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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*NEW HAMPSHIRE HOSPITAL*

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April 24, 2020

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

**Informational Item**

Pursuant to RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, Governor Sununu has authorized the Department of Health and Human Services, New Hampshire Hospital, to transfer general funds in the amount of \$520,325 and other funds in the amount of \$658,000 between various class lines. The transfers are summarized and detailed in the attached worksheets. 44% General Funds, 56% Other Agency Funds

**EXPLANATION**

The Department of Health and Human Services transferred funds between various class lines in order to address shortfalls with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2020 to date have been analyzed and taken into consideration when projecting expenditures for the balance of the fiscal year. Based upon this review, a number of accounts were found to require additional funds, while other accounts were experiencing less than originally anticipated expenditures. 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:  
See the attached Appendix B for justification of the availability of funds and required additional funds.
- 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 existing program levels.
- 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.

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See Appendix A for the source of funds for all accounts.

- F. Will there be any effect on revenue if this transfer is not approved?  
This request is revenue neutral.
- 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,

  
Lori A Shibinette  
Commissioner

Attachments:

- Appendix A Detail Accounting Spreadsheets
- Appendix B Narratives

APPENDIX A						
All Accounts	Account	General Funds Only			Net	Account
	From	From	To	Net	FF/Oth	To
Office of Director of Human Services	Various	\$0	\$0	\$0	\$0	Various
Division for Children, Youth & Families	Various	\$0	\$1	\$1	\$0	Various
Bureau of Child Development & Headstart Collaboration	Various	\$0	\$0	\$0	\$0	Various
Office of Health Equity	Various	\$0	\$0	\$0	\$0	Various
Division of Homeless and Housing Services	Various	\$0	\$0	\$0	\$0	Various
Division of Child Support	Various	\$0	\$0	\$0	\$0	Various
Adult Protective Services	Various	\$0	\$0	\$0	\$0	Various
Division of Family Assistance	Various	\$0	\$0	\$0	\$0	Various
Division for Client Services	Various	\$0	\$0	\$0	\$0	Various
Office of Medicaid Business & Policy	Various	\$0	\$0	\$0	\$0	Various
Bureau of Elderly & Adult Services	Various	\$0	\$0	\$0	\$0	Various
Public Health	Various	\$0	\$0	\$0	\$0	Various
Glenclyff Home	Various	\$0	\$0	\$0	\$0	Various
Bureau of Behavioral Health	Various	\$0	\$0	\$0	\$0	Various
Bureau of Developmental Services	Various	\$0	\$0	\$0	\$0	Various
New Hampshire Hospital	Various	(\$520,325)	\$520,325	\$0	\$0	Various
Office of the Commissioner	Various	\$0	\$0	\$0	\$0	Various
Office of Improvement & Integrity	Various	\$0	\$0	\$0	\$0	Various
Office of Operations Support	Various	\$0	\$0	\$0	\$0	Various
Office of Administration	Various	\$0	\$0	\$0	\$0	Various
Information Services	Various	\$0	\$0	\$0	\$0	Various
Quality Assurance	Various	\$0	\$0	\$0	\$0	Various
<b>Total Department of Health and Human Services</b>		<b>(\$520,325)</b>	<b>\$520,325</b>	<b>\$0</b>	<b>\$0</b>	
			Net Federal Funds		\$0	\$0
			Net Other Funds		\$0	\$0
					\$0	\$0

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	V	
1	Fund	Agcy	Org	Cls	Rpt	Class Title	Increase/Decrease	Net Genl Fund by Org. Code	Net Genl Fund By Agency	GF	FF	FF	Transfer Amount OF	GF	FF	GF	FF	GF	GF	
2					Acc1		Amount			Amount	S/T	FF	OF							
1130	NEW HAMPSHIRE HOSPITAL																			
1135	NRH Administration																			
1136	010	084	84000000	001	484847	Intra-Agency	\$													
1137	010	084	84000000	008	401478	Other Funds - Donation	\$													
1138	010	084	84000000			General Funds	\$													
1139	Total Revenue																			
1140																				
1141	010	084	84000000	010	500100	Personal Svs Perm Class	\$													
1142	010	084	84000000	018	500108	Overtime	\$ 7,620			\$ 7,620										
1143	010	084	84000000	020	500252	Current Expense	\$ (7,520)			\$ (7,520)										
1144	010	084	84000000	028	500251	Membership Fees	\$ 4,405			\$ 4,405										
1145	010	084	84000000	057	500531	Books Periodicals Subscriptions	\$ (4,405)			\$ (4,405)										
1146	Total Expense																			
1147																				
1148																				
1149	NRH Facilities/Personel Support																			
1150	010	084	84100000	001	484847	Intra-Agency	\$													
1151	010	084	84100000	007	402134	Other Funds - Café Revenue	\$													
1152	010	084	84100000	008	407550	Other Funds - Transportation Garage	\$													
1153	010	084	84100000			General Funds	\$													
1154	Total Revenue																			
1155																				
1156	010	084	84100000	010	500100	Personal Svs Perm Class	\$ (530,400)			\$ (215,400)			\$ (85,000)	\$ (215,400)	0.00%		25.30%	71.70%		
1157	010	084	84100000	018	500105	Holiday Pay	\$ 7,400			\$ 7,400				\$ 7,400	0.00%		0.00%	100.00%		
1158	010	084	84100000	020	500252	Current Expense	\$ 323,000			\$ 323,000				\$ 323,000	0.00%		0.00%	100.00%		
1159	010	084	84100000	021	500211	Food Institutional	\$ 78,000			\$ 78,000				\$ 78,000	0.00%		0.00%	100.00%		
1160	010	084	84100000	024	500225	Maint other than Buid-Grnds	\$ 20,000			\$ 20,000				\$ 20,000	0.00%		0.00%	100.00%		
1161	010	084	84100000	042	500820	Add Fringe Benefits	\$ 85,000			\$ 85,000				\$ 85,000	0.00%		0.00%	100.00%		
1162	010	084	84100000	047	500240	Den Force Maint	\$ 29,000			\$ 29,000				\$ 29,000	0.00%		0.00%	100.00%		
1163	010	084	84100000	050	500108	Personal Svs Temp Appoint	\$ 41,000			\$ 41,000				\$ 41,000	0.00%		0.00%	100.00%		
1164	010	084	84100000	080	500801	Benefits	\$ (285,600)			\$ (285,600)				\$ (285,600)	0.00%		0.00%	100.00%		
1165	010	084	84100000	102	500731	Contracts for Program Svcs	\$ 2,600			\$ 2,600				\$ 2,600	0.00%		0.00%	100.00%		
1166	Total Expense																			
1167																				
1168																				
1169	Acute Psychiatric Services																			
1170	010	084	87500000	001	484847	Intra-Agency	\$													
1171	010	084	87500000	008	405821	Other Funds - Provider Fees	\$													
1172	010	084	87500000			General Funds	\$													
1173	Total Revenue																			
1174																				
1175	010	084	87500000	010	500100	Personal Svs Perm Class	\$ (573,000)			\$			\$ (573,000)				0.00%	100.00%	0.00%	
1176	010	084	87500000	018	500105	Holiday Pay	\$ 7,500			\$ 7,500				\$ 7,500	0.00%		0.00%	100.00%		
1177	010	084	87500000	041	500801	Audit Fund adt aside	\$			\$				\$	0.00%		0.00%	100.00%		
1178	010	084	87500000	042	500820	Add Fringe Benefits	\$ 573,000			\$				\$ 573,000	0.00%		0.00%	100.00%	0.00%	
1179	010	084	87500000	050	500108	Personal Svc Temp	\$			\$				\$	0.00%		0.00%	100.00%		
1180	010	084	87500000	058	500117	Temp Full Time	\$			\$				\$	0.00%		0.00%	100.00%		
1181	010	084	87500000	080	500801	Benefits	\$ (7,500)			\$ (7,500)				\$ (7,500)	0.00%		0.00%	100.00%		
1182	010	084	87500000	100	500728	Prescription Drugs	\$			\$				\$	0.00%		0.00%	100.00%		
1183	010	084	87500000	101	500730	Medical Pymts to Providers	\$			\$				\$	0.00%		0.00%	100.00%		
1184	010	084	87500000	102	500731	Contract for Prog Svcs	\$			\$				\$	0.00%		0.00%	100.00%		
1185	010	084	87500000	501	500425	Payments to Clients	\$			\$				\$	0.00%		0.00%	100.00%		
1186	010	084	87500000				\$			\$				\$	0.00%		0.00%	100.00%		
1187	Total Expense																			
1188																				
1189	TOTAL NEW HAMPSHIRE HOSPITAL																			
1190																				
1421	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES																			
1422																				

## **Appendix B**

### **NEW HAMPSHIRE HOSPITAL**

#### **05-95-094-940010-84000000**

##### **Administration**

Funding in this Accounting Unit represents costs associated with the administration of New Hampshire Hospital. Funds are needed in Class 018 (Overtime) and Class 026 (Organizational Dues) due to a greater than anticipated need due to a miscalculation in Membership Dues and higher cost of overtime than anticipated. There are funds available for use in Class 020 (Current Expenses) and 057 (Books & Periodicals) as a result of conservative spending and timing of renewals. Source of Funds: 100% General Funds

#### **05-95-094-940010-84100000**

##### **Facilities/Patient Support**

Funding in this Accounting Unit represents costs associated with the operation of New Hampshire Hospital, Facility/Patient Support Services. Staff in these areas provides direct services to patients in Food and Nutritional Services, Environmental Services, Laundry Services and Maintenance.

Due to the increasing cost of healthcare products, the need for staffing on holidays, part-time staff to cover vacant full-time positions, increased number of retirements, cost of unanticipated building repairs, and the rising cost of food funds are needed in Class 019 (Holiday Pay), Class 020 (Current Expenses), Class 021 (Institutional Food), Class 024 (Maint other than Buildings), Class 042 (Additional Fringe Benefits), Class 047 (Own Force Maint) , Class 050 (Personal Services-Temp) and Class 102 (Contracts for Program Services) to cover additional costs. In addition, funds are available in Class 010 (Personal Svcs-Perm) and Class 060 (Benefits) as a result of vacancies. Source of Funds: Class 010 - 71.70% General, 28.30% Other (Agency) Funds; Classes 019, 020, 021, 024, 047, 050, 060 and 102 – 100% General Funds; and Class 042 – 100% Other.

#### **05-95-094-940010-87500000**

##### **NHH-Acute Psychiatric Services**

Funding in this Accounting Unit represents costs associated with the operations of New Hampshire Hospital, Acute Psychiatric Services.

Funds are needed in Class 019 (Holiday Pay) due to high number of vacancies and Class 042 (Additional Fringe Benefits) due to a greater number of retirements. Due to the high number of vacancies, funds are available in Class 010 (Personnel Svcs Perm) and Class 060 (Benefits). Source of Funds: Classes 010 and 042 – 100% Other (Agency) Funds; and Classes 019 and 060 – 100% General Funds.