

APR 18 2019 PM 4:07 DAS

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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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April 18, 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 Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to Chapter 163 section 9, laws of 2018, authorize the Department of Administrative Services (DAS), Division of Plant & Property, to transfer funds in the amount of \$444,200. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2019. **Funding Source: 53.2% Transfer Other Agencies, 46.8% General Funds**

SFY 2019

<u>Accounting Unit</u>	<u>Account</u>	<u>Amount</u>
Facilities-Assets Management	20420000	\$ 119,500
Bureau of Court Facilities	20450000	\$ 117,000
General Services Maint & Grounds	29500000	\$ 207,700
Total Department of Administrative Services		<u>\$ 444,200</u>

EXPLANATION

These transfers reflect adjustments to various expense accounts to address projected expenses in the DAS Division of Plant & Property. Anticipated expenditure patterns for FY 2019 have been analyzed and taken into consideration when projecting expenditures through June 30, 2019. 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 Facilities-Assets Management class 018 overtime, class 020 current expenses, class 050 personal service temp, and class 070 in-state travel, due to the amounts appropriated being lower than anticipated expenditures; funds are available to cover these deficits in class 022 rents-leases, class 030 equipment, and class 048 contractual maintenance, due to the amounts appropriated being higher than anticipated.

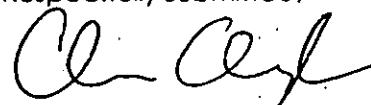
In the Bureau of Court Facilities, transfers are needed to cover projected deficits in class 018 overtime, class 048 contractual maintenance, and class 103 contracts for op services due to the amounts appropriated being lower than anticipated expenditures; funds are available to cover these deficits in class 022 rents-leases, class 023 utilities, class 030 equipment, class 039 telecommunications, and class 050 personal service temp, due to the amounts appropriated being higher than anticipated.

In General Services Maintenance & Grounds, transfers are needed to cover projected deficits in class 018 overtime, class 020 current expenses, class 023 utilities, and class 070 in-state travel due to the amounts appropriated being lower than anticipated expenditures; funds are available to cover these deficits in class 048 contractual maintenance and in the Lakes Region Campus and Dube Building Accounting Unit classes 023 utilities, 030 equipment, 039 telecommunications, 047 own forces maintenance, 048 contractual maintenance, 050 personal service temp, 060 benefits, and 103 contracts for op services, due to the amounts appropriated being higher than anticipated.

- 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.* RSA 21-I:11, I. (c) (1), (5) and (6)
- E. *Identify the source of funds on all accounts listed on this transfer.* Transfer from Other Agency, Agency Income and General Funds – see attached worksheet for percentage details;
- 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 transfer of funds into Class 018 Overtime and Class 050, Part Time Salaries, 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,



Charles Arlinghaus
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	010-500100	PERSONAL SERVICES PERM CLAS	\$ 1,048,714		\$ 1,048,714
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	018-500106	OVERTIME	\$ 96,000	\$ 29,000	\$ 125,000
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	020-500200	CURRENT EXPENSES	\$ 291,150	\$ 40,000	\$ 331,150
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	022-500257	RENTS-LEASES OTHER THAN STA	\$ 25,000	\$ (9,000)	\$ 16,000
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	023-500291	HEAT ELECTRICITY WATER	\$ 2,835,525		\$ 2,835,525
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	030-500301	EQUIPMENT NEW REPLACEMENT	\$ 108,168	\$ (20,000)	\$ 88,168
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	039-500188	TELECOMMUNICATIONS	\$ 26,799		\$ 26,799
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	047-500240	OWN FORCES MAINT BUILD-GRN	\$ 40,703		\$ 40,703
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	048-500226	CONTRACTUAL MAINT BUILD-GRN	\$ 774,519	\$ (90,500)	\$ 684,019
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	050-500109	PERSONAL SERVICE TEMP APPOI	\$ 348,445	\$ 50,000	\$ 398,445
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	060-500602	BENEFITS	\$ 671,687		\$ 671,687
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 4,000	\$ 500	\$ 4,500
0010	1415	20420000	FACILITIES - ASSETS MANAGEMEN	103-500736	CONTRACTS FOR OP SERVICES	\$ 32,000		\$ 32,000
			TOTAL			\$ 6,302,710	\$ -	\$ 6,302,710
			REVENUES					
			TRANSFER FROM OTHER AGENCY			\$ 6,302,710	\$ -	\$ 6,302,710
			TOTAL REVENUES			\$ 6,302,710	\$ -	\$ 6,302,710

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	010-500100	PERSONAL SERVICES PERM CLAS	\$ 1,144,072		\$ 1,144,072
0010	1415	20450000	BUREAU OF COURT FACILITIES	018-500106	OVERTIME	\$ 97,453	\$ 12,000	\$ 109,453
0010	1415	20450000	BUREAU OF COURT FACILITIES	020-500200	CURRENT EXPENSES	\$ 184,500		\$ 184,500
0010	1415	20450000	BUREAU OF COURT FACILITIES	022-500257	RENTS-LEASES OTHER THAN STA	\$ 4,042,244	\$ (50,000)	\$ 3,992,244
0010	1415	20450000	BUREAU OF COURT FACILITIES	023-500291	HEAT ELECTRICITY WATER	\$ 1,688,801	\$ (10,000)	\$ 1,678,801
0010	1415	20450000	BUREAU OF COURT FACILITIES	030-500301	EQUIPMENT NEW REPLACEMENT	\$ 57,792	\$ (4,000)	\$ 53,792
0010	1415	20450000	BUREAU OF COURT FACILITIES	039-500188	TELECOMMUNICATIONS	\$ 75,438	\$ (8,000)	\$ 67,438
0010	1415	20450000	BUREAU OF COURT FACILITIES	047-500240	OWN FORCES MAINT BUILD-GRN	\$ 10,286		\$ 10,286
0010	1415	20450000	BUREAU OF COURT FACILITIES	048-500226	CONTRACTUAL MAINT BUILD-GRN	\$ 724,178	\$ 55,000	\$ 779,178
0010	1415	20450000	BUREAU OF COURT FACILITIES	050-500109	PERSONAL SERVICE TEMP APPOI	\$ 467,247	\$ (45,000)	\$ 422,247
0010	1415	20450000	BUREAU OF COURT FACILITIES	060-500602	BENEFITS	\$ 788,936		\$ 788,936
0010	1415	20450000	BUREAU OF COURT FACILITIES	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 10,000		\$ 10,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	080-500710	OUT OF STATE TRAVEL REIMB	\$ 3,100		\$ 3,100
0010	1415	20450000	BUREAU OF COURT FACILITIES	103-500736	CONTRACTS FOR OP SERVICES	\$ 377,791	\$ 50,000	\$ 427,791
0010	1415	20450000	BUREAU OF COURT FACILITIES	202-509202	RELOCATION	\$ 4,900	\$ -	\$ 4,900
			TOTAL			\$ 9,676,738	\$ -	\$ 9,676,738
			REVENUES					
			TRANSFER FROM OTHER AGENCY			\$ 9,299,887	\$ -	\$ 9,299,887
			AGENCY INCOME			\$ 376,851	\$ -	\$ 376,851
			TOTAL REVENUES			\$ 9,676,738	\$ -	\$ 9,676,738

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	010-500100	PERSONAL SERVICES PERM CLAS	\$ 801,913		\$ 801,913

0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	018-500106	OVERTIME	\$ 56,070	\$ 7,000	\$ 63,070
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	020-500200	CURRENT EXPENSES	\$ 185,721	\$ 50,000	\$ 235,721
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	022-500257	RENTS-LEASES OTHER THAN STA	\$ 800		\$ 800
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	023-500291	HEAT ELECTRICITY WATER	\$ 1,340,235	\$ 150,000	\$ 1,490,235
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	024-500225	MAINT OTHER THAN BUILD-GRN	\$ 1		\$ 1
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	030-500301	EQUIPMENT NEW REPLACEMENT	\$ 10,750		\$ 10,750
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	039-500188	TELECOMMUNICATIONS	\$ 19,207		\$ 19,207
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	047-500240	OWN FORCES MAINT BUILD-GRN	\$ 22,001		\$ 22,001
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	048-500226	CONTRACTUAL MAINT BUILD-GRN	\$ 907,924	\$ (38,100)	\$ 869,824
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	050-500109	PERSONAL SERVICE TEMP APPOI	\$ 286,100		\$ 286,100
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	060-500602	BENEFITS	\$ 496,015		\$ 496,015
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 3,100	\$ 700	\$ 3,800
0010	1415	29500000	GENERAL SERVICES MAINT & GRNDS	103-500736	CONTRACTS FOR OP SERVICES	\$ 114,847		\$ 114,847
			TOTAL			\$ 4,244,684	\$ 169,600	\$ 4,414,284
			REVENUES					
			GENERAL FUNDS	010-000010		\$ 4,227,002	\$ 169,600	\$ 4,396,602
			TRANSFER FROM OTHER AGENCY			\$ 17,682	\$ -	\$ 17,682
			TOTAL REVENUES			\$ 4,244,684	\$ 169,600	\$ 4,414,284

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	53200000	LAKES REGION CAMPUS	020-500200	CURRENT EXPENSES	\$ 4,721		\$ 4,721
0010	1415	53200000	LAKES REGION CAMPUS	022-500257	RENTS-LEASES OTHER THAN STA	\$ 200		\$ 200
0010	1415	53200000	LAKES REGION CAMPUS	023-500291	HEAT ELECTRICITY WATER	\$ 142,246	\$ (50,000)	\$ 92,246
0010	1415	53200000	LAKES REGION CAMPUS	030-500301	EQUIPMENT NEW REPLACEMENT	\$ 2,500	\$ (2,500)	\$ -
0010	1415	53200000	LAKES REGION CAMPUS	039-500188	TELECOMMUNICATIONS	\$ 3,596	\$ (1,000)	\$ 2,596
0010	1415	53200000	LAKES REGION CAMPUS	047-500240	OWN FORCES MAINT BUILD-GRN	\$ 6,441		\$ 6,441
0010	1415	53200000	LAKES REGION CAMPUS	048-500226	CONTRACTUAL MAINT BUILD-GRN	\$ 69,228	\$ (35,000)	\$ 34,228
0010	1415	53200000	LAKES REGION CAMPUS	050-500109	PERSONAL SERVICE TEMP APPOI	\$ 57,428	\$ (30,000)	\$ 27,428
0010	1415	53200000	LAKES REGION CAMPUS	060-500602	BENEFITS	\$ 4,393	\$ (1,000)	\$ 3,393
0010	1415	53200000	LAKES REGION CAMPUS	070-500704	IN STATE TRAVEL REIMBURSEME	\$ 2,100		\$ 2,100
0010	1415	53200000	LAKES REGION CAMPUS	103-500736	CONTRACTS FOR OP SERVICES	\$ 21,250	\$ (8,000)	\$ 13,250
			TOTAL			\$ 314,103	\$ (127,500)	\$ 186,603
			REVENUES					
			GENERAL FUNDS	010-000010		\$ 314,103	\$ (127,500)	\$ 186,603
			TOTAL REVENUES			\$ 314,103	\$ (127,500)	\$ 186,603

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	59640000	DUBE BUILDING	023-500291	HEAT ELECTRICITY WATER	\$ 38,301	\$ (35,000)	\$ 3,301
0010	1415	59640000	DUBE BUILDING	047-500240	OWN FORCES MAINT BUILD-GRN	\$ 1,107	\$ (1,100)	\$ 7
0010	1415	59640000	DUBE BUILDING	048-500226	CONTRACTUAL MAINT BUILD-GRN	\$ 9,050	\$ (6,000)	\$ 3,050
			TOTAL			\$ 48,458	\$ (42,100)	\$ 6,358
			REVENUES					
			GENERAL FUNDS	010-000010		\$ 48,458	\$ (42,100)	\$ 6,358
			TOTAL REVENUES			\$ 48,458	\$ (42,100)	\$ 6,358