



State of New Hampshire

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

DEC 21 10 41 AM '12

LINDA M HODGDON
Commissioner
(603) 271-3201

JOSEPH B BOUCHARD
Assistant Commissioner
(603) 271-3204

December 21, 2012

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

(I) Pursuant to RSA 99:4, Salary Adjustment Fund, authorize the Commissioner of the Department of Administrative Services to make transfers from the Salary Adjustment Fund to agency permanent personnel service accounts after the approval by the Director of the Division of Personnel.

(II) Pursuant to RSA 9:17c, Employee Benefit Adjustment Fund, authorize the Commissioner of the Department of Administrative Services to make transfers from the Employee Benefit Adjustment Fund to agency benefit accounts.

(III) Authorize the Commissioner of the Department of Administrative Services to make a quarterly report of all such transfers to the Governor and Executive Council for final approval.

EXPLANATION

RSA 99:4 provides for the Department of Administrative Services to quarterly transfer excess appropriations from agency permanent personnel services accounts to the Salary Adjustment Account. The Salary Adjustment Account is then available to transfer to departments whose accounts are in deficient for permanent personnel. A rapid approval process is necessary to ensure payrolls are paid on time.

The Benefit Adjustment Account operates in a similar manner and is used to fund agencies which do not have sufficient funds to pay for normal benefits.

This resolution has been traditionally approved by each new Governor and Executive Council at their first meeting upon taking office in an election year.

Respectfully submitted,

Linda M. Hodgdon
Commissioner