



New Hampshire Department of
**BUSINESS AND
 ECONOMIC AFFAIRS**



April 17, 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 Executive Council
 State House
 Concord, New Hampshire 03301

Requested Action

1. Pursuant to RSA 9:16-a, authorize the Department of Business and Economic Affairs, Office of the Commissioner to transfer funds within accounting unit Administration-Support, as outlined below, in the amount of \$26,600.00 to reallocate funds to cover remaining FY2019 operational expenditures. Effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019. 100% General Funds
2. Pursuant to RSA 9:16-a, II, authorize the Department of Business and Economic Affairs to create a new expenditure class for Class 048 Contractual Maint Build-Grn effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019.

Administration - Support					
03-22-22-220000-20070000					
Fiscal Year 2019					
Class	Description	Account	Current Budget	Requested Action	Adjusted Budget
010	Personal Services – Perm.	500100	\$171,724.00	\$0.00	\$171,724.00
011	Personal Services – Unclassified	500126	\$111,764.00	\$0.00	\$111,764.00
020	Current Expenses	500200	\$90,999.00	\$7,000.00	\$97,999.00
022	Rents-Leases Other than State	500255	\$327,304.00	(\$26,600.00)	\$300,704.00
026	Organizational Dues	500251	\$250.00	\$0.00	\$250.00
027	Transfers to DOIT	582703	\$126,470.00	\$0.00	\$126,470.00
030	Equipment New Replacement	500301	\$50,000.00	\$0.00	\$50,000.00
039	Telecommunications	500188	\$1,807.00	\$1,000.00	\$2,807.00
040	Indirect Costs	500800	\$64,173.00	\$0.00	\$64,173.00
048	Contractual Maint Build-Grn	500226	\$0.00	\$18,600.00	\$18,600.00
060	Benefits	500601	\$123,639.00	\$0.00	\$123,639.00
070	In State Travel Reimbursement	500704	\$2,000.00	\$0.00	\$2,000.00
080	Out of State Travel Reimb.	500710	\$500.00	\$0.00	\$500.00
			\$1,088,862.00	\$0.00	\$1,088,862.00

Explanation

During FY2019, the Department of Business and Economic Affairs (BEA) relocated from its prior space on 172 Pembroke Road in Concord to One Eagle Square in Concord. Since relocating in October, BEA has determined the need to reallocate funds for cleaning and supplies and to complete final fit-up and signage needs at the new space.

The transfers will allow for the following:

- Class 020 Current Expense – To cover the last few months of cleaning services required for the space and supplies required
- Class 039 Telecommunications – To cover insufficient allocation determined before the agency was created
- Class 048 Contractual Maint Build-Grn – To cover the cost of final fit-up and signage costs for the new space

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions.

Does transfer involve continuing programs or one-time projects? The transfer involves the continuation of daily operations for cleaning and telecommunications and one-time costs for the final fit-up and signage costs.

Is this transfer required to maintain existing program level or will it increase the program level? This transfer will maintain existing program level.

Cite any requirements which make this program mandatory. There are none.

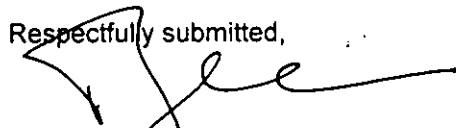
Identify the source of funds on all accounts listed on this transfer. The source of funds for this transfer is general funds.

Will there be any effect on revenue if this transfer is approved or disapproved? There will be no effect on revenue if this transfer is approved or disapproved.

Are funds expected to lapse if this transfer is not approved? Yes, funds would be expected to lapse if the transfer is not approved and the department would be unable continue to process some payments for the remainder of this fiscal year.

Are personnel services involved? No, personnel services are not involved.

Respectfully submitted,



Taylor Caswell, Commissioner
Department of Business and Economic Affairs