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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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Concord, New Hampshire 03301

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March 23, 2017

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

[Signature]
Approved by Fiscal Committee Date

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

REQUESTED ACTION

Pursuant to Chapter 276:4 Laws of 2015, Transfer Among Accounts and Classes, authorize the Department of Administrative Services (DAS) to transfer funds in and among accounting units in the amount of \$329,185. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. **Funding Source: 52% General Funds, 48% Transfer Other Agencies**

SFY 2017

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Bureau of Accounting	13100000	\$ 1,185
General Services Maint & Grounds	29500000	\$ 85,000
Bureau of Court Facilities	20450000	\$ 158,000
Sheriff Custody Reimbursement	59140000	\$ 85,000
Total Department of Administrative Services		<u>\$ 329,185</u>

EXPLANATION

These transfers reflect adjustments to various expense accounts to address projected expenses in the Department. Anticipated expenditure patterns for SFY 2017 have been analyzed and taken into consideration when projecting expenditures through February 28, 2017. Based upon this review, a number of accounts were found to require additional funds, while other accounts will experience less than what has 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.

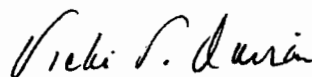
- A. *Justification:* The transfer consists of transfers to cover projected deficits in class 018, overtime, class 020, current expenses, class 030, equipment, and class 048, contractual maintenance, due to the amounts appropriated being lower than anticipated expenditures; funds are available to cover these deficits in class 048, contractual maintenance, and class 050, temporary personal services, due to the amount appropriated being higher than anticipated. This transfer also establishes a class 030 line, equipment, in the Bureau of Accounting to purchase a workstation.

This transfer also includes an increase into Accounting Unit 59140000, Sheriff Reimbursements, which through analysis of projected expenses through June 30, 2017 will require additional funds. Funds are available in General Services class 023, Utilities, Business Office class 035, Shared Service Center, and Bureau of Accounting class 102, Contracts for Program Services, all of which will experience lower than anticipated expenditures.

- 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.* The programs for the Department are mandated by various state and federal laws;
- E. *Identify the source of funds on all accounts listed on this transfer.* See the attached worksheet for the source of funds for all accounts;
- 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?* All transfers of funds into class 018, overtime, are to support existing budgeted positions and not for the creation of any new positions.

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,



Vicki V. Quiram
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	13600000	BUSINESS OFFICE	010-500100	PERSONAL SERVICES PERM CLAS	255,791		255,791
0010	1400	13600000	BUSINESS OFFICE	018-500106	OVERTIME	1,200		1,200
0010	1400	13600000	BUSINESS OFFICE	020-500200	CURRENT EXPENSES	3,300		3,300
0010	1400	13600000	BUSINESS OFFICE	022-500255	RENTS-LEASES OTHER THAN STA	75		75
0010	1400	13600000	BUSINESS OFFICE	024-500225	MAINT OTHER THAN BUILD-GRN	100		100
0010	1400	13600000	BUSINESS OFFICE	030-500301	EQUIPMENT NEW REPLACEMENT	100		100
0010	1400	13600000	BUSINESS OFFICE	035-583514	SHARED SERVICE SUPPORT	69,230	-20,000	49,230
0010	1400	13600000	BUSINESS OFFICE	039-500188	TELECOMMUNICATIONS	2,911		2,911
0010	1400	13600000	BUSINESS OFFICE	050-500109	PERSONAL SERVICE TEMP APPOI	22,569		22,569
0010	1400	13600000	BUSINESS OFFICE	060-500602	BENEFITS	96,448		96,448
0010	1400	13600000	BUSINESS OFFICE	066-500543	EMPLOYEE TRAINING	100		100
0010	1400	13600000	BUSINESS OFFICE	070-500704	IN STATE TRAVEL REIMBURSEME	326		326
			TOTAL			452,150	-20,000	432,150
			REVENUES					
			Total General Funds	010-000010		452,150	-20,000	432,150
			TOTAL REVENUES			452,150	-20,000	432,150

0010	1405	13100000	BUREAU OF ACCOUNTING	010-500100	PERSONAL SERVICES PERM CLAS	795,212		795,212
0010	1405	13100000	BUREAU OF ACCOUNTING	018-500106	OVERTIME	30,000		30,000
0010	1405	13100000	BUREAU OF ACCOUNTING	020-500200	CURRENT EXPENSES	11,744		11,744
0010	1405	13100000	BUREAU OF ACCOUNTING	026-500251	ORGANIZATIONAL DUES	2,050		2,050
0010	1405	13100000	BUREAU OF ACCOUNTING	030-500301	EQUIPMENT NEW REPLACEMENT	0	1,185	1,185
0010	1405	13100000	BUREAU OF ACCOUNTING	039-500188	TELECOMMUNICATIONS	6,200		6,200
0010	1405	13100000	BUREAU OF ACCOUNTING	050-500109	PERSONAL SERVICE TEMP APPOI	48,885		48,885
0010	1405	13100000	BUREAU OF ACCOUNTING	060-500602	BENEFITS	375,314		375,314
0010	1405	13100000	BUREAU OF ACCOUNTING	066-500543	EMPLOYEE TRAINING	500		500
0010	1405	13100000	BUREAU OF ACCOUNTING	070-500704	IN STATE TRAVEL REIMBURSEME	50		50
0011	1405	13100000	BUREAU OF ACCOUNTING	102-500731	CONTRACTS FOR PROGRAM SERV	31,750	-31,185	565
			TOTAL			1,301,705	-30,000	1,271,705
			REVENUES					
			Total General Funds	010-000010		1,125,070	-30,000	1,095,070
			Transfers Other Agencies	various		176,635	0	176,635
			TOTAL REVENUES			1,301,705	-30,000	1,271,705

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	010-500100	PERSONAL SERVICES PERM CLAS	844,427		844,427
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	018-500106	OVERTIME	37,069	25,000	62,069
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	020-500200	CURRENT EXPENSES	148,952	60,000	208,952
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	022-500255	RENTS-LEASES OTHER THAN STA	1,209		1,209
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	023-500210	HEAT ELECTRICITY WATER	1,393,672	-35,000	1,358,672
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	024-500225	MAINT OTHER THAN BUILD-GRN	1		1
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	030-500301	EQUIPMENT NEW REPLACEMENT	796		796
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	039-500188	TELECOMMUNICATIONS	15,710		15,710
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	047-500240	OWN FORCES MAINT BUILD-GRN	43,629		43,629
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	048-500226	CONTRACTUAL MAINT BUILD-GRN	1,880,970	-85,000	1,795,970
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	050-500109	PERSONAL SERVICE TEMP APPOI	269,267		269,267
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	060-500602	BENEFITS	506,942		506,942
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	061-500536	UNEMPLOYMENT COMPENSATION	7		7
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	070-500704	IN STATE TRAVEL REIMBURSEME	6,654		6,654
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	103-500735	CONTRACTS FOR OP SERVICES	108,763		108,763
			TOTAL			5,258,068	-35,000	5,223,068
			REVENUES					
			Total General Funds	010-000010		5,129,733	-35,000	5,094,733
			Transfers Other Agencies	various		128,335	0	128,335
			TOTAL REVENUES			5,258,068	-35,000	5,223,068

0010	1415	20450000	BUREAU OF COURT FACILITIES	010-500100	PERSONAL SERVICES PERM CLAS	1,025,584		1,025,584
0010	1415	20450000	BUREAU OF COURT FACILITIES	018-500106	OVERTIME	68,000		68,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	020-500200	CURRENT EXPENSES	175,100		175,100
0010	1415	20450000	BUREAU OF COURT FACILITIES	022-500255	RENTS-LEASES OTHER THAN STA	3,942,986		3,942,986
0010	1415	20450000	BUREAU OF COURT FACILITIES	023-500210	HEAT ELECTRICITY WATER	2,266,214	-90,000	2,176,214
0010	1415	20450000	BUREAU OF COURT FACILITIES	030-500301	EQUIPMENT NEW REPLACEMENT	43,253		43,253
0010	1415	20450000	BUREAU OF COURT FACILITIES	035-583514	SHARED SERVICE SUPPORT	33,760		33,760
0010	1415	20450000	BUREAU OF COURT FACILITIES	039-500188	TELECOMMUNICATIONS	49,500		49,500
0010	1415	20450000	BUREAU OF COURT FACILITIES	047-500240	OWN FORCES MAINT BUILD-GRN	12,714		12,714
0010	1415	20450000	BUREAU OF COURT FACILITIES	048-500226	CONTRACTUAL MAINT BUILD-GRN	722,243	90,000	812,243
0010	1415	20450000	BUREAU OF COURT FACILITIES	050-500109	PERSONAL SERVICE TEMP APPOI	526,646	-68,000	458,646

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	060-500602	BENEFITS	743,064		743,064
0010	1415	20450000	BUREAU OF COURT FACILITIES	070-500704	IN STATE TRAVEL REIMBURSEME	10,000		10,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	103-500735	CONTRACTS FOR OP SERVICES	285,251	68,000	353,251
0010	1415	20450000	BUREAU OF COURT FACILITIES	202-509202	RELOCATION	8,000		8,000
			TOTAL			9,912,315	0	9,912,315
			REVENUES					
			Total General Funds	010-000010		0	0	0
			Transfers Other Agencies	various		9,912,315	0	9,912,315
			TOTAL REVENUES			9,912,315	0	9,912,315

0010	1415	59140000	SHERIFF CUSTODY REIMBURSEMENT	201-509201	SHERIFF CUSTODY REIMBURSEMENT	900,000	85,000	985,000
			TOTAL			900,000	85,000	985,000
			REVENUES					
			Total General Funds	010-000010		900,000	85,000	985,000
			TOTAL REVENUES			900,000	85,000	985,000