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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**GLENCLIFF HOME**

Jeffrey A. Meyers  
Commissioner

L. Todd Bickford  
Administrator

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May 21, 2019

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

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

**REQUESTED ACTION**

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services, Glencliff Home to transfer general funds in the amount of \$50,000 between class lines effective upon approval of the Fiscal Committee and Governor and Executive Council through June 30, 2019. 100% General Funds. The transfer is summarized below:

**05-95-091-910010-5710 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:GLENCLIFF, PROFESSIONAL CARE**

Class/Object	Class Title	Current Authorized Budget	This Request	Adjusted Budget
<b>Revenue</b>				
009-405921	Agency Income	\$8,106,508		\$8,106,508
	General Funds	2,132,717		2,132,717
	Total Revenue:	\$10,239,225		\$10,239,225
<b>Expense</b>				
010-500100	Personal Services Perm	\$5,089,189	(50,000)	\$5,039,189
018-500106	Overtime	506,005	50,000	556,005
019-500105	Holiday Pay	132,580		132,580
020-500200	Current Expenses	427,513		427,513
024-500225	Maint Other Than Bldg -Grn	6,101		6,101
030-500301	OfficeEquip&Furn(New)	30,600		30,600
046-500464	Consultants	32,565		32,565
050-500109	Other Personal Services	348,384		348,384
060-500601	Benefits	3,055,690		3,055,690
066-500543	Employee Training	15,231		15,231
101-500729	Medical Payments to Providers	595,367		595,367
	Total Expense:	\$10,239,225		\$10,239,225

### EXPLANATION

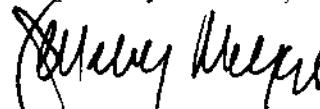
The Department of Health and Human Services, Glenclyff Home is requesting authorization to transfer funds between Class 010 - Personal Services Permanent and Class 018 - Overtime in order to address shortfalls with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2019 to date have been analyzed at Glenclyff Home and taken into consideration when projecting expenditures for the balance of the year. 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:  
Funds are available in Class 010 (Personal Services Perm) due to vacancies. Funds are needed in Class 018 (Overtime) due to vacancies and staffing shortages.
- 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?  
This transfer is required to maintain the existing level.
- D. Cite any requirements which make this program mandatory.  
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.  
The funds being transferred are 100% general funds.
- F. Will there be any effect on revenue if this transfer is not approved?  
There will be no effect on revenue.
- G. Are funds expected to lapse if this transfer is not approved?  
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?  
No positions are being transferred as a result of this request.

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

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner