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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

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April 25, 2017

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee
Date 5/12/17

REQUESTED ACTION

Pursuant to Chapter 276:4 Laws of 2015, Transfer Among Accounts and Classes, authorize the Department of Administrative Services (DAS) to transfer funds in and among accounting units in the amount of \$20,832. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. **Funding Source: 100% Transfer Other Agencies**

SFY 2017

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Bureau of Court Facilities	20450000	<u>\$ 20,832</u>
Total Department of Administrative Services		<u>\$ 20,832</u>

EXPLANATION

These transfers reflect adjustments to various expense accounts to address projected expenses in the DAS Bureau of Court Facilities. Anticipated expenditure patterns for SFY 2017 have been analyzed and taken into consideration when projecting expenditures through March 31, 2017. Based upon this review, a number of accounts were found to require additional funds, while other accounts will experience less than what has been appropriated. This transfer will provide for the continued efficient operation of the Department.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions.

- A. *Justification:* The transfer consists of transfers to cover projected deficits in class 018, overtime, class 020, current expenses, and class 022, rents-leases other than state, due to the amounts appropriated being lower than anticipated expenditures; funds are available to cover these deficits in class 023, utilities, and class 202, relocation, due to the amount appropriated being higher than anticipated.

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- B. *Does this transfer involve continuing programs or one-time projects?* This transfer involves continuing programs;
- C. *Is this transfer required to maintain existing program levels or will it increase the program level?* This transfer is required to maintain existing program levels;
- D. *Cite any requirements which make this program mandatory.* The programs for the Department are mandated by various state and federal laws;
- E. *Identify the source of funds on all accounts listed on this transfer.* See the attached worksheet for the source of funds for all accounts;
- F. *Will there be any effect on revenue if this transfer is not approved?* There is no anticipated effect on revenue as a result of this transfer;
- G. *Are funds expected to lapse if this transfer is not approved?* It is anticipated that some funds will lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* All transfers of funds into class 018, overtime, are to support existing budgeted positions and not for the creation of any new positions.

The Department has conducted a detailed review of these line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,



Vicki V. Quiram
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	20450000	BUREAU OF COURT FACILITIES	010-500100	PERSONAL SERVICES PERM CLAS	1,025,584		1,025,584
0010	1415	20450000	BUREAU OF COURT FACILITIES	018-500106	OVERTIME	68,000	5,000	73,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	020-500200	CURRENT EXPENSES	175,100	10,000	185,100
0010	1415	20450000	BUREAU OF COURT FACILITIES	022-500255	RENTS-LEASES OTHER THAN STA	3,942,986	10,832	3,953,818
0010	1415	20450000	BUREAU OF COURT FACILITIES	023-500210	HEAT ELECTRICITY WATER	2,266,214	-20,832	2,245,382
0010	1415	20450000	BUREAU OF COURT FACILITIES	030-500301	EQUIPMENT NEW REPLACEMENT	43,253		43,253
0010	1415	20450000	BUREAU OF COURT FACILITIES	035-583514	SHARED SERVICE SUPPORT	33,760		33,760
0010	1415	20450000	BUREAU OF COURT FACILITIES	039-500188	TELECOMMUNICATIONS	49,500		49,500
0010	1415	20450000	BUREAU OF COURT FACILITIES	047-500240	OWN FORCES MAINT BUILD-GRN	12,714		12,714
0010	1415	20450000	BUREAU OF COURT FACILITIES	048-500226	CONTRACTUAL MAINT BUILD-GRN	722,243		722,243
0010	1415	20450000	BUREAU OF COURT FACILITIES	050-500109	PERSONAL SERVICE TEMP APPOI	526,646		526,646
0010	1415	20450000	BUREAU OF COURT FACILITIES	060-500602	BENEFITS	743,064		743,064
0010	1415	20450000	BUREAU OF COURT FACILITIES	070-500704	IN STATE TRAVEL REIMBURSEME	10,000		10,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	103-500735	CONTRACTS FOR OP SERVICES	285,251		285,251
0010	1415	20450000	BUREAU OF COURT FACILITIES	202-509202	RELOCATION	8,000	-5,000	3,000
			TOTAL			9,912,315	0	9,912,315
			REVENUES					
			Total General Funds	010-000010		0	0	0
			Tranfers Other Agencies	various		9,912,315	0	9,912,315
			TOTAL REVENUES			9,912,315	0	9,912,315