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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

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October 7, 2015

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

REQUESTED ACTION

The Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section, requests authorization to budget and expend prior year funds in the amount of \$55,530 available from State Administrative Expense (SAE) grant that was not expended in state fiscal year 2015 which will be used to pay for equipment and expenses incurred during state fiscal year 2016 as well as additional out-of-state travel funding for required attendance at USDA sponsored trainings, effective upon Governor and Council approval through June 30, 2016. **100% Federal Funds.**

Funds are to be budgeted in the account # 01-14-14-141510-81850000

<u>Class</u>	<u>Class Description</u>	<u>Current Adjusted Authorized FY 2016</u>	<u>Amount to Budget</u>	<u>Revised Adj. Authorized FY 2016</u>
009-404354	AGENCY INCOME	\$213,871.00	\$55,530.00	\$269,401.00
020-500200	CURRENT EXPENSES	\$87,210.00	\$39,204.00	\$126,414.00
030-500320	EQUIPMENT NEW/ REPLACEMENT	\$119,708.00	\$12,326.00	\$132,034.00
039-500180	TELECOMMUNICATIONS	\$650.00		\$650.00
041-500801	AUDIT FUND SET ASIDE	\$150.00		\$150.00
050-500117	PERSONAL SERVICE TEMP	\$2,000.00		\$2,000.00
060-500601	BENEFITS	153.00		\$153.00
080-500710	OUT-OF-STATE TRAVEL	\$4,000.00	\$4,000.00	\$8,000.00
	Total Expenditures	\$213,871.00	\$55,530.00	\$269,401.00

EXPLANATION

The Federal Government through the U.S. Department of Agriculture (USDA) provides funding annually to states through the State Administrative Expense Fund (SAE) to provide food commodities to eligible schools, child and adult care facilities, and summer feeding programs. Locally, the program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Foods section.

The Department of Administrative Services is requesting to budget and expend \$55,530.00 in grant funding available from federal fiscal year 2015 to be brought forward to state fiscal year 2016.

The funds are to be budgeted as follows:

The funds in class 020 Current Expenses will be used to pay for expenses such as fuel, warehouse supplies, office supplies, and maintenance of fleet vehicles.

The funds in class 030 Equipment New/Replacement will be used to 1) purchase a pallet jack to be used in the warehouse, 2) replace the batteries in an existing pallet jack, 3) upgrade the DVR system to improve image quality and obtain greater capacity for video monitoring and recording of the warehousing facility to ensure food safety and integrity, and 4) add two (2) cameras to increase security in the warehouse.

The funds in class 080 Out-Of-State Travel are required in order to attend USDA sponsored and recommended training.

Respectfully Submitted,



Vicki V. Quiram
Commissioner