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

VICKI V. QUIRAM
Commissioner
(603)-271-3201

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

June 6, 2016

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

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

REQUESTED ACTION

Pursuant to the provisions of Chapter 276:4, Laws of 2015, Transfer Among Accounts and Classes, authorize the Department of Administrative Services to transfer funds in and among accounting units in the amount of \$92,845. 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: 35.39% General Funds, 64.61% Transfers from Other Agencies**

SFY 2017

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Office of Cost Containment	86230000	\$ 32,858
Bureau Facilities-Assets Management	20420000	\$ 59,987

EXPLANATION

The first transfer reflects a transfer of funds within the Office of Cost Containment from class 050, part-time temporary to class 059, full-time temporary. The second transfer of funds within the Bureau of Facilities-Assets Management is from class 012, unclassified salaries to class 059, full-time temporary. These transfers 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 action.

- A. *Justification:* The transfer of funds within the Office of Cost Containment is from part-time temporary to full-time temporary. This transfer is being requested to address the high turnover rate of part-time help the office is experiencing. Funds that would support two part-time staff are being transferred to fund one full-time temporary staff member, with the expectation that the Office will have better results retaining the full-time temporary position.

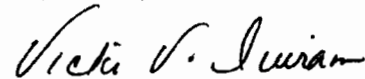
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The second transfer of the Bureau of Facilities and Asset Management is due to a recently vacated unclassified position that is being converted into a classified position. A temporary full-time position is being established for FY17 and a request for a permanent classified position is being requested in the FY18-19 budget.

- 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?* Yes, personnel services are involved. This request transfers funds that support two part-time positions to support one full-time temporary position, and moves funds from a vacant unclassified to a full-time temporary position.

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 Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	86230000	OFFICE OF COST CONTAINMENT	010-500100	PERSONAL SERVICES PERM CLAS	268,373		268,373
0010	1400	86230000	OFFICE OF COST CONTAINMENT	020-500200	CURRENT EXPENSES	49,000		49,000
0010	1400	86230000	OFFICE OF COST CONTAINMENT	024-500227	MAINT OTHER THAN BUILD-GRN	1,600		1,600
0010	1400	86230000	OFFICE OF COST CONTAINMENT	039-500188	TELECOMMUNICATIONS	2,970		2,970
0010	1400	86230000	OFFICE OF COST CONTAINMENT	050-500109	PERSONAL SERVICE TEMP APPOI	113,707	-32,858	80,849
0011	1400	86230000	OFFICE OF COST CONTAINMENT	059-500117	FT PERSONAL SERVICE TEMP APPOI	0	32,858	32,858
0010	1400	86230000	OFFICE OF COST CONTAINMENT	060-500602	BENEFITS	183,336		183,336
0010	1400	86230000	OFFICE OF COST CONTAINMENT	070-500704	IN STATE TRAVEL REIMBURSEME	3,600		3,600
			TOTAL			622,586	0	622,586
			REVENUES					
			Total General Funds	010-000010		622,586	0	622,586
			TOTAL REVENUES			622,586	0	622,586
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	010-500100	PERSONAL SERVICES PERM CLAS	799,010		799,010
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	012-500128	PERSONAL SERVICES UNCLASSIFIED	79,193	-59,987	19,206
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	018-500106	OVERTIME	31,000		31,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	020-500200	CURRENT EXPENSES	226,650		226,650
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	022-500255	RENTS-LEASES OTHER THAN STA	50,000		50,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	023-500210	HEAT ELECTRICITY WATER	2,697,696		2,697,696
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	030-500301	EQUIPMENT NEW REPLACEMENT	70,660		70,660
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	035-583514	SHARED SERVICE SUPPORT	13,387		13,387
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	039-500188	TELECOMMUNICATIONS	20,610		20,610
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	047-500240	OWN FORCES MAINT BUILD-GRN	42,000		42,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	048-500226	CONTRACTUAL MAINT BUILD-GRN	700,000		700,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	050-500109	PERSONAL SERVICE TEMP APPOI	322,179		322,179
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	059-500117	FT PERSONAL SERVICE TEMP APPOI	0	59,987	59,987
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	060-500602	BENEFITS	588,860		588,860
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	070-500704	IN STATE TRAVEL REIMBURSEME	4,600		4,600
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	103-500735	CONTRACTS FOR OP SERVICES	45,300		45,300
			TOTAL			5,691,145	0	5,691,145
			REVENUES					
			Total General Funds	010-000010		0	0	0
			Transfers Other Agencies	various		5,691,145	0	5,691,145
			TOTAL REVENUES			5,691,145	0	5,691,145