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State of New Hampshire
Department of Revenue Administration

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John T. Beardmore
Commissioner

Lindsey M. Stepp
Assistant Commissioner

December 21, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

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

[Signature]
Approved by Fiscal Committee Date 12/17

REQUESTED ACTION

Pursuant to RSA 9:16-a Transfers Authorized, authorize the Department of Revenue Administration to transfer funds in and among accounting units and classes in the amount of \$96,419. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2017.
Funding Source: 100% General Funds.

Audit Division – 01-84-84-840510-1301				
Class/Account	Description	FY17 Authorized/Adjusted Appropriation	Requested Action	FY17 Revised Appropriation
010-500100	Personal Services	\$978,282.00		\$978,282.00
011-500126	Personal Services	\$188,116.00		\$188,116.00
012-500128	Personal Services	\$172,911.00		\$172,911.00
013-500131	Personal Services	\$86,849.00		\$86,849.00
014-500134	Personal Services	\$1,159,200.00		\$1,159,200.00
020-500200	Current Expenses	\$23,000.00		\$23,000.00
022-500255	Rents/Leases	\$3,100.00	(\$1,500.00)	\$1,600.00
026-500251	Organizational Dues	\$130,210.00		\$130,210.00
030-500301	Equipment	\$1.00		\$1.00
037-500173	Technology Hardware	\$1.00		\$1.00
038-500178	Technology Software	\$1.00		\$1.00
050-500109	Personal Services Temp	\$1.00		\$1.00
060-500601	Benefits	\$1,367,043.00		\$1,367,043.00
066-500543	Employee Training	\$20,000.00		\$20,000.00
070-500705	In State Travel Reimb	\$22,000.00		\$22,000.00
080-500710	Out of State Travel Reimb	\$150,000.00		\$150,000.00
	Org Totals	\$4,300,715.00	(\$1,500.00)	\$4,293,215.00

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

Collection Division – 01-84-84-840510-1401				
Class/Account	Description	FY17 Authorized/Adjusted Appropriation	Requested Action	FY17 Revised Appropriation
010-500100	Personal Services	\$485,111.00		\$485,111.00
011-500126	Personal Services	\$80,617.00		\$80,617.00
018-500106	Overtime	\$1,000		\$1,000.00
020-500200	Current Expense	\$39,477.00	(\$5,000.00)	\$34,477.00
022-500255	Rents/Leases	\$2,100.00		\$2,100.00
038-500175	Technology Software	\$1,200.00		\$1,200.00
060-500601	Benefits	\$299,071.00		\$299,071.00
066-500543	Employee Training	\$1,500.00		\$1,500.00
	Org Totals	\$910,076.00	(\$5,000.00)	\$905,076.00

Document Processing Division – 01-84-84-840510-1501				
Class/Account	Description	FY17 Authorized/Adjusted Appropriation	Requested Action	FY17 Revised Appropriation
010-500100	Personal Services	\$858,228.00		\$858,228.00
014-500134	Personal Services	\$91,597.00		\$91,597.00
018-500106	Overtime	\$20,000.00		\$20,000.00
020-500200	Current Expenses	\$76,000.00	(\$8,000.00)	\$68,000.00
022-500255	Rents/Leases	\$3,400.00		\$3,400.00
024-500225	Maint other than Build	\$9,000.00	(\$1,000.00)	\$8,000.00
050-500109	Personal Services Temp	\$1.00		\$1.00
060-500601	Benefits	\$622,122.00		\$622,122.00
066-500543	Employee Training	\$4,000.00		\$4,000.00
103-502664	Contracts for OP Services	\$330,000.00	\$96,419.00	\$426,419.00
	Org Totals	\$2,014,348.00	\$87,419.00	\$2,102,767.00

Property Appraisal Division – 01-84-84-841010-5413				
Class/Account	Description	FY17 Authorized/Adjusted Appropriation	Requested Action	FY17 Revised Appropriation
010-500100	Personal Services	\$1,164,374.00		\$1,164,374.00
011-500126	Personal Services	\$107,725.00		\$107,725.00
020-500200	Current Expenses	\$44,250.00	(\$10,000.00)	\$34,250.00
022-500255	Rents/Leases	\$2,100.00		\$2,100.00
024-500225	Maint other than Build	\$560,000.00	(\$70,919.00)	\$489,081.00
060-500601	Benefits	\$675,960.00		\$675,960.00
	Org Totals	\$2,554,409.00	(\$80,919.00)	\$2,473,490.00

EXPLANATION

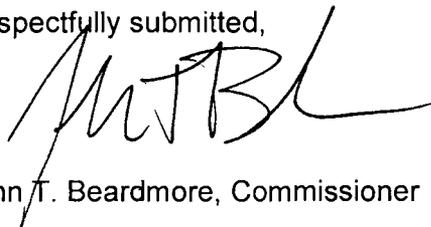
This transfer is requested to enable the Department to fund a contract with Fairfax Imaging, Inc. to implement a software update within our tax document scanning system. This transfer request reflects adjustments to accounts to address projected spending trends in the Department. Expenditure patterns have been analyzed and considered when forecasting for the remainder of the current fiscal year. Based upon this review, Accounting Unit 1501, Documents Processing Division required additional funds for the purpose of the Department's contract with Fairfax Imaging, Inc., while other accounts experienced less than originally anticipated expenditures. Approval of this transfer request will provide for the continued efficient operation of the Department through the improved operation of the tax document scanning system.

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 referenced actions.

- A. *Justification:* The transfer is needed into Accounting Unit 1501, Documents Processing Division, Class 103 to enable the funding of a contract with Fairfax Imaging, Inc. for purposes of the document imaging system.
- B. *Does this transfer involve continuing programs or one-time projects?* The Department has used an electronic scanning system since 2011; therefore, this is a continuing program.
- C. *Is this transfer required to maintain existing program levels or will it increase the program level?* The transfer is required to maintain existing program levels.
- D. *Cite any requirements which make this program mandatory.* Pursuant to RSA 21-J:12 the Document Processing Division is responsible for processing all tax returns and payments filed within the Department. The electronic scanning system supported by these funds processes both tax returns and payments in an efficient and effective manner.
- E. *Identify the source of funds on all accounts listed on this transfer.* 100% General Funds.
- F. *Will there be any effect on revenue if this transfer is not approved?* The continued operation of the Department's electronic scanning system is critical to maintaining the timely and accurate processing of payments from existing revenue systems.
- G. *Are funds expected to lapse if this transfer is not approved?* It is anticipated funds will lapse if this transfer is not approved.
- H. *Are personnel services involved?* No positions are being transferred as a result of this request.

The Department has conducted a review of every line item in the budget to ensure that available funds are maximized to the best degree possible.

Respectfully submitted,



John T. Beardmore, Commissioner

JTB/sjg