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State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
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May 25, 2018

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

His Excellency, Governor Christopher T. Sununu  
and the Executive Council  
State House  
Concord, NH 03301

*Charles M. Arlinghaus* 5/25/18  
Approved by Fiscal Committee Date

**REQUESTED ACTION**

- Pursuant to RSA 9:16-a, II, Transfers Authorized, authorize the Department of Administrative Services, Budget Office, to create a new class line and transfer funds in the amount of \$22,500 for FY2019. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2018 through June 30, 2019. **100% General Funds**
- Pursuant to RSA 124:15, and contingent on the approval of request number one, authorize the Department of Administrative Services, Budget Office, to establish one (1) temporary part-time, class 050 position. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2018 through June 30, 2019. **100% General Funds**

|          |               |                          |          |
|----------|---------------|--------------------------|----------|
| SFY 2019 | Budget Office | Accounting Unit 13500000 | \$22,500 |
|----------|---------------|--------------------------|----------|

**EXPLANATION**

This transfer reflects an adjustment to add a new class line, Personal Services-Temporary to the Budget Office Accounting Unit. The Budget Office recently experienced two retirements; one of these positions will not be filled in the immediate future. The establishment of this part-time position will provide assistance for the ongoing budget development of the FY 2020 -2021 biennium, as required of the office pursuant to RSA 9, as well as other duties that are performed by this office, to include the support of fiscal year-end close processes and Fiscal Committee and Governor and Council items preparation guidance to departments. This transfer will provide for the continued efficient operation of the Budget Office during this critical time.

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

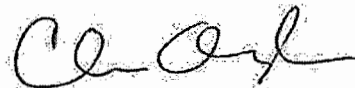
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
May 25, 2018  
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The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions.

- A. *Justification:* The transfer consists of a transfer of funds in FY19 from class 010, Personal Services-Perm. Classified, to class 050, Personal Services-Temporary. This will allow for the establishment of a part-time Administrator IV position to assist the Budget Office during the development of the FY 2020 -2021 budget. Funds are available in class 010 due to a vacant position that will not be filled immediately.
- 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 the existing program level;
- D. *Cite any requirements which make this program mandatory.* RSA 21-1:6;
- E. *Identify the source of funds on all accounts listed on this transfer.* 100% General Funds;
- 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 may lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* This transfer request will establish one (1) part-time Administrator IV position to assist the Budget Office.

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,



Charles Arlinghaus  
Commissioner

SFY2019

| Co.  | Bur/Div | Acct Unit | Description                | Class             | Class Description                 | Current Adj Authorized | Amount to Transfer | Revised Adj Authorized |
|------|---------|-----------|----------------------------|-------------------|-----------------------------------|------------------------|--------------------|------------------------|
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 010-500100        | PERSONAL SERVICES PERM CLASSIFIED | \$ 821,512             | \$ (22,500)        | \$ 799,012             |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 011-500126        | SALARY UNCLASSIFIED               | \$ 116,125             |                    | \$ 116,125             |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 018-500106        | OVERTIME                          | \$ 20,000              |                    | \$ 20,000              |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 020-500200        | CURRENT EXPENSES                  | \$ 27,850              |                    | \$ 27,850              |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 030-500301        | EQUIPMENT NEW REPLACEMENT         | \$ 250                 |                    | \$ 250                 |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 039-500188        | TELECOMMUNICATIONS                | \$ 4,997               |                    | \$ 4,997               |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 050-500109        | PERSONAL SERVICES TEMP            | \$ -                   | \$ 22,500          | \$ 22,500              |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 060-500602        | BENEFITS                          | \$ 420,686             |                    | \$ 420,686             |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 070-500704        | IN STATE TRAVEL REIMBURSEMENT     | \$ 600                 |                    | \$ 600                 |
| 0010 | 1400    | 13500000  | BUDGET OFFICE              | 080-500710        | OUT OF STATE TRAVEL REIMBURSEMENT | \$ 500                 |                    | \$ 500                 |
|      |         |           | <b>TOTAL</b>               |                   |                                   | <b>\$ 1,412,520</b>    | <b>\$ -</b>        | <b>\$ 1,412,520</b>    |
|      |         |           | <b>REVENUES</b>            |                   |                                   |                        |                    |                        |
|      |         |           | <b>Total General Funds</b> | <b>010-000010</b> |                                   | <b>\$ 1,412,520</b>    | <b>\$ -</b>        | <b>\$ 1,412,520</b>    |
|      |         |           | <b>TOTAL REVENUES</b>      |                   |                                   | <b>\$ 1,412,520</b>    | <b>\$ -</b>        | <b>\$ 1,412,520</b>    |