

State of New Hampshire

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

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December 24, 2012

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Joseph B. Bouchard 2/1/13
Approved by Fiscal Committee *Date*

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of Chapter 224:371, Laws of 2011, Transfer of Funds, authorize the Department of Administrative Services to transfer funds in and among accounting units in the amount of \$318,391. The transfers are made up of \$72,774 in general funds and \$245,617 in other funds. The adjustments are summarized below and detailed on the attached worksheets. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2013. **Funding Source: 22.9% General Funds, 77.1% Other Funds.**

SFY 2013

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Personnel	Various	\$13,800
Bureau Plant & Property Maintenance	Various	\$304,591
Total Department of Administrative Services		<u>\$318,391</u>

EXPLANATION

These transfers reflect adjustments to various expense accounts to address projected expenses in the Department. Expenditure patterns for the first five months of SFY 2013 have

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been analyzed and taken into consideration when projecting expenditures for the remainder 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 for justifications 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 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?* No positions are being transferred as a result of this request.

The Department has conducted a detailed review of every line item in the budget to ensure that available funds are maximized to the greatest degree possible. An appendix is attached which summarizes the changes across the Department.

Respectfully submitted,



Linda M. Hodgdon,
Commissioner



Department of Administrative Services

Transfer of Funds SFY 2013 – Chapter 224:371, Laws of 2011

010-014-141010-10440000

Personnel Administration – Support

Funding in this organization is 93% General Funds and 7% Other Income derived from both the Bureau of Education's training fees and Fund 060 (Employee Benefit Fund) transfer for work that personnel perform related to the State of New Hampshire benefits program(s). Transfers are required into class 050 – Personal Service Temporary to cover higher than budgeted part time payroll costs due to the retirement of a full time employee and the continued vacancy of another full time position and the transfer into class 026 – Organization Dues due to increased annual membership dues for national organization. Excess funds are available in 028 – Transfer to General Services from costs being lower than budgeted.

010-014-141010-10490000

Personnel Board of Appeals

Funding in this organization is 100% general funds. Transfers are required into class 060 – Benefits to cover higher than originally budgeted expenditures. Excess funds are available in class 070 based on prior year actuals and current year-to-date actuals indicating the availability of excess funds.



010-014-141510-20300000

Health & Human Services Building

Funding for this organization is 100% Transfer Funds. It is funded by rent from both the Department of Health and Human Services and Department of Environmental Services. Funding is needed in class 020 – Current Expenses to cover expenses for building repairs that are higher than originally budgeted. Funds are needed in class 048- Contractual Maintenance Buildings & Grounds for the install of additional cooling equipment for the DHHS lab. Excess funding is available in class 010 – Personal Services due to savings from a vacant position.

010-014-141510-20400000

General Services

Funding for this organization is 100% General Funds. Excess funds are available in class 010 - Personal Services due to a position vacancy. Transfers into class 018 – Overtime are required to offset costs incurred from the two election visits by both the President and Vice President. Staff were required to be on hand so that security personnel could have access to the buildings. Transfers into class 050 – Personal Services Temporary are required due to increased labor costs associated with the "empty your own trash" program not being implemented in all buildings.

010-014-141510-20420000

Facilities – Assets Management



Funding for this organization is 100% Transfer Funds consisting of rental payments from other state agencies. Transfers are required into class 047 – Own Forces Maintenance to cover higher than budgeted costs associated with facilities upkeep performed by bureau personnel. Excess funds are available in class 023 – Utilities due to energy efficiency improvements and costs savings from several new utility contracts. Funds are available in class 103 – Contracts for Operational Services due to savings from new contract agreements.

010-014-141510-20450000

Bureau of Court Facilities

Funding for this organization is 96% Transfer Funds consisting of rental payments from the Judicial Branch and 4% Other Funds from rental income from other non-state agencies occupying state owned buildings. Transfers are required into class 018 – Overtime to cover additional expenses incurred by full time staff to cover for vacant positions. Funds are needed in class 039 – Telecommunications to cover the higher than originally budgeted telephone costs. Some which can be attributed to an increase in the monthly charges from statewide telecom of \$3 per line and some attributable to higher than anticipated cell phone charges. Additional funds are required in class 050 – Personal Services Temporary to cover additional hours worked to by part-time employees to cover for some vacant full time positions. Funds are required in class 070 – In-state Travel to cover weekend checks of court buildings and the anticipated increase in mileage reimbursement for calendar year 2013. Funds are needed in class 103 – Contracts to cover increased snowplowing and trash costs. Excess funds are available in class 010 – Personal Services from a combination of vacant positions and new hires coming in at a lower than budgeted pay rate. Funds are also available in class 048 – Contractual Maintenance from savings associated with reduced contract prices and some work being done by in-house staff. Funds are available in class 202 – Relocation based on savings from lower costs than budgeted for courthouse moves.

010-014-141510-20800000

Safety Building

Funding for this organization is 100% Transfer Funds consisting of rental income from the Department of Safety. Transfers into class 030 – Equipment are needed to cover costs for additional cooling equipment for the Department's server room. Current equipment is insufficient to keep the server room cool enough, causing machines to overheat and at times cause outages in the Department's IT infrastructure. Excess funds are available in class 023 – Utilities because of savings from new contract prices and facility enhancements. Funds are available in 050 – Personal Services Temporary through careful control of hours worked by part-time employees.

010-014-141510-20820000

DMV Testing Facility

Funding for this organization is 100% Transfer Funds consisting of rental income from the Department of Safety. Transfers into class 060- Benefits are required to cover for health coverage for an employee that is higher than originally budgeted.

010-014-141510-20830000
M-S Building

Funding for this organization is 100% General Funds. Excess funds are available in class 010 – Personnel Services Permanent by not filling a vacant position.

010-014-141510-20910000
Public Works Bureau

Funding for this organization is 73% General Funds and 27% Other Funds consisting of fees charged by the bureau for work on projects. Transfers are required into class 020 – Current Expenses to cover higher than anticipated costs associated with the large number of projects the bureau is over seeing; class 022 – Rents for higher costs associated with the rental of certain office equipment; class 025 – State Owned Equipment Usage to cover DOT pool vehicle usage to travel to projects; and classes 050 – Personal Services Temporary and 059 – Temporary Full Time to cover higher costs due to several full time permanent positions being vacant. Excess funds are available in class 010 – Personal Services due to the vacancy of four positions.

010-014-141510-20930000
61 South Spring Street

Funding for this organization is 100% Transfer Funds consisting of rental income from several other state agencies. Transfers into classes 020 –Current Expense are required for expenditures for minor building repair and maintenance done by in-house staff. Excess funds are available in class 048 –Contractual Maintenance due to work being done by in-house staff.

010-014-141510-20940000
Walker Building

Funding for this organization is 100% Transfer Funds consisting of rental income from other state agencies. Transfers into class 043 – Debt Service are required to cover costs to Treasury, the original passed budget is insufficient based on the requested funds for principal and interest payments. Excess funds are available in class 023 - Utilities due to expenditures tracking at a lower than budgeted rate.

010-014-141510-20970000
Spaulding Hall

Funding for this organization is 100% Transfer Funds consisting of rental income from other state agencies. Transfers into class 018 – Overtime are required to cover additional overtime

by full time staff. Excess funds are available in classes 050 – Personal Services Temporary by carefully controlling hours worked by part-time employees.

010-014-141510-21060000
Legislative Office Building

Funding for this organization is 100% General Funds. Funds are required in class 039 – Telecommunications to cover the additional \$3 per line/per month charges from the Telecommunications bureau. Excess funds are available in classes 020 – Current Expense due to expenses being lower than originally budgeted by careful purchasing of items.

0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	012	PERSONAL SERVICES UNCLASSIF	152,527.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	018	OVERTIME	23,500.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	020	CURRENT EXPENSES	255,711.95				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	022	RENTS-LEASES OTHER THAN STA	500.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	023	HEAT ELECTRICITY WATER	1,812,662.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	030	EQUIPMENT NEW REPLACEMENT	57,663.00	(5,000.00)			100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	039	TELECOMMUNICATIONS	19,500.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	042	ADDITIONAL FRINGE BENEFITS	90,360.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	047	OWN FORCES MAINT BUILD-GRN	56,701.77				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	048	CONTRACTUAL MAINT BUILD-GRN	882,248.58	15,000.00			100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	050	PERSONAL SERVICE TEMP APPOI	251,004.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	060	PERSONAL SERVICE TEMP APPOI	528,525.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	070	BENEFITS	5,500.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	070	IN STATE TRAVEL REIMBURSEME	5,500.00				100%
0010 1415	20420000	FACILITIES - ASSETS MANAGEMENT	103	CONTRACTS FOR OP SERVICES	81,676.31	(10,000.00)			100%
	20420000	Total			7,857,217.61	(10,000.00)			(10,000)
0010 1415	20450000	BUREAU OF COURT FACILITIES	001	TRANSFERS FROM OTHER AGENCY					
0010 1415	20450000	BUREAU OF COURT FACILITIES	009	AGENCY INCOME	1,002,979.00	(45,000.00)			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	010	PERSONAL SERVICES PERM CLAS	35,500.00	5,000.00			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	018	OVERTIME	165,508.27				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	020	CURRENT EXPENSES	3,964,454.46				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	022	RENTS-LEASES OTHER THAN STA	1,924,102.28				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	023	HEAT ELECTRICITY WATER	5,100.00				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	024	MAINT OTHER THAN BUILD-GRN	19,952.28				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	030	EQUIPMENT NEW REPLACEMENT	40,000.00	4,000.00			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	039	TELECOMMUNICATIONS	6,551.64				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	047	OWN FORCES MAINT BUILD-GRN	675,415.89	(20,000.00)			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	048	CONTRACTUAL MAINT BUILD-GRN	482,087.00	35,000.00			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	050	PERSONAL SERVICE TEMP APPOI	611,564.00				100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	060	BENEFITS	14,500.00	3,000.00			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	070	IN STATE TRAVEL REIMBURSEME	153,000.00	22,000.00			100%
0010 1415	20450000	BUREAU OF COURT FACILITIES	103	CONTRACTS FOR OP SERVICES	7,500.00	(4,000.00)			100%
	20450000	Total			9,709,214.90	(4,000.00)			(4,000)
0010 1415	20800000	SAFETY BUILDING	001	TRANSFERS 403351	239,379.00				100%
0010 1415	20800000	SAFETY BUILDING	010	PERSONAL SERVICES PERM CLAS	8,478.00				100%
0010 1415	20800000	SAFETY BUILDING	018	OVERTIME	38,763.00				100%
0010 1415	20800000	SAFETY BUILDING	020	CURRENT EXPENSES	150.00				100%
0010 1415	20800000	SAFETY BUILDING	022	RENTS-LEASES OTHER THAN STA	422,134.00	(32,000.00)			100%
0010 1415	20800000	SAFETY BUILDING	023	HEAT ELECTRICITY WATER	212.00				100%
0010 1415	20800000	SAFETY BUILDING	024	MAINT OTHER THAN BUILD-GRN	23,821.00	32,000.00			100%
0010 1415	20800000	SAFETY BUILDING	030	EQUIPMENT NEW REPLACEMENT	1,900.00				100%
0010 1415	20800000	SAFETY BUILDING	039	TELECOMMUNICATIONS	9,506.44				100%
0010 1415	20800000	SAFETY BUILDING	047	OWN FORCES MAINT BUILD-GRN	98,158.79				100%
0010 1415	20800000	SAFETY BUILDING	048	CONTRACTUAL MAINT BUILD-GRN	74,764.00	(9,000.00)			100%
0010 1415	20800000	SAFETY BUILDING	050	PERSONAL SERVICE TEMP APPOI	183,142.00				100%
0010 1415	20800000	SAFETY BUILDING	060	BENEFITS	150.00				100%
0010 1415	20800000	SAFETY BUILDING	070	IN STATE TRAVEL REIMBURSEME	22,326.72				100%
0010 1415	20800000	SAFETY BUILDING	103	CONTRACTS FOR OP SERVICES					100%
	20800000	Total			1,122,824.95	(9,000.00)			(9,000)
0010 1415	20820000	DMV TESTING FACILITY	001	TRANSFERS 404008	64,436.00				100%
0010 1415	20820000	DMV TESTING FACILITY	010	PERSONAL SERVICES PERM CLAS	816.00				100%
0010 1415	20820000	DMV TESTING FACILITY	018	OVERTIME	17,800.00				100%
0010 1415	20820000	DMV TESTING FACILITY	020	CURRENT EXPENSES	100.00				100%
0010 1415	20820000	DMV TESTING FACILITY	022	RENTS-LEASES OTHER THAN STA	95,435.00				100%
0010 1415	20820000	DMV TESTING FACILITY	023	HEAT ELECTRICITY WATER	540.00				100%
0010 1415	20820000	DMV TESTING FACILITY	024	MAINT OTHER THAN BUILD-GRN	2,242.00				100%
0010 1415	20820000	DMV TESTING FACILITY	030	EQUIPMENT NEW REPLACEMENT	2,008.00				100%
0010 1415	20820000	DMV TESTING FACILITY	039	TELECOMMUNICATIONS	232.57				100%
0010 1415	20820000	DMV TESTING FACILITY	047	OWN FORCES MAINT BUILD-GRN	41,758.74				100%
0010 1415	20820000	DMV TESTING FACILITY	048	CONTRACTUAL MAINT BUILD-GRN					100%

0010 1415	20940000	WALKER BUILDING	030	EQUIPMENT NEW REPLACEMENT	22,842.00				100%
0010 1415	20940000	WALKER BUILDING	039	TELECOMMUNICATIONS	2,200.00				100%
0010 1415	20940000	WALKER BUILDING	043	DEBT SERVICE TREASURY	326,119.00				100%
0010 1415	20940000	WALKER BUILDING	047	OWN FORCES MAINT BUILD-GRN	9,973.61	27,131.00			100%
0010 1415	20940000	WALKER BUILDING	048	CONTRACTUAL MAINT BUILD-GRN	40,463.80				100%
0010 1415	20940000	WALKER BUILDING	050	PERSONAL SERVICE TEMP APPOI	83,172.00				100%
0010 1415	20940000	WALKER BUILDING	060	BENEFITS	117,436.00				100%
0010 1415	20940000	WALKER BUILDING	070	IN STATE TRAVEL REIMBURSEME	1.00				100%
0010 1415	20940000	WALKER BUILDING	103	CONTRACTS FOR OP SERVICES	16,120.74				100%
	20940000 Total				1,009,911.15				
0010 1415	20970000	SPAULDING HALL	001	TRANSFERS 403363	47,584.00				100%
0010 1415	20970000	SPAULDING HALL	010	PERSONAL SERVICES PERM CLAS	716.00	2,400.00			100%
0010 1415	20970000	SPAULDING HALL	018	OVERTIME	3,338.00				100%
0010 1415	20970000	SPAULDING HALL	020	CURRENT EXPENSES	100.00				100%
0010 1415	20970000	SPAULDING HALL	022	RENTS-LEASES OTHER THAN STA	55,872.00				100%
0010 1415	20970000	SPAULDING HALL	023	HEAT ELECTRICITY WATER	861.00				100%
0010 1415	20970000	SPAULDING HALL	030	EQUIPMENT NEW REPLACEMENT	450.00				100%
0010 1415	20970000	SPAULDING HALL	039	TELECOMMUNICATIONS	24,664.91				100%
0010 1415	20970000	SPAULDING HALL	048	CONTRACTUAL MAINT BUILD-GRN	13,456.00	(2,400.00)			100%
0010 1415	20970000	SPAULDING HALL	050	PERSONAL SERVICE TEMP APPOI	35,828.00				100%
0010 1415	20970000	SPAULDING HALL	060	BENEFITS	5,338.37				100%
0010 1415	20970000	SPAULDING HALL	103	CONTRACTS FOR OP SERVICES	51,975.00				100%
	20970000 Total				241,142.28				
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	010	PERSONAL SERVICES PERM CLAS	110,411.00				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	018	OVERTIME	14,956.00				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	020	CURRENT EXPENSES	208.00	(1,200.00)			100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	022	RENTS-LEASES OTHER THAN STA	151,614.00				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	023	HEAT ELECTRICITY WATER	3,600.00				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	030	EQUIPMENT NEW REPLACEMENT	250.00	200.00			100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	039	TELECOMMUNICATIONS	101,533.84				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	048	CONTRACTUAL MAINT BUILD-GRN	36,894.00				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	050	PERSONAL SERVICE TEMP APPOI	70,817.00				100%
0010 1415	21060000	LEGISLATIVE OFFICE BUILDING	060	BENEFITS	24,828.00				100%
	21060000 Total				518,111.84	(1,000.00)	(1,000.00)		