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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GLENCLIFF HOME

Jeffrey A. Meyers
Commissioner

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Lori A. Shibinette
Chief Executive Officer

July 13, 2018

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, New Hampshire 03301

[Signature]
Approved by Fiscal Committee 7/21/18
Date

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services, Glenclyff Home to transfer general funds in the amount of \$458,200 within the Department of Health and Human Services. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2019.

General Funds		General Funds	
Transferred From		Transferred To	
Office of Commissioner Salary & Benefit Accounts	(458,200)	Glenclyff Home Salary & Benefit Accounts	458,200
From Salary & Benefit Accounts	(458,200)	To Salary & Benefit Accounts	458,200
Total	(458,200)	Total	458,200

EXPLANATION

The Department of Health and Human Services, Glenclyff Home is requesting authorization to transfer funds in order to move funds budgeted as part of the Office of Commissioner's budget to the Glenclyff Home budget to cover a 15% enhancement for the nursing staff at Glenclyff Home previously approved by Governor and Council on August 2, 2017 item #9.

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:
See the attached Appendix B for justification of the availability of funds and required additional funds.
- 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?
This transfer is required to maintain the existing level.
- D. Cite any requirements which make this program mandatory.
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.
See Appendix C for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved?
There will be no effect on revenue.
- G. Are funds expected to lapse if this transfer is not approved?
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?
No positions are being transferred as a result of this request.

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,



Lori A. Shibinette
Chief Executive Officer

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

Attachments:

- Appendix A Summary of Transfers
- Appendix B Narratives
- Appendix C Detail Accounting Spreadsheets

OFFICE OF THE COMMISSIONER

05-095-001-950010-5000

Office of the Commissioner, Commissioner's Office

Funding in this organization represents costs associated with the Commissioner's Office. Funds need to be transferred from Class 017 (Personal Services-Other) in order to cover the 15% enhancement budgeted and approved for the nursing staff at Glencliff Home.

Source of Funds: 100% General

GLENCLIFF HOME

05-095-091-910010-5710

Glencliff Home, Professional Care

Funding in this organization represents costs associated with Professional Care Services delivered to clients. Funds need to be transferred to Class 010 (Personal Services-Permanent), Class 018 (Overtime), Class 050 (Personal Services-Temporary), and Class 060 (Benefits) in order to cover the 15% enhancement budgeted and approved for the nursing staff at Glencliff Home.

Source of Funds: 100% General

Appendix A						
	Account	General Funds Only			Net	Account
	From	From	To	Net	FF/Oth	To
Glenciff Home	Various		\$ 458,200	458,200	-	Various
Office of the Commissioner	Various	\$ (458,200)	\$ -	(458,200)	-	Various
Total Department of Health and Human Services		(458,200)	458,200	-	-	
			Net Federal Funds		-	
			Net Other Funds		-	
					-	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Fund	Agcy	Org	Clas	Rcpt	Class Title	Increase/Decrease Amount	Net Gen1 Fund by Org. Code	Net Gen1 Fund By Agency	GF Amount	S/T	FF	OF	GF	FF	OF	GF	SOF		
LAWSON ACCOUNTING FORMAT																			
5	COMP	N/A	ACCOUNTING UNIT	CLASS	ACCOUNT														
Appendix C																			
GLENCLIFF HOME																			
11	Professional																		
12	010	091	57100000	000	Federal Funds	\$ -													
13	010	091	57100000		Other Funds	\$ -													
14	010	091	57100000		General Funds	\$ 458,200	\$ 458,200												
15	Total Revenue					\$ 458,200													
17	010	091	57100000	010	500100 Personal Services Perm Clas	228,248		\$ 228,248		\$ -	\$ -	\$ 228,248	0%	0%	100%				
18	010	091	57100000	018	500108 Overtime	97,476		\$ 97,476		\$ -	\$ -	\$ 97,476	0%	0%	100%				
19	010	091	57100000	050	500109 Personal Services Temp Appoin	91,238		\$ 91,238		\$ -	\$ -	\$ 91,238	0%	0%	100%				
20	010	091	57100000	060	500601 Benefits	41,238		\$ 41,238		\$ -	\$ -	\$ 41,238	0%	0%	100%				
21	Total Expense					\$ 458,200				\$ 458,200									
24	TOTAL FOR GLENCLIFF HOME								\$ 458,200	\$ 458,200	\$ -	\$ -	\$ 458,200						
OFFICE OF THE COMMISSIONER																			
Office of Business Operations																			
31	010	095	50000000	000	403970 Federal Funds	\$ -													
32	010	095	50000000		General Funds	\$ (458,200)	\$ (458,200)												
33	Total Revenue					\$ (458,200)													
35	010	095	50000000	017	500147 Employee Special Payments	\$ (458,200)		\$ (458,200)		\$ -	\$ -	\$ (458,200)	0%	0%	100%				
36	Total Expense					\$ (458,200)				(458,200)									
39	TOTAL FOR OFFICE OF COMMISSIONER								\$ (458,200)	\$ (458,200)	\$ -	\$ -	\$ (458,200)						
Total DHHS							\$ -	\$ -	\$ -	\$ -	\$ -								