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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

Helen E. Hanks  
Commissioner

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Robin H. Maddaus  
Director

~~APPROVED BY FISCAL COMMITTEE~~  
~~JAN 10 2020~~

December 11, 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, NH 03301

**REQUESTED ACTION**

Pursuant to the provisions of Chapter 346:46 Laws of 2019, the New Hampshire Department of Corrections respectfully requests permission to transfer \$4,262,049 among accounts listed on the attached detailed exhibit to reallocate appropriations and cover overtime shortfalls effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2020. 100% General Funds.

Transfers are to occur from and within accounts listed on the attached detailed exhibits as follows:

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02-46-46-460010-59280000 Business Information Unit				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 479,671	\$ (103,860)	\$ 375,811
020-500200	Current Expenses	\$ 203		\$ 203
039-500188	Telecommunications	\$ 3,191		\$ 3,191
060-500602	Benefits	\$ 211,685	\$ (56,064)	\$ 155,621
070-500704	In-State Travel Reimbursement	\$ 460		\$ 460
103-502664	Contracts for Operational Services	\$ 120		\$ 120
	Total	\$ 695,330	\$ (159,924)	\$ 535,406
	REVENUES			
	Total General Funds	\$ 695,330	\$ (159,924)	\$ 535,406

02-46-46-460010-83010000 Human Resources				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 617,806	\$ (17,832)	\$ 599,974
020-500200	Current Expenses	\$ 34,828		\$ 34,828
022-500255	Rents - Leases Other than State	\$ 1,560		\$ 1,560
024-500225	Maint Other Than Build-Grn	\$ 3,600		\$ 3,600
030-500331	Equipment New/Replacement	\$ 3,733		\$ 3,733
039-500188	Telecommunications	\$ 5,805		\$ 5,805
050-500109	Personal Service-Temp/Appointed	\$ 101,196		\$ 101,196
060-500602	Benefits	\$ 404,691	\$ (15,963)	\$ 388,728
070-500704	In-State Travel Reimbursement	\$ 1,218		\$ 1,218
101-500729	Medical Payments to Providers	\$ 14,395		\$ 14,395
102-500731	Contracts for Program Services	\$ 200,000		\$ 200,000
103-502664	Contracts for Operational Services	\$ 111		\$ 111
	Total	\$ 1,388,943	\$ (33,795)	\$ 1,355,148
	REVENUES			
	Total General Funds	\$ 1,388,943	\$ (33,795)	\$ 1,355,148

<b>02-46-46-461010-83000000 Financial Services</b>				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 994,360	\$ (76,955)	\$ 917,405
011-500126	Personal Services - Unclassified	\$ 108,449		\$ 108,449
018-500106	Overtime	\$ 8,425		\$ 8,425
020-500200	Current Expenses	\$ 2,978		\$ 2,978
022-500255	Rents - Leases Other than State	\$ 3,224		\$ 3,224
027-582703	Transfers to DoIT	\$ 3,802,108		\$ 3,802,108
030-500331	Equipment New/Replacement	\$ 915		\$ 915
039-500188	Telecommunications	\$ 91,508		\$ 91,508
050-500109	Personal Service-Temp/Appointed	\$ 77,240		\$ 77,240
060-500602	Benefits	\$ 546,538	\$ (45,469)	\$ 501,069
070-500704	In-State Travel Reimbursement	\$ 280		\$ 280
103-502664	Contracts for Operational Services	\$ 180		\$ 180
	Total	\$ 5,636,205	\$ (122,424)	\$ 5,513,781
	REVENUES			
	Total General Funds	\$ 5,636,205	\$ (122,424)	\$ 5,513,781

<b>02-46-46-462510-59290000 Professional Standards</b>				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,149,887	\$ (106,061)	\$ 1,043,826
011-500126	Personal Services - Unclassified	\$ 96,355		\$ 96,355
018-500106	Overtime	\$ 23,149	\$ 10,851	\$ 34,000
019-500105	Holiday Pay	\$ 847		\$ 847
020-500200	Current Expenses	\$ 15,692		\$ 15,692
022-500255	Rents - Leases Other than State	\$ 1,524		\$ 1,524
030-500331	Equipment New/Replacement	\$ 12,780		\$ 12,780
039-500188	Telecommunications	\$ 8,793		\$ 8,793
050-500109	Personal Service-Temp/Appointed	\$ 156,621		\$ 156,621
057-500531	Books Periodicals Subscriptions	\$ 398		\$ 398
060-500602	Benefits	\$ 777,490		\$ 777,490
066-500546	Employee Training	\$ 9,750		\$ 9,750
070-500704	In-State Travel Reimbursement	\$ 18,373		\$ 18,373
080-500714	Out of State Travel	\$ 967		\$ 967
102-500731	Contracts for Program Services	\$ 15,000		\$ 15,000
103-502664	Contracts for Operational Services	\$ 186		\$ 186
	Total	\$ 2,287,812	\$ (95,210)	\$ 2,192,602
	REVENUES			
	Total General Funds	\$ 2,287,812	\$ (95,210)	\$ 2,192,602

02-46-46-463510-33720000 NH State Prison for Men				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 12,886,024	\$ (1,208,214)	\$ 11,677,810
011-500126	Personal Services - Unclassified	\$ 125,479		\$ 125,479
018-500106	Overtime	\$ 2,411,382	\$ 2,548,030	\$ 4,959,412
019-500105	Holiday Pay	\$ 454,319		\$ 454,319
020-500200	Current Expenses	\$ 130,658		\$ 130,658
022-500255	Rents - Leases Other than State	\$ 19,768		\$ 19,768
023-500291	Heat-Electricity-Water	\$ 2,627,060		\$ 2,627,060
024-500225	Maint Other Than Build-Grn	\$ 8,850		\$ 8,850
030-500331	Equipment New/Replacement	\$ 99,993		\$ 99,993
039-500188	Telecommunications	\$ 40,440		\$ 40,440
050-500109	Personal Service-Temp/Appointed	\$ 382,701		\$ 382,701
060-500602	Benefits	\$ 9,704,544		\$ 9,704,544
068-500565	Remuneration	\$ 518,430		\$ 518,430
070-500704	In-State Travel Reimbursement	\$ 106,683		\$ 106,683
103-502664	Contracts for Operational Services	\$ 47,684		\$ 47,684
242-500787	Transportation of Inmates	\$ 1,379		\$ 1,379
	Total	\$ 29,565,394	\$ 1,339,816	\$ 30,905,210
	REVENUES			
	Total General Funds	\$ 29,565,394	\$ 1,339,816	\$ 30,905,210

02-46-46-463510-33730000 Northern NH Correctional Facility				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 6,556,117	\$ (438,817)	\$ 6,117,300
011-500126	Personal Services - Unclassified	\$ 84,508		\$ 84,508
018-500106	Overtime	\$ 1,081,249	\$ 438,817	\$ 1,520,066
019-500105	Holiday Pay	\$ 162,550		\$ 162,550
020-500200	Current Expenses	\$ 63,284		\$ 63,284
022-500255	Rents - Leases Other than State	\$ 3,014		\$ 3,014
023-500291	Heat-Electricity-Water	\$ 1,143,887		\$ 1,143,887
024-500225	Maint Other Than Build-Grn	\$ 1,750		\$ 1,750
030-500331	Equipment New/Replacement	\$ 26,413		\$ 26,413
039-500188	Telecommunications	\$ 44,480		\$ 44,480
050-500109	Personal Service-Temp/Appointed	\$ 151,760		\$ 151,760
060-500602	Benefits	\$ 4,894,915		\$ 4,894,915
068-500565	Remuneration	\$ 254,701		\$ 254,701
070-500704	In-State Travel Reimbursement	\$ 84,539		\$ 84,539
102-500731	Contracts for Program Services	\$ 49,279		\$ 49,279
103-502664	Contracts for Operational Services	\$ 23,765		\$ 23,765
	Total	\$ 14,626,211	\$ -	\$ 14,626,211
	REVENUES			
	Total General Funds	\$ 14,626,211	\$ -	\$ 14,626,211

02-46-46-463510-33740000 NH Correctional Facility/Women				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 3,756,688	\$ (664,070)	\$ 3,092,618
011-500126	Personal Services - Unclassified	\$ 109,649		\$ 109,649
018-500106	Overtime	\$ 183,333	\$ 664,070	\$ 847,403
019-500105	Holiday Pay	\$ 58,478		\$ 58,478
020-500200	Current Expenses	\$ 43,430		\$ 43,430
022-500255	Rents - Leases Other than State	\$ 4,256		\$ 4,256
023-500291	Heat-Electricity-Water	\$ 604,186		\$ 604,186
024-500225	Maint Other Than Build-Grn	\$ 990		\$ 990
030-500331	Equipment New/Replacement	\$ 2,020		\$ 2,020
039-500188	Telecommunications	\$ 25,546		\$ 25,546
050-500109	Personal Service-Temp/Appointed	\$ 161,657		\$ 161,657
060-500602	Benefits	\$ 2,489,585		\$ 2,489,585
068-500565	Remuneration	\$ 88,516		\$ 88,516
070-500704	In-State Travel Reimbursement	\$ 12,389		\$ 12,389
102-500731	Contracts for Program Services	\$ 163,351		\$ 163,351
103-502664	Contracts for Operational Services	\$ 11,918		\$ 11,918
	Total	\$ 7,715,992	\$ -	\$ 7,715,992
	REVENUES			
	Total General Funds	\$ 7,715,992	\$ -	\$ 7,715,992

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02-46-46-464010-83020000 District Offices				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 6,061,359	\$ (64,511)	\$ 5,996,848
011-500126	Personal Services - Unclassified	\$ 109,649		\$ 109,649
018-500106	Overtime	\$ 2,398		\$ 2,398
019-500105	Holiday Pay	\$ 295		\$ 295
020-500200	Current Expenses	\$ 85,690		\$ 85,690
022-500255	Rents - Leases Other than State	\$ 397,869		\$ 397,869
023-500291	Heat-Electricity-Water	\$ 13,620		\$ 13,620
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
028-582814	Transfers to General Services	\$ 19,214		\$ 19,214
030-500331	Equipment New/Replacement	\$ 31,862		\$ 31,862
037-500173	Technology-Hardware	\$ 2,254		\$ 2,254
038-500175	Technology-Software	\$ 1,178		\$ 1,178
039-500188	Telecommunications	\$ 114,640		\$ 114,640
048-500226	Contractual Maint Build-Grn	\$ 7,700		\$ 7,700
050-500109	Personal Service-Temp/Appointed	\$ 23,027		\$ 23,027
057-500531	Books Periodicals Subscriptions	\$ 2,449		\$ 2,449
060-500602	Benefits	\$ 3,755,894	\$ (135,267)	\$ 3,620,627
068-500565	Remuneration	\$ 1,500		\$ 1,500
070-500704	In-State Travel Reimbursement	\$ 97,302		\$ 97,302
080-500714	Out of State Travel	\$ 100		\$ 100
089-501543	Transfer to DAS Maint Fund	\$ 1,221		\$ 1,221
102-500731	Contracts for Program Services	\$ 68,850		\$ 68,850
103-502664	Contracts for Operational Services	\$ 3,769		\$ 3,769
	Total	\$ 10,802,104	\$ (199,778)	\$ 10,602,326
	REVENUES			
	Total General Funds	\$ 10,802,104	\$ (199,778)	\$ 10,602,326

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02-46-46-464510-41060000 Concord Transitional Work Ctr				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 719,889	\$ (50,434)	\$ 669,455
018-500106	Overtime	\$ 71,432	\$ 50,434	\$ 121,866
019-500105	Holiday Pay	\$ 21,029		\$ 21,029
020-500200	Current Expenses	\$ 5,190		\$ 5,190
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
024-500225	Maint Other Than Build-Grn	\$ 61,434		\$ 61,434
023-500291	Heat-Electricity-Water	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 909		\$ 909
039-500188	Telecommunications	\$ 2,688		\$ 2,688
050-500109	Personal Service-Temp/Appointed	\$ 26,732		\$ 26,732
060-500602	Benefits	\$ 517,823		\$ 517,823
068-500565	Remuneration	\$ 111,492		\$ 111,492
070-500704	In-State Travel Reimbursement	\$ 80		\$ 80
103-502664	Contracts for Operational Services	\$ 15,010		\$ 15,010
	Total	\$ 1,555,659	\$ -	\$ 1,555,659
	REVENUES			
	Total General Funds	\$ 1,555,659	\$ -	\$ 1,555,659

02-46-46-464510-51720000 Shea Farm				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 631,389	\$ (76,510)	\$ 554,879
018-500106	Overtime	\$ 34,908	\$ 76,510	\$ 111,418
019-500105	Holiday Pay	\$ 11,280		\$ 11,280
020-500200	Current Expenses	\$ 4,351		\$ 4,351
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 37,769		\$ 37,769
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 3,343		\$ 3,343
039-500188	Telecommunications	\$ 4,891		\$ 4,891
060-500602	Benefits	\$ 434,465		\$ 434,465
070-500704	In-State Travel Reimbursement	\$ 2,017		\$ 2,017
103-502664	Contracts for Operational Services	\$ 2,755		\$ 2,755
	Total	\$ 1,169,119	\$ -	\$ 1,169,119
	REVENUES			
	Total General Funds	\$ 1,169,119	\$ -	\$ 1,169,119

02-46-46-464510-60430000 Community Corrections				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 570,970	\$ (36,746)	\$ 534,224
011-500126	Personal Services - Unclassified	\$ 108,449		\$ 108,449
020-500200	Current Expenses	\$ 1,582		\$ 1,582
030-500331	Equipment New/Replacement	\$ 518		\$ 518
039-500188	Telecommunications	\$ 1,756		\$ 1,756
060-500602	Benefits	\$ 384,232	\$ (31,099)	\$ 353,133
068-500565	Remuneration	\$ 6,339		\$ 6,339
070-500704	In-State Travel Reimbursement	\$ 3,608		\$ 3,608
	Total	\$ 1,077,454	\$ (67,845)	\$ 1,009,609
	REVENUES			
	Total General Funds	\$ 1,077,454	\$ (67,845)	\$ 1,009,609

02-46-46-464510-71070000 North End House				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 362,433	\$ (30,087)	\$ 332,346
018-500106	Overtime	\$ 21,382	\$ 30,087	\$ 51,469
019-500105	Holiday Pay	\$ 10,259		\$ 10,259
020-500200	Current Expenses	\$ 3,637		\$ 3,637
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 40,647		\$ 40,647
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 1,439		\$ 1,439
039-500188	Telecommunications	\$ 3,916		\$ 3,916
060-500602	Benefits	\$ 274,993		\$ 274,993
070-500704	In State Travel Reimbursement	\$ 50		\$ 50
	Total	\$ 720,707	\$ -	\$ 720,707
	REVENUES			
	Total General Funds	\$ 720,707	\$ -	\$ 720,707

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02-46-46-464510-78740000 Calumet House				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 632,181	\$ (26,378)	\$ 605,803
018-500106	Overtime	\$ 63,903	\$ 26,378	\$ 90,281
019-500105	Holiday Pay	\$ 16,997		\$ 16,997
020-500200	Current Expenses	\$ 3,209		\$ 3,209
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 54,529		\$ 54,529
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 7,716		\$ 7,716
039-500188	Telecommunications	\$ 3,852		\$ 3,852
060-500602	Benefits	\$ 396,224		\$ 396,224
070-500704	In-State Travel Reimbursement	\$ 4,462		\$ 4,462
103-502664	Contracts for Operational Services	\$ 5,081		\$ 5,081
	Total	\$ 1,190,105	\$ -	\$ 1,190,105
	REVENUES			
	Total General Funds	\$ 1,190,105	\$ -	\$ 1,190,105

02-46-46-465010-58330000 Secure Psychiatric Unit				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 2,025,793	\$ (75,850)	\$ 1,949,943
018-500106	Overtime	\$ 249,727	\$ 75,850	\$ 325,577
019-500105	Holiday Pay	\$ 48,476		\$ 48,476
020-500200	Current Expenses	\$ 32,496		\$ 32,496
022-500255	Rents - Leases Other than State	\$ 1,966		\$ 1,966
024-500225	Maint Other Than Build-Grn	\$ 990		\$ 990
030-500331	Equipment New/Replacement	\$ 11,642		\$ 11,642
039-500188	Telecommunications	\$ 6,372		\$ 6,372
050-500109	Personal Service-Temp/Appointed	\$ 60,704		\$ 60,704
060-500602	Benefits	\$ 1,342,333		\$ 1,342,333
068-500565	Remuneration	\$ 44,193		\$ 44,193
070-500704	In-State Travel Reimbursement	\$ 1,997		\$ 1,997
101-500730	Medical Payments to Providers	\$ 90,558		\$ 90,558
103-502664	Contracts for Operational Services	\$ 2,803		\$ 2,803
	Total	\$ 3,920,050	\$ -	\$ 3,920,050
	REVENUES			
	Total General Funds	\$ 3,920,050	\$ -	\$ 3,920,050

02-46-46-465010-82310000 Mental Health				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,476,904	\$ (181,185)	\$ 1,295,719
018-500106	Overtime	\$ 200		\$ 200
020-500200	Current Expenses	\$ 4,226		\$ 4,226
022-500255	Rents - Leases Other than State	\$ 2,148		\$ 2,148
030-500331	Equipment New/Replacement	\$ 2,655		\$ 2,655
039-500188	Telecommunications	\$ 3,320		\$ 3,320
049-584995	Transfer to Other State Agencies	\$ 26,151		\$ 26,151
057-500531	Books Periodicals Subscriptions	\$ 9,200		\$ 9,200
060-500602	Benefits	\$ 845,615	\$ (117,205)	\$ 728,410
070-500704	In State Travel Reimbursement	\$ 1,399		\$ 1,399
101-500730	Medical Payments to Providers	\$ 6,267,811		\$ 6,267,811
103-502664	Contracts for Operational Services	\$ 100		\$ 100
	Total	\$ 8,639,729	\$ (298,390)	\$ 8,341,339
	REVENUES			
	Total General Funds	\$ 8,639,729	\$ (298,390)	\$ 8,341,339

02-46-46-465010-82340000 Medical - Dental				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 4,501,890	\$ (294,453)	\$ 4,207,437
012-500128	Personal Services - Unclassified	\$ 117,806		\$ 117,806
018-500106	Overtime	\$ 117,149	\$ 108,902	\$ 226,051
019-500105	Holiday Pay	\$ 62,350		\$ 62,350
020-500200	Current Expenses	\$ 223,876		\$ 223,876
022-500255	Rents - Leases Other than State	\$ 4,870		\$ 4,870
030-500331	Equipment New/Replacement	\$ 120,266		\$ 120,266
039-500188	Telecommunications	\$ 23,382		\$ 23,382
050-500109	Personal Service-Temp/Appointed	\$ 94,521		\$ 94,521
057-500531	Books Periodicals Subscriptions	\$ 199		\$ 199
060-500602	Benefits	\$ 2,512,013	\$ (176,899)	\$ 2,335,114
070-500704	In State Travel Reimbursement	\$ 5,471		\$ 5,471
101-500729	Medical Payments to Providers	\$ 7,572,737		\$ 7,572,737
102-500731	Contracts for Program Services	\$ 18,252		\$ 18,252
103-502664	Medical Payments to Providers	\$ 4,092		\$ 4,092
230-500765	Interpreter Services	\$ 828		\$ 828
	Total	\$ 15,379,702	\$ (362,450)	\$ 15,017,252
	REVENUES			
	Total General Funds	\$ 15,379,702	\$ (362,450)	\$ 15,017,252

02-46-46-465010-82350000 Residential Treatment Program				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,647,312	\$ (118,098)	\$ 1,529,214
018-500106	Overtime	\$ 143,765	\$ 118,098	\$ 261,863
019-500105	Holiday Pay	\$ 30,964		\$ 30,964
020-500200	Current Expenses	\$ 17,965		\$ 17,965
030-500331	Equipment New/Replacement	\$ 6,865		\$ 6,865
039-500188	Telecommunications	\$ 6,511		\$ 6,511
060-500602	Benefits	\$ 1,113,556		\$ 1,113,556
070-500704	In State Travel Reimbursement	\$ 1,892		\$ 1,892
103-502664	Contracts for Operational Services	\$ 567		\$ 567
	Total	\$ 2,969,397	\$ -	\$ 2,969,397
	REVENUES			
	Total General Funds	\$ 2,969,397	\$ -	\$ 2,969,397

02-46-46-465510-66320000 Maintenance				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,214,830	\$ (71,404)	\$ 1,143,426
018-500106	Overtime	\$ 19,973	\$ 71,404	\$ 91,377
019-500105	Holiday Pay	\$ 6,294		\$ 6,294
020-500200	Current Expenses	\$ 75,080		\$ 75,080
022-500255	Rents - Leases Other than State	\$ 2,006		\$ 2,006
024-500225	Maint Other Than Build-Grn	\$ 100,771		\$ 100,771
039-500188	Telecommunications	\$ 4,133		\$ 4,133
047-500240	Own Forces Maint Build-Grn	\$ 196,576		\$ 196,576
048-500226	Contractual Maint Build-Grn	\$ 347,095		\$ 347,095
050-500109	Personal Service-Temp/Appointed	\$ 26,797		\$ 26,797
060-500602	Benefits	\$ 697,396		\$ 697,396
070-500704	In-State Travel Reimbursement	\$ 20,183		\$ 20,183
	Total	\$ 2,711,134	\$ -	\$ 2,711,134
	REVENUES			
	Total General Funds	\$ 2,711,134	\$ -	\$ 2,711,134

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02-46-46-465510-66330000 Laundry				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 180,053	\$ (3,944)	\$ 176,109
018-500106	Overtime	\$ 4,761	\$ 3,944	\$ 8,705
019-500105	Holiday Pay	\$ 785		\$ 785
020-500200	Current Expenses	\$ 42,247		\$ 42,247
030-500331	Equipment New/Replacement	\$ 1,241		\$ 1,241
039-500188	Telecommunications	\$ 612		\$ 612
060-500602	Benefits	\$ 109,871		\$ 109,871
	Total	\$ 339,570	\$ -	\$ 339,570
	REVENUES			
	Total General Funds	\$ 339,570	\$ -	\$ 339,570

02-46-46-465510-66340000 Kitchen				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 939,732	\$ (38,674)	\$ 901,058
018-500106	Overtime	\$ 28,951	\$ 38,674	\$ 67,625
019-500105	Holiday Pay	\$ 27,322		\$ 27,322
020-500200	Current Expenses	\$ 90,937		\$ 90,937
021-500211	Food Institutions	\$ 2,730,118		\$ 2,730,118
022-500255	Rents - Leases Other than State	\$ 480		\$ 480
030-500331	Equipment New/Replacement	\$ 104,526		\$ 104,526
039-500188	Telecommunications	\$ 1,232		\$ 1,232
060-500602	Benefits	\$ 651,945		\$ 651,945
	Total	\$ 4,575,243	\$ -	\$ 4,575,243
	REVENUES			
	Total General Funds	\$ 4,575,243	\$ -	\$ 4,575,243

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## EXPLANATION

The Department requests to transfer \$4,262,049 among various General Fund accounting units, Class 010 *Personal Services-Permanent*, Class 018 *Overtime*, and Class 060 *Benefits* as summarized in the attached detail to address current and anticipated deficits in Class 018 *Overtime* in various accounting units.

Class 010 *Personal Services-Permanent* has an estimated surplus of \$3,684,083 as a result of departmental vacancies through 12 pay periods. Critical needs exist to fill both security and other direct care positions. Despite increased recruiting efforts, the Department has had difficulty attracting an adequate number of qualified candidates to address this need.

Class 018 *Overtime* has a projected fiscal year shortfall of \$8,724,513 at this time. Of this estimated deficit, \$4,262,049 will be resolved by this fiscal transfer. The remaining \$4,462,464 projected overtime shortfall will be addressed as additional surpluses are identified. Position vacancies have resulted in a need for overtime to maintain institutional security and resident care.

Class 060 *Benefits* has an estimated surplus of \$577,966 due to existing position vacancies.

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Transfer \$3,684,083 from Class 010 *Personal Services-Permanent*:

- \$1,208,214 from accounting unit 3372 NH State Prison for Men
- \$ 438,817 from accounting unit 3373 Northern NH Correctional Felty
- \$ 664,070 from accounting unit 3374 NH Correctional Facility/Women
- \$ 50,434 from accounting unit 4106 Concord Transitional Work Ctr
- \$ 76,510 from accounting unit 5172 Shea Farm-Transitional Housing
- \$ 75,850 from accounting unit 5833 Secure Psychiatric Unit
- \$ 103,860 from accounting unit 5928 Business Information Unit
- \$ 106,061 from accounting unit 5929 Professional Standards
- \$ 36,746 from accounting unit 6043 Community Corrections
- \$ 71,404 from accounting unit 6632 Maintenance
- \$ 3,944 from accounting unit 6633 Laundry
- \$ 38,674 from accounting unit 6634 Kitchen
- \$ 30,087 from accounting unit 7107 North End-Transitional Housing
- \$ 26,378 from accounting unit 7874 Calumet-Transitional Housing
- \$ 181,185 from accounting unit 8231 Mental Health
- \$ 294,453 from accounting unit 8234 Medical-Dental
- \$ 118,098 from accounting unit 8235 Residential Treatment Program
- \$ 76,955 from accounting unit 8300 Financial Services
- \$ 17,832 from accounting unit 8301 Human Resources
- \$ 64,511 from accounting unit 8302 District Offices

Transfer \$577,966 from Class 060 *Benefits*:

- \$ 56,064 from accounting unit 5928 Business Information Unit
- \$ 31,099 from accounting unit 6043 Community Corrections
- \$ 117,205 from accounting unit 8231 Mental Health
- \$ 176,899 from accounting unit 8234 Medical-Dental
- \$ 45,469 from accounting unit 8300 Financial Services
- \$ 15,963 from accounting unit 8301 Human Resources
- \$ 135,267 from accounting unit 8302 District Offices

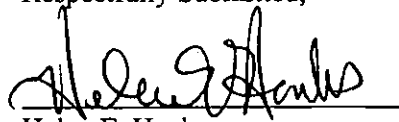
Transfer \$4,262,049 to Class 018 *Overtime*:

- \$2,548,030 to accounting unit 3372 NH State Prison for Men
- \$ 438,817 to accounting unit 3373 Northern NH Correctional Facility
- \$ 664,070 to accounting unit 3374 NH Correctional Facility/Women
- \$ 50,434 to accounting unit 4106 Concord Transitional Work Ctr
- \$ 76,510 to accounting unit 5172 Shea Farm-Transitional Housing
- \$ 75,850 to accounting unit 5833 Secure Psychiatric Unit
- \$ 10,851 to accounting unit 5929 Professional Standards
- \$ 71,404 to accounting unit 6632 Maintenance
- \$ 3,944 to accounting unit 6633 Laundry
- \$ 38,674 to accounting unit 6634 Kitchen
- \$ 30,087 to accounting unit 7107 North End-Transitional Housing
- \$ 26,378 to accounting unit 7874 Calumet-Transitional Housing
- \$ 108,902 to accounting unit 8234 Medical-Dental
- \$ 118,098 to accounting unit 8235 Residential Treatment

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

- A. Does transfer involve continuing program or one-time projects?  
These transfers involve continuing programs.
- B. Is this transfer required to maintain existing program level or will it increase the program level?  
All transfers listed will be used to maintain existing program levels.
- C. Cite any requirements that make this program mandatory.  
The requested action to transfer appropriations to Class 018 *Overtime* is required to maintain institutional security.
- D. Identify the source of the funds on all accounts listed on this transfer.  
All accounting units are General Funds.
- E. Will there be any effect on revenue if this transfer is approved or disapproved?  
There will not be any effect on revenue.
- F. Are funds expected to lapse if this transfer is not approved?  
General Funds- All Classes, if not fully expended, will lapse with the exception of Class 018 *Overtime* where any available balance is brought forward.
- G. Are personnel services involved?  
No new positions are being funded by this transfer.

Respectfully Submitted,



Helen E. Hanks  
Commissioner