



51 *Am*

FIS 18 014

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

CHARLES M. ARLINGHAUS  
 Commissioner  
 (603)-271-3201

JOSEPH B. BOUCHARD  
 Assistant Commissioner  
 (603)-271-3204

December 22, 2017

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

*[Signature]*  
 Approved by Fiscal Committee Date 12/19/18

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

**REQUESTED ACTION**

Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, Division of Procurement & Support Services, Surplus Distribution Section to budget and expend prior year funds in the amount of \$157,158.00 available from State Administrative Expense (SAE) grant that was not expended in state fiscal year 2017 which will be used to pay for equipment and expenses incurred during state fiscal year 2018 as well as additional out-of-state travel for required attendance at USDA sponsored trainings, effective upon Fiscal Committee and Governor and Council approval through June 30, 2018. **100% Federal Funds.**

Funds are to budgeted as follows:

01-14-14-141710-51320000 Department of Administrative Services, Division of Procurement & Support Services, State Administrative Expense

<u>Class</u>	<u>Class Description</u>	<u>Current Adjusted</u>	<u>Amount to</u>	<u>Revised Adj.</u>
		<u>Authorized FY 2018</u>	<u>Budget</u>	<u>Authorized FY 2018</u>
<b>000-404354</b>	<b>FEDERAL FUNDS</b>	<b>\$ 81,486.00</b>	<b>\$ 157,158.00</b>	<b>\$ 238,644.00</b>
020-500200	CURRENT EXPENSES	\$ 61,137.00		\$ 61,137.00
029-500290	TRANSFERS WITHIN AN AGENCY	\$ 0	\$ 52,181.00	\$ 52,181.00
030-500320	EQUIPMENT NEW/REPLACEMENT	\$ 15,000.00	\$ 73,477.00	\$ 88,477.00
039-500180	TELECOMMUNICATIONS	\$ 150.00		\$ 150.00
041-500801	AUDIT FUND SET ASIDE	\$ 150.00		\$ 150.00
050-500117	PERSONAL SERVICE TEMP	\$ 2,020.00	\$ 27,868.00	\$ 29,888.00
060-500601	BENEFITS	\$ 154.00	\$ 2,132.00	\$ 2,286.00
080-500710	OUT-OF-STATE TRAVEL	\$ 2,875.00	\$ 1,500.00	\$ 4,375.00
	<b>Total Expenditures</b>	<b>\$ 81,486.00</b>	<b>\$ 157,158.00</b>	<b>\$ 238,644.00</b>

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
December 22, 2017  
Page 2 of 2

#### EXPLANATION

The Federal Government through the U.S. Department of Agriculture (USDA) provides funding annually to states through the State Administrative Expense Fund (SAE) to provide food commodities to eligible schools, child and adult care facilities, and summer feeding programs. Locally, the program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Foods section.

The Department of Administrative Services is requesting to budget and expend \$157,158.00 in grant funding available from federal fiscal year 2017 to be brought forward to state fiscal year 2018.

The funds are to be budgeted as follows:

The funds in class 020 Current Expenses will be used to pay for expenses such as fuel, warehouse supplies, office supplies, and maintenance of fleet vehicles.

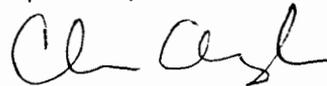
The funds in class 029 Transfers within an Agency will be used to pay for full-time salaries and warehouse rent where needed in order to fully expend federal grant funding on allowable costs otherwise funded and paid for through the Agency operating account 51290000.

The funds in class 030 Equipment New/Replacement will be used to 1) purchase a pallet jack to be used in the warehouse, 2) replace the batteries in an existing pallet jack, 3) purchase a van for use in the transportation of inmates from the Department of Corrections as well as aid in in-state travel and deliveries which do not require the use of the larger box trucks, and 4) to purchase handheld inventory control devices for distribution efficiency on delivery routes.

The funds in class 050 and class 060 will be used to pay existing part-time storekeeper positions and warehouse roles to operate an efficient distribution program.

The funds in class 080 Out-Of-State Travel are required in order to attend USDA sponsored and recommended training.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner