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MLC

State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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May 22, 2019

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

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

REQUESTED ACTION

Pursuant to Chapter 163 section 9, laws of 2018, authorize the Department of Administrative Services (DAS), Division of Plant & Property, to transfer funds in the amount of \$45,000. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2019. **Funding Source: 96% Transfer Other Agencies, 4% Agency Income**

SFY 2019

<u>Accounting Unit</u>	<u>Account</u>	<u>Amount</u>
Bureau of Court Facilities	20450000	\$ 45,000

EXPLANATION

This transfer reflects an adjustment to expense accounts to address projected expenses in the DAS Division of Plant & Property, Bureau of Court Facilities. Anticipated expenditure patterns for FY 2019 have been analyzed and taken into consideration when projecting expenditures through June 30, 2019. Based upon this review, class 048, Contractual Maintenance Buildings-Grounds was found to require additional funds, while class 022, Rents-Leases will experience less than what had 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:* This transfer is required to cover a projected deficit in class 048 contractual maintenance; expenditures are higher than what had been budgeted due to the construction and maintenance costs for three new courthouse and the major renovation of

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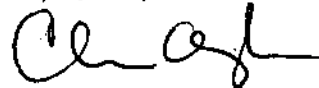
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another courthouse. As a result of shifting from leased facilities to new state-owned facilities, fewer funds are needed in the class 022 rents-leases line and additional funds are required in class 048 for construction and operational costs in order to maintain the new facilities.

- 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.* RSA 21-I:11, I. (c)(6)
- E. *Identify the source of funds on all accounts listed on this transfer.* Transfer from Other Agency, and Agency Income – see attached worksheet for percentage details;
- 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?* n/a

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

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	\$ 1,144,072		\$ 1,144,072
0010	1415	20450000	BUREAU OF COURT FACILITIES	018-500106	OVERTIME	\$ 109,453		\$ 109,453
0010	1415	20450000	BUREAU OF COURT FACILITIES	020-500200	CURRENT EXPENSES	\$ 184,500		\$ 184,500
0010	1415	20450000	BUREAU OF COURT FACILITIES	022-500257	RENTS-LEASES OTHER THAN STA	\$ 3,992,244	\$ (45,000)	\$ 3,947,244
0010	1415	20450000	BUREAU OF COURT FACILITIES	023-500291	HEAT ELECTRICITY WATER	\$ 1,678,801		\$ 1,678,801
0010	1415	20450000	BUREAU OF COURT FACILITIES	030-500301	EQUIPMENT NEW REPLACEMENT	\$ 53,792		\$ 53,792
0010	1415	20450000	BUREAU OF COURT FACILITIES	039-500188	TELECOMMUNICATIONS	\$ 67,438		\$ 67,438
0010	1415	20450000	BUREAU OF COURT FACILITIES	047-500240	OWN FORCES MAINT BUILD-GRN	\$ 10,286		\$ 10,286
0010	1415	20450000	BUREAU OF COURT FACILITIES	048-500226	CONTRACTUAL MAINT BUILD-GRN	\$ 779,178	\$ 45,000	\$ 824,178
0010	1415	20450000	BUREAU OF COURT FACILITIES	050-500109	PERSONAL SERVICE TEMP APPOI	\$ 422,247		\$ 422,247
0010	1415	20450000	BUREAU OF COURT FACILITIES	060-500602	BENEFITS	\$ 788,936		\$ 788,936
0010	1415	20450000	BUREAU OF COURT FACILITIES	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 10,000		\$ 10,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	080-500710	OUT OF STATE TRAVEL REIMB	\$ 3,100		\$ 3,100
0010	1415	20450000	BUREAU OF COURT FACILITIES	103-500736	CONTRACTS FOR OP SERVICES	\$ 427,791		\$ 427,791
0010	1415	20450000	BUREAU OF COURT FACILITIES	202-509202	RELOCATION	\$ 4,900		\$ 4,900
			TOTAL			\$ 9,676,738	\$ -	\$ 9,676,738
			REVENUES					
			TRANSFER FROM OTHER AGENCY	484910		\$ 9,299,887	\$ -	\$ 9,299,887
			AGENCY INCOME	406918		\$ 376,851	\$ -	\$ 376,851
			TOTAL REVENUES			\$ 9,676,738	\$ -	\$ 9,676,738