

45 am



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

CHARLES M. ARLINGHAUS
 Commissioner
 (603)-271-3201

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

January 10, 2018

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Procurement and Support Services, Print Shop Operations, to accept and expend funds from revenue in the amount of \$23,145 to fund part-time salaries and benefits effective upon Governor and Council approval through June 30, 2018. **100% Agency Income.**

Funds will be budgeted in accounting unit 01-14-14-141710-51280000 Department of Administrative Services, Division of Procurement and Support Services, Print Shop Operations

Class	Description	SFY 18 Current Appropriation	Amount to Budget	SFY 18 Revised Appropriation
009-402186	Agency Income	\$1,109,103	\$23,145	\$1,132,248
010-500100	Personal Service-Permanent	\$380,306		\$380,306
018-500106	Overtime	\$1,500		\$1,500
020-500200	Current Expenses	\$314,515		\$314,515
022-500255	Rents – Leases Other than State	\$69,000		\$69,000
024-500225	Maint Other than Build-Grn	\$17,000		\$17,000
028-582814	Transfers to General Services	\$28,124		\$28,124
030-500300	Equipment New/ Replacement	\$350		\$350
037-500165	Technology - Hardware	\$500		\$500
038-500175	Technology - Software	\$4,700		\$4,700
039-500188	Telecommunications	\$3,050		\$3,050
042-500620	Additional Fringe Benefits	\$34,000		\$34,000
050-500109	Personal Service Temp	\$23,000	\$21,500	\$44,500
060-500602	Benefits	\$232,957	\$1,645	\$234,602
070-500704	In State Travel	\$100		\$100
103-500735	Contracts for Op Services	\$1		\$1
	Total Expenditures	\$1,109,103	\$23,145	\$1,132,248

EXPLANATION

The Department of Administrative Services, Division of Procurement and Support Services, Print Shop Operations requests to budget and expend a portion of unexpended revenue to cover the salaries and benefits of two (2) part-time employees for the remainder of FY 2018. Due to an error in the budgeting process, insufficient funds were appropriated to fund these positions which are responsible for operating offset printing press equipment. These positions are essential to continue to provide timely and efficient printing services to all state agencies.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charles M. Arlinghaus". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charles M. Arlinghaus
Commissioner

Department of Administrative Services
Print Shop Operations
01-014-014-141710-51280000

Beginning Balance July 1, 2017	\$	-
Revenue collected through 12/31/2017	\$	579,277.00
Anticipated Revenue to be collected through 6/30/2018 ***	\$	<u>579,277.00</u>
Total revenue available	\$	<u><u>1,158,554.00</u></u>
Less: SFY 2018 Appropriation	\$	<u>1,109,103.00</u>
Net Revenue Available to Budgeted	\$	<u><u>49,451.00</u></u>
This request	\$	<u>23,145.00</u>
Balance available to budget at future date	\$	<u><u>26,306.00</u></u>

*** Assuming level revenue collection based on 5 year history
(see attached)

Department of Administrative Services
 Print Shop Operations
 01-014-014-141710-51280000

5-Year Revenue History

	FY17	FY16	FY15	FY14	FY13
1st Half \$	450,224	537,678	521,832	572,475	569,788
2nd Half \$	715,434	715,213	692,626	631,311	750,346
Total \$	1,165,658	1,252,891	1,214,458	1,203,786	1,320,134
% of increased revenue in 2nd half versus 1st half of FY	58.91%	33.02%	32.73%	10.28%	31.69%