

Overview of New Hampshire Property Tax Rate Setting Process

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The Municipal Services (MS) division at DRA sets property tax rates for over 500 political subdivisions in New Hampshire. For the purposes of property tax rates, political subdivisions or entities consist of counties, municipalities, village districts, and school districts. Each entity provides DRA with extensive details of their total valuation, proposed and approved appropriations, as well as revenues via 25 forms. The end result of the process is the setting of a tax rate, represented as a dollar amount per one thousand dollars of assessed real estate value. An example of a municipal tax rate breakdown is shown in the table below, along with the taxes collected per entity for an example property 'black acre', valued at \$250,000.

Entity	Amount/Thousand	Tax Collected
Municipal	\$ 8.56	\$ 2,140.00
Local Education	\$ 9.39	\$ 2,347.50
State Education	\$ 2.43	\$ 607.50
County	\$ 1.11	\$ 277.50
Total	\$ 21.49	\$ 5,372.50

Forms and Documents

Currently there are 31 forms that are part of the tax rate setting process ("TRSP"). Forms are broken into subsets: City/Town, School Districts, Village Districts, and Counties, laid out respectively in the tables below. More detailed information about the required forms can be found in the References articles.

City/Town Forms		
Form	Name	Due Date
MS-1	Summary of Valuation	September 1 st
MS-232	Report of Appropriations as Voted	Meeting Date +20
MS-434	Revised Estimate Reviews	September 1 st
MS-535	Financial Report	Apr 1 st (CY) or Sept 1 st (FY)
MS-636	Budget of the Town	Meeting Date +20 days
MS-6c	Budget of the City	Meeting Date +20 days
MS-737	Budget of Town w/ Municipal Budget Committee	Meeting Date +20 days
MS-9	Report of Trust Funds	Mar 1 st (CY) or Sept 1 st (FY)
MS-10	Report of Common Trust Investments	Mar 1 st (CY) or Sept 1 st (FY)
MS-123	Report of Town/City Officials	Meeting Date +20 days
MS-50	Treasurer's Report of Borrowing	RSA 33:7 & RSA 33:8
MS-60	Auditor's Report	Within 10 days of acceptance

MS-60A	Auditor Option and Schedule	close fiscal year+10 days
MS-60W	Audit Waiver Request, if applicable	close fiscal year+45 days
MS-61	Tax Collector's Report	Mar 1 st (CY) or Sept 1 st (FY)

School District Forms		
Form	Name	Due Date
MS-22	Report of Appropriations Actually Voted	Meeting Date +20 days
MS-24	Revised Estimated Revenues	September 1 st
MS-25	DRA Cover for Financial Report	September 1 st
MS-26	School Budget	Meeting Date +20 days
MS-26c	Dependent School Budget	Meeting Date +20 days
MS-27	Budget Form for School Districts with Budget Committee	Meeting Date +20 days

Village District Forms		
Form	Name	Due Date
MS-1V	Summary of Valuation	September 1 st
MS-123	Report of Officers	Meeting Date +20 days
MS-232	Report of Appropriations Actually Voted	Meeting Date +20 days
MS-434	Revised Estimated Revenues	September 1 st
MS-535	Financial Report for Village Districts	Mar 1 st (CY) or Sept 1 st (FY)
MS-636	Budget Form for Village Districts	Meeting Date +20 days
MS-737	Budget Form for Village Districts with Budget Committee	Meeting Date +20 days

County Forms		
Form	Name	Due Date
MS-42	County Appropriations as Voted	September 1 st
MS-45	Annual County Financial Report	Apr 1 st (CY) or Sept 1 st (FY)
MS-46	Proposed Budget and Revenue Estimate	September 1 st

Warrant Articles

One of the most time intensive and critical steps of the TRSP is the review of warrant articles. Warrant articles are essentially town meeting agenda items for the entity. For the purposes of the tax rate setting process, a warrant article is a proposed appropriation to be voted on by the constituents at town meeting. Warrant articles require specific language to ensure they adhere to state statutes and are legally acceptable. The majority of filers submit draft warrant articles to Municipal Services in the late fall for review (optional "Pre-Review"). MS personnel provide feedback and potential

language changes to the entity. The warrant articles (as posted at town meeting) coincide with the 6- and 7-series TRSP forms (MS-636, MS-6C, or MS-737 for municipalities; MS-26, MS-26C, MS-27 for Schools; MS-636, and MS-737 for Villages).

At town meeting, warrant articles are either approved or rejected by the voters, and an "Appropriations as Voted" 2-series TRSP form (MS-232 for municipalities and village districts or MS-22 for schools) is filed with DRA. Additionally, town meeting minutes are submitted. MS personnel check the language of the warrant articles against the meeting minutes to determine which appropriations were approved or amended. At this point, MS personnel can disallow warrant articles if they were improperly drafted (contain incorrect language). Currently, no standardized format exists for drafting and submitting warrant articles; they are transmitted to DRA in a variety of formats, including hard copy.

 Preview