report	
	MS-60 or CPA Financial Audit	12/31/2022				Upload Attachment	
	DRA Approved Est. Revenues (MS-434-R)						
	Audit Waiver Request (MS-60W)	11/15/2021				Upload Attachment	
	Total Assessed Value (MS-1)	9/1/2022					
✖	Tax Collector's Report (MS-61)	3/1/2022	Completed	8/23/2022	8/23/2022	View Attachment Upload Attachment	
✖	Signed Financial Report of the Budget (MS-535)	4/1/2022	Completed	8/22/2022	8/23/2022	View Attachment Upload Attachment	
✖	Signed Revised Est. Revenues (MS-434S)	9/1/2022	Completed	8/18/2022	8/23/2022	View Attachment Upload Attachment	
✖	Report of Borrowing (MS-50)		Completed	4/22/2022	8/19/2022	View Attachment Upload Attachment	



Uploads Alexandria 2023

Step 1

Form Templates:

MS-60 or CPA Financial Audit



Step 2

Notes:

Step 3

Upload File:

No file chosen

File Upload Limitations

Size Limit: 90Mb

Image Files: .bmp, .jpg, .jpeg, .png, .gif, .tif, .tiff

Document Files: .pdf, .doc, .docx, .ppt, .pptx, .ppsx, .odt, .xls, .xlsx

“Form Templates” is a drop-down with various options where you choose what type of document you are uploading.

The system will automatically make the initial selection for you.

“Notes” allows a limited amount of text for reference purposes to be entered. This is optional and will be displayed in the “Notes” column of the Document Table in the previous slide after the upload has been completed.

Financial Home

[Home](#)[Budget](#)[Financial](#)[Tax Rates](#)[Reports](#)[Settings](#)

Financial Ashuelot Pond Dam 2023

[Revenue Review](#)[Disabled](#)[MS-535 Review](#)[Continue ▶](#)

Resources

- DRA Website

(<http://www.revenue.nh.gov/mun-prop/mtrsp/index.htm>)

- Municipal Advisor

- Axiomatic

– Support line: 1-888-508-8179

Questions?