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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
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July 8, 2015

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 158, sub-paragraph 1,(a), Laws of 2015, and Chapter 144:31, Laws of 2013, Transfer Among Accounts and Classes, authorize the Department of Administrative Services to transfer funds in and among accounting units in the amount of \$128,743. The transfers are made up of \$75,468 in general funds, \$31,200 in transfer from other agencies, and \$22,075 in other funds. The adjustments are summarized below and detailed on the attached worksheets. Effective upon Fiscal Committee and Governor and Council approval through December 31, 2015. **Funding Source: 58.62% General Funds, 24.23% Transfer Funds, 17.15% Other Funds**

SFY 2016

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Commissioners Office	Various	\$ 23,882
Division of Personnel	10440000	\$ 30,000
Bureau Plant & Property Maintenance	20420000	\$ 54,736
Risk Management Unit	29010000	\$ 20,125
Total Department of Administrative Services		<u>\$128,743</u>

EXPLANATION

These transfers reflect adjustments to various expense accounts to address projected expenses in the Department. Anticipated expenditure patterns for SFY 2016 have been analyzed and taken into consideration when projecting expenditures through December 31, 2015. 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.

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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 various payroll related transfers to cover projected deficits in class 050, part-time salaries, and class 059, full-time temporary salaries, due to the amount appropriated being lower than anticipated expenditures; funds are available to cover these deficits in class 010 full-time salaries, class 012, full-time unclassified, and class 048, contractual maintenance, due to vacant positions and the amount appropriated being higher than anticipated. This transfer also adds four expenditures lines in Accounting Unit 13070000, Deferred Compensation; class 020, current expenses, class 030, equipment, class 039, telecommunications, and class 057, books & periodicals; funds are available to transfer into these accounts from class 102, contracts for program services.
- 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 050, part-time salaries, and class 059, full-time temporary, 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 Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	13070000	DEFERRED COMPENSATION	010-500100	PERSONAL SERVICES PERM CLAS	32,950		32,950
0010	1400	13070000	DEFERRED COMPENSATION	020-500200	CURRENT EXPENSES	0	1,250	1,250
0010	1400	13070000	DEFERRED COMPENSATION	026-500251	ORGANIZATIONAL DUES	500		500
0010	1400	13070000	DEFERRED COMPENSATION	030-500301	EQUIPMENT NEW REPLACEMENT	0	100	100
0010	1400	13070000	DEFERRED COMPENSATION	039-500188	TELECOMMUNICATIONS	0	500	500
0010	1400	13070000	DEFERRED COMPENSATION	057-500531	BOOKS PERIODICALS SUBSCRIPT	0	100	100
0010	1400	13070000	DEFERRED COMPENSATION	060-500602	BENEFITS	15,060		15,060
0010	1400	13070000	DEFERRED COMPENSATION	066-500543	EMPLOYEE TRAINING	2,500		2,500
0010	1400	13070000	DEFERRED COMPENSATION	070-500704	IN STATE TRAVEL REIMBURSEME	2,000		2,000
0010	1400	13070000	DEFERRED COMPENSATION	080-500710	OUT OF STATE TRAVEL REIMB	4,000		4,000
0010	1400	13070000	DEFERRED COMPENSATION	102-500731	CONTRACTS FOR PROGRAM SERV	32,500	(1,950)	30,550
0010	1400	13070000	DEFERRED COMPENSATION	206-509206	DEFERRED COMP FIN ADVISORS	27,500		27,500
			TOTAL			117,010	0	117,010
			REVENUES					
			Agency Income	009-407067		117,010	0	117,010
0010	1400	13500000	BUDGET OFFICE	010-500100	PERSONAL SERVICES PERM CLAS	361,131	(11,084)	350,047
0010	1400	13500000	BUDGET OFFICE	011-500102	PERSONAL SERVICES UNCLASSIF	52,482		52,482
0010	1400	13500000	BUDGET OFFICE	018-500106	OVERTIME	10,000		10,000
0010	1400	13500000	BUDGET OFFICE	020-500200	CURRENT EXPENSES	13,925		13,925
0010	1400	13500000	BUDGET OFFICE	030-500301	EQUIPMENT NEW REPLACEMENT	125		125
0010	1400	13500000	BUDGET OFFICE	039-500188	TELECOMMUNICATIONS	3,063		3,063
0010	1400	13500000	BUDGET OFFICE	060-500602	BENEFITS	191,951	(848)	191,103
0010	1400	13500000	BUDGET OFFICE	066-500543	EMPLOYEE TRAINING	50		50
0010	1400	13500000	BUDGET OFFICE	070-500704	IN STATE TRAVEL REIMBURSEME	300		300
0010	1400	13500000	BUDGET OFFICE	080-500710	OUT OF STATE TRAVEL REIMB	300		300
			TOTAL			633,327	(11,932)	621,395
			REVENUES					
			Total General Funds	010-000010		633,327	(11,932)	621,395
0010	1400	13600000	BUSINESS OFFICE	010-500100	PERSONAL SERVICES PERM CLAS	112,723		112,723
0010	1400	13600000	BUSINESS OFFICE	018-500106	OVERTIME	1		1
0010	1400	13600000	BUSINESS OFFICE	020-500200	CURRENT EXPENSES	1,000		1,000
0010	1400	13600000	BUSINESS OFFICE	022-500255	RENTS-LEASES OTHER THAN STA	1,000		1,000
0010	1400	13600000	BUSINESS OFFICE	024-500227	MAINT OTHER THAN BUILD-GRN	50		50
0010	1400	13600000	BUSINESS OFFICE	030-500301	EQUIPMENT NEW REPLACEMENT	50		50
0010	1400	13600000	BUSINESS OFFICE	035-583514	SHARED SERVICES SUPPORT	34,998		34,998
0010	1400	13600000	BUSINESS OFFICE	039-500188	TELECOMMUNICATIONS	1,288		1,288
0010	1400	13600000	BUSINESS OFFICE	050-500109	PERSONAL SERVICE TEMP APPOI	1	11,084	11,085
0010	1400	13600000	BUSINESS OFFICE	060-500602	BENEFITS	53,643	848	54,491
0010	1400	13600000	BUSINESS OFFICE	066-500543	EMPLOYEE TRAINING	1		1
0010	1400	13600000	BUSINESS OFFICE	070-500704	IN STATE TRAVEL REIMBURSEME	1		1

0010	1400	13600000	BUSINESS OFFICE	080-500710	OUT OF STATE TRAVEL REIMB	1	1	
			TOTAL			204,757	11,932	216,689
			REVENUES					
			Total General Funds	010-000010		204,757	11,932	216,689
0010	1400	86230000	OFFICE OF COST CONTAINMENT	010-500100	PERSONAL SERVICES PERM CLAS	172,753	(10,000)	162,753
0010	1400	86230000	OFFICE OF COST CONTAINMENT	020-500200	CURRENT EXPENSES	25,500		25,500
0010	1400	86230000	OFFICE OF COST CONTAINMENT	022-500255	RENTS-LEASES OTHER THAN STA	1		1
0010	1400	86230000	OFFICE OF COST CONTAINMENT	024-500227	MAINT OTHER THAN BUILD-GRN	800		800
0010	1400	86230000	OFFICE OF COST CONTAINMENT	039-500188	TELECOMMUNICATIONS	1,354		1,354
0010	1400	86230000	OFFICE OF COST CONTAINMENT	050-500109	PERSONAL SERVICE TEMP APPOI	22,500	10,000	32,500
0010	1400	86230000	OFFICE OF COST CONTAINMENT	060-500602	BENEFITS	132,391		132,391
0010	1400	86230000	OFFICE OF COST CONTAINMENT	070-500704	IN STATE TRAVEL REIMBURSEME	2,850		2,850
			TOTAL			358,149	0	358,149
			REVENUES					
			Total General Funds	010-000010		358,149	0	358,149
			TOTAL 1400			1,313,243	\$ -	\$ 1,313,243
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	010-500100	PERSONAL SERVICES PERM CLAS	459,235	(20,000)	439,235
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	011-500102	PERSONAL SERVICES UNCLASSIF	47,056		47,056
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	012-500128	PERSONAL SERVICES UNCLASSIF	35,136	(10,000)	25,136
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	018-500106	OVERTIME	100		100
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	020-500200	CURRENT EXPENSES	4,750		4,750
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	022-500255	RENTS-LEASES OTHER THAN STA	3,308		3,308
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	024-500227	MAINT OTHER THAN BUILD-GRN	113		113
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	026-500251	ORGANIZATIONAL DUES	2,000		2,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	030-500301	EQUIPMENT NEW REPLACEMENT	125		125
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	039-500188	TELECOMMUNICATIONS	5,000		5,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	050-500109	PERSONAL SERVICE TEMP APPOI	26,000	20,000	46,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	059-500117	SALARY TEMP EMPLOYEES	0	10,000	10,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	060-500602	BENEFITS	299,591		299,591
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	066-500543	EMPLOYEE TRAINING	50		50
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	070-500704	IN STATE TRAVEL REIMBURSEME	250		250
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	080-500710	OUT OF STATE TRAVEL REIMB	25		25
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	103-500735	CONTRACTS FOR OP SERVICES	25		25
			TOTAL			882,764	0	882,764
			REVENUES					
			Total General Funds	010-000010		750,447	0	750,447
			Total Agency Income	various		132,317	0	132,317
			TOTAL REVENUES			882,764	0	882,764
			TOTAL 1410			882,764	0	882,764
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	010-500100	PERSONAL SERVICES PERM CLAS	314,565		314,565
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	012-500128	PERSONAL SERVICES UNCLASSIF	76,414	(31,200)	45,214

0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	018-500106	OVERTIME	11,500		11,500			11,500
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	020-500200	CURRENT EXPENSES	126,718		126,718			126,718
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	022-500255	RENTS-LEASES OTHER THAN STA	4,000		4,000			4,000
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	023-500210	HEAT ELECTRICITY WATER	905,776		905,776			905,776
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	030-500301	EQUIPMENT NEW REPLACEMENT	153,088		153,088			153,088
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	035-583514	SHARED SERVICE CENTER	6,729		6,729			6,729
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	039-500188	TELECOMMUNICATIONS	11,650		11,650			11,650
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	042-500620	ADDITIONAL FRINGE BENEFITS	45,180		45,180			45,180
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	047-500240	OWN FORCES MAINT BUILD-GRN	40,750		40,750			40,750
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	048-500226	CONTRACTUAL MAINT BUILD-GRN	375,167		375,167			375,167
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	050-500109	PERSONAL SERVICE TEMP APPOI	121,825		121,825			121,825
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	059-500117	SALARY TEMP EMPLOYEES	0	31,200	0	31,200		31,200
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	060-500602	BENEFITS	290,498		290,498			290,498
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	068-500562	RENUMERATION	6,473		6,473			6,473
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	070-500704	IN STATE TRAVEL REIMBURSEME	2,250		2,250			2,250
0010	1415	20420000	BUREAU OF FACILITIES - ASSETS MGMT	103-500735	CONTRACTS FOR OP SERVICES	19,025		19,025			19,025
			TOTAL			2,511,608	0	2,511,608	0	2,511,608	
			REVENUES								
			Total General Funds	010-000010		0	0	0	0	0	0
			Transfer Other Agencies	various		2,511,608	0	2,511,608	0	2,511,608	
			TOTAL REVENUES			2,511,608	0	2,511,608	0	2,511,608	
0010	1415	53200000	LAKES REGION CAMPUS	020-500200	CURRENT EXPENSES	3,525		3,525			3,525
0010	1415	53200000	LAKES REGION CAMPUS	022-500255	RENTS-LEASES OTHER THAN STA	125		125			125
0010	1415	53200000	LAKES REGION CAMPUS	023-500210	HEAT ELECTRICITY WATER	55,480		55,480			55,480
0010	1415	53200000	LAKES REGION CAMPUS	030-500311	EQUIPMENT NEW REPLACEMENT	1,000		1,000			1,000
0010	1415	53200000	LAKES REGION CAMPUS	039-500188	TELECOMMUNICATIONS	1,250		1,250			1,250
0010	1415	53200000	LAKES REGION CAMPUS	047-500240	OWN FORCES MAINT BUILD-GRN	5,500		5,500			5,500
0010	1415	53200000	LAKES REGION CAMPUS	048-500226	CONTRACTUAL MAINT BUILD-GRN	37,500	(16,000)	37,500	(16,000)		21,500
0010	1415	53200000	LAKES REGION CAMPUS	050-500109	PERSONAL SERVICE TEMP APPOI	12,501	23,000	12,501	23,000		35,501
0010	1415	53200000	LAKES REGION CAMPUS	060-500602	BENEFITS	957	536	957	536		1,493
0010	1415	53200000	LAKES REGION CAMPUS	070-500704	IN STATE TRAVEL REIMBURSEME	100		100			100
0010	1415	53200000	LAKES REGION CAMPUS	103-500736	CONTRACTS FOR OP SERVICES	11,850		11,850			11,850
			TOTAL			129,788	7,536	129,788	7,536	137,324	
			REVENUES								
			Total General Funds	010-000010		129,788	7,536	129,788	7,536	137,324	
0010	1415	59640000	DUBE BUILDING	023-500210	HEAT ELECTRICITY WATER	11,500		11,500			11,500
0010	1415	59640000	DUBE BUILDING	047-500240	OWN FORCES MAINT BUILD-GRN	2,447		2,447			2,447
0010	1415	59640000	DUBE BUILDING	048-500226	CONTRACTUAL MAINT BUILD-GRN	1,250		1,250			1,250
0010	1415	59640000	DUBE BUILDING	050-500109	PERSONAL SERVICE TEMP APPOI	2,000	(2,000)	2,000	(2,000)		0
0010	1415	59640000	DUBE BUILDING	060-500602	BENEFITS	153	(153)	153	(153)		0
			TOTAL			17,350	(2,153)	17,350	(2,153)	15,197	

REVENUES																		
Total General Funds																17,350	(2,153)	15,197
0010	1415	59680000	LACONIA COTTAGES	010-000010	OVERTIME											250		
0010	1415	59680000	LACONIA COTTAGES	018-500106	CURRENT EXPENSES											300		
0010	1415	59680000	LACONIA COTTAGES	020-500200	RENTS-LEASES OTHER THAN STA											250		
0010	1415	59680000	LACONIA COTTAGES	022-500255	HEAT ELECTRICITY WATER											11,468		
0010	1415	59680000	LACONIA COTTAGES	023-500210	EQUIPMENT NEW REPLACEMENT											600		
0010	1415	59680000	LACONIA COTTAGES	030-500311	OWN FORCES MAINT BUILD-GRN											6,100		
0010	1415	59680000	LACONIA COTTAGES	047-500240	CONTRACTUAL MAINT BUILD-GRN											9,600		
0010	1415	59680000	LACONIA COTTAGES	048-500226	PERSONAL SERVICE TEMP APPOI											15,750		
0010	1415	59680000	LACONIA COTTAGES	050-500109	BENEFITS											1,255		
0010	1415	59680000	LACONIA COTTAGES	060-500602	CONTRACTS FOR OP SERVICES											1,450		
0010	1415	59680000	LACONIA COTTAGES	103-500736												47,023		
TOTAL																47,023	(5,383)	41,640
REVENUES																		
Total General Funds																47,023	(5,383)	41,640
TOTAL 1415																2,705,769	0	2,705,769
0010	1435	29010000	RISK MANAGEMENT UNIT	010-500100	PERSONAL SERVICES PERM CLAS											348,975		
0010	1435	29010000	RISK MANAGEMENT UNIT	011-500102	PERSONAL SERVICES UNCLASSIF											0		
0010	1435	29010000	RISK MANAGEMENT UNIT	018-500106	OVERTIME											0		
0010	1435	29010000	RISK MANAGEMENT UNIT	020-500200	CURRENT EXPENSES											2,255		
0010	1435	29010000	RISK MANAGEMENT UNIT	026-500251	ORGANIZATIONAL DUES											213		
0010	1435	29010000	RISK MANAGEMENT UNIT	030-500311	EQUIPMENT NEW REPLACEMENT											250		
0010	1435	29010000	RISK MANAGEMENT UNIT	039-500188	TELECOMMUNICATIONS											2,150		
0010	1435	29010000	RISK MANAGEMENT UNIT	050-500109	PERSONAL SERVICE TEMP APPOI											0		
0010	1435	29010000	RISK MANAGEMENT UNIT	059-500117	SALARY TEMP EMPLOYEES											0		
0010	1435	29010000	RISK MANAGEMENT UNIT	060-500602	BENEFITS											180,463		
0010	1435	29010000	RISK MANAGEMENT UNIT	066-500543	EMPLOYEE TRAINING											125		
0010	1435	29010000	RISK MANAGEMENT UNIT	070-500704	IN STATE TRAVEL REIMBURSEME											500		
0010	1435	29010000	RISK MANAGEMENT UNIT	080-500710	OUT OF STATE TRAVEL REIMB											1		
0010	1435	29010000	RISK MANAGEMENT UNIT	103-500736	CONTRACTS FOR OP SERVICES											250		
0010	1435	29010000	RISK MANAGEMENT UNIT	210-500756	BONDING INSURANCE											3,250		
0010	1435	29010000	RISK MANAGEMENT UNIT	211-500757	CATASTROPHIC CASUALTY INS											202,223		
TOTAL																740,655	0	740,655
REVENUES																		
Total General Funds																152,527	0	152,527
Total Agency Income																588,128	0	588,128
TOTAL REVENUES																740,655	0	740,655
TOTAL 1435																740,655	0	740,655