



New Hampshire Liquor Commission

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FIS 16 088 *JW*
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Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

May 11, 2016

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 Executive Council
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee 5/20/16
Date

REQUESTED ACTION

Pursuant to provisions of RSA 176:16, V, Transfer of funds; authorize the New Hampshire Liquor Commission to transfer \$2,006,000.00 among accounting units listed on the attached worksheet to reallocate appropriations and cover projected shortfalls. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2016. **Funding Source: 99% Liquor Fund, 1% Agency Income**

EXPLANATION

Funds are needed in the following accounts:

Class 010, Personal Services Permanent Classified has an anticipated net surplus of \$185,000 as a result of department vacancies in various accounting units.

Class 011, Personal Services Permanent Unclassified has an anticipated net surplus of \$6,000 as a result of position changes.

Class 017, Full-Time Special Payment has a surplus of \$15,000 as a result of no lottery winning payments.

Class 018, Overtime, has an anticipated net deficit of \$127,500. The increase is for staffing needs in our retail outlet stores to maintain hours of operation.

Class 019, Holiday Pay, has an anticipated net surplus of \$260,000 due to lower than projected expenses than was budgeted.

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Class 020, Current Expense, has a net deficit of \$450,000 as a result of unanticipated expenses and budgetary shortfall. Funds are needed for additional supplies for new larger stores, and fitting up new store locations.

Class 022, Rents-Leases Other Than State has a net deficit of \$390,000 due to the increase in lease expenses for relocating stores to more strategic locations and upgraded facilities.

Class 030 Equipment budget has been reduced by \$795,500. Equipment purchases will be deferred in order to contribute to projected shortfalls in other classes.

Classes 037 and 038, Technology-Hardware and Software have an anticipated net surplus of \$6,000 and \$3,000. Purchase for new employees are being deferred because the positions were unfunded until fiscal year 2017.

Class 039, Telecommunications has an anticipated net surplus of \$193,000 due to lower than projected expenses than was budgeted.

Class 041, Audit Fund Set Aside, account is being added for anticipated estimated invoice of \$100,000 from the Legislative Budget Office for Fiscal Year 2015 audit.

Class 043, Debt Services has a surplus of \$75,000 due to lower than projected expenses than was budgeted.

Class 050 and 060, Personal Service Temp and Benefits has an anticipated net deficit of \$260,000 and \$235,000 due to reduced full-time work force and utilizing part-time employees.

Class 070 and 080, In-State and Out-of State Travel, have an anticipated net surplus of \$23,000 and \$1,000 due to lower than projected expenses than was budgeted.

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The following information is provided in accordance with the budget Officer's instructional memorandum dated April 17, 1985 to support the before written requested actions.

1. Does this transfer involve continuing programs or one-time projects? **Continuing programs;**
2. Is this transfer required to maintain existing program level or will it increase the program level? **Maintain existing program level;**
3. Cite any requirements that make this program necessary. **The programs for the Department are mandated by various state and federal laws;**
4. Identify the source of the funds on all accounts listed on this transfer. **See the attached worksheet for the source of funds for all accounts;**
5. Will there be any effect on revenue if this transfer is not approved or disapproved? **There would be an effect on revenue if we are unable to maintain our current funding level of part-time employees in our liquor stores.**
6. Are funds expected to lapse if this transfer is not approved? **Funds would lapse back to liquor fund.**
7. Are personnel services involved? **Yes.**

Respectfully Submitted
New Hampshire State Liquor Commission



Joseph W. Mollica, Chairman

02-77-77-770012-10100000 Office of the Commissioners

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	118,741	11,000	129,741
011-500126	PERSONAL SERVICES UNCLASSIF	202,702	12,000	214,702
019-500105	HOLIDAY PAY	1,000		1,000
020-500200	CURRENT EXPENSES	37,771	(15,000)	22,771
022-500248	RENTS-LEASES OTHER THAN STA	2,000		2,000
023-500263	HEAT ELECTRICITY WATER	151,250		151,250
024-500225	MAINT OTHER THAN BUILD-GRN	2,000		2,000
026-500251	ORGANIZATIONAL DUES	2,500		2,500
030-500300	EQUIPMENT NEW REPLACEMENT	57,316	(6,000)	51,316
039-500180	TELECOMMUNICATIONS	8,805		8,805
041-500801	AUDIT FUNDS SET ASIDE	-	100,000	100,000
048-500226	CONTRACTUAL MAINT BUILD-GRN	22,700		22,700
050-500109	PERSONAL SERVICE TEMP APPOI	84,960	(20,000)	64,960
060-500601	BENEFITS	184,490	(30,000)	154,490
070-500704	IN STATE TRAVEL REIMBURSEME	25,300	(15,000)	10,300
080-500714	OUT OF STATE TRAVEL REIMB	1,750		1,750
	TOTAL	903,285	37,000	938,535
	REVENUES			
	TOTAL LIQUOR FUNDS	903,285	37,000	938,535

02-77-77-770512-78780000 Enforcement

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	1,632,055	(60,000)	1,572,055
011-500126	PERSONAL SERVICES UNCLASSIF	97,823		97,823
018-500106	OVERTIME	60,000		60,000
019-500105	HOLIDAY PAY	1,500		1,500
020-500200	CURRENT EXPENSES	132,117	(20,000)	112,117
022-500248	RENTS-LEASES OTHER THAN STA	115,818	(10,000)	105,818
026-500251	ORGANIZATIONAL DUES	1,000		1,000
030-500300	EQUIPMENT NEW REPLACEMENT	59,295		59,295
037-500166	TECHNOLOGY-HARDWARE	4,000	(4,000)	-
038-500178	TECHNOLOGY-SOFTWARE	2,000	(2,000)	-
039-500180	TELECOMMUNICATIONS	25,800		25,800
048-500226	CONTRACTUAL MAINT BUILD-GRN	6,500		6,500
050-500109	PERSONAL SERVICE TEMP APPOI	302,196	(70,000)	232,196
060-500601	BENEFITS	1,095,520	(90,000)	1,005,520
070-500704	IN STATE TRAVEL REIMBURSEME	54,300		70,300
080-500714	OUT OF STATE TRAVEL REIMB	2,300		2,300
	TOTAL	3,592,224	(256,000)	3,352,224
	REVENUES			
	TOTAL LIQUOR FUNDS	3,592,224	(256,000)	3,352,224

02-77-77-771012-10230000 Financial Management

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	759,207	50,000	809,207
011-500126	PERSONAL SERVICES UNCLASSIF	97,563		97,563
018-500106	OVERTIME	25,000	5,000	30,000
020-500200	CURRENT EXPENSES	53,334	(5,000)	48,334
030-500300	EQUIPMENT NEW REPLACEMENT	16,500	(16,500)	-
035-509035	SHARED SERVICES SUPPORT	88,303		88,303
039-500180	TELECOMMUNICATIONS	35,235	(25,000)	10,235
040-500800	INDIRECT COSTS	992,367		992,367
050-500109	PERSONAL SERVICE TEMP APPOI	126,670		126,670
060-500601	BENEFITS	463,486		463,486
070-500704	IN STATE TRAVEL REIMBURSEME	3,873		3,873
080-500714	OUT OF STATE TRAVEL REIMB	2,289		2,289
	TOTAL	2,663,827	8,500	2,672,327
	REVENUES			
	TOTAL LIQUOR FUNDS	2,663,827	8,500	2,672,327

02-77-77-771512-10240000 Marketing and Merchandising

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	478,349	5,000	483,349
011-500126	PERSONAL SERVICES UNCLASSIF	101,650	(18,000)	83,650
018-500106	OVERTIME	10,301		10,301
019-500105	HOLIDAY PAY	1,000		1,000
020-500200	CURRENT EXPENSES	14,250		14,250
030-500300	EQUIPMENT NEW REPLACEMENT	23,128	(20,000)	3,128
037-500166	TECHNOLOGY-HARDWARE	2,000	(2,000)	-
038-500178	TECHNOLOGY-SOFTWARE	1,000	(1,000)	-
039-500180	TELECOMMUNICATIONS	33,070	(20,000)	13,070
050-500109	PERSONAL SERVICE TEMP APPOI	54,856		54,856
060-500601	BENEFITS	314,823	(23,000)	291,823
070-500704	IN STATE TRAVEL REIMBURSEME	16,172	(5,000)	11,172
080-500714	OUT OF STATE TRAVEL REIMB	17,200		17,200
	TOTAL	1,067,799	(84,000)	983,799
	REVENUES			
	TOTAL LIQUOR FUNDS	1,067,799	(84,000)	983,799

02-77-77-771012-10260000 Human Resources

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	244,917	(1,000)	243,917
018-500106	OVERTIME	10,000	(7,500)	2,500
020-500200	CURRENT EXPENSES	6,200		6,200
030-500300	EQUIPMENT NEW REPLACEMENT	1,000		1,000
039-500180	TELECOMMUNICATIONS	9,110	(5,000)	4,110
049-500294	TRANSFER TO OTHER STATE AGE	10,000		10,000
050-500109	PERSONAL SERVICE TEMP APPOI	141,140	(10,000)	131,140
060-500601	BENEFITS	175,439	(24,000)	151,439
070-500704	IN STATE TRAVEL REIMBURSEME	3,389	(3,000)	389
080-500714	OUT OF STATE TRAVEL REIMB	1,000	(1,000)	-
	TOTAL	602,195	(51,500)	550,695
	REVENUES			
	TOTAL LIQUOR FUNDS	602,195	(51,500)	550,695

02-77-77-771512-10300000 Store Operations

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	9,564,807	(190,000)	9,374,807
018-500106	OVERTIME	1,609,474	130,000	1,739,474
019-500105	HOLIDAY PAY	525,306	(260,000)	265,306
020-500200	CURRENT EXPENSES	1,573,844	500,000	2,073,844
022-500248	RENTS-LEASES OTHER THAN STA	5,105,650	400,000	5,505,650
023-500263	HEAT ELECTRICITY WATER	1,690,500		1,690,500
024-500225	MAINT OTHER THAN BUILD-GRN	1,270,391		1,270,391
030-500300	EQUIPMENT NEW REPLACEMENT	1,286,085	(750,000)	536,085
039-500180	TELECOMMUNICATIONS	537,680	(140,000)	397,680
043-500401	DEBT SERVICE TREASURY	1,822,000	(75,000)	1,747,000
047-500240	OWN FORCES MAINT BUILD-GRN	77,291		77,291
048-500226	CONTRACTUAL MAINT BUILD-GRN	613,823		613,823
049-500294	TRANSFER TO OTHER STATE AGE	3,152,089		3,152,089
050-500109	PERSONAL SERVICE TEMP APPOI	9,568,052	375,000	9,943,052
060-500601	BENEFITS	6,145,620	418,000	6,563,620
064-500540	RET PENSION BENE HEALTH INS	1,891,709		1,891,709
070-500704	IN STATE TRAVEL REIMBURSEME	101,700		101,700
	TOTAL	46,536,021	408,000	46,944,021
	REVENUES			
	TOTAL LIQUOR FUNDS	46,536,021	408,000	46,944,021

02-77-77-771512-10340000 Sweepstake Incentive Awards

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
017-500147	FT EMPLOYEES SPECIAL PAYMEN	15,000	(15,000)	-
050-500109	PERSONAL SERVICE TEMP APPOI	5,000	(5,000)	-
060-500601	BENEFITS	3,405	(3,000)	405
	TOTAL	23,405	(23,000)	405
	REVENUES			
	TOTAL AGENCY INCOME	23,405	(23,000)	405

02-77-77-771512-10400000 Warehouse

Class	Class Description	Current Modified Budget	Transfer	Current Revised Budget
010-500100	PERSONAL SERVICES PERM CLAS	145,362		145,362
018-500106	OVERTIME	3,000		3,000
019-500105	HOLIDAY PAY	500		500
020-500200	CURRENT EXPENSES	26,274	(10,000)	16,274
022-500248	RENTS-LEASES OTHER THAN STA	1,250		1,250
024-500225	MAINT OTHER THAN BUILD-GRN	5,000		5,000
030-500300	EQUIPMENT NEW REPLACEMENT	35,000	(3,000)	32,000
039-500180	TELECOMMUNICATIONS	6,510	(3,000)	3,510
048-500226	CONTRACTUAL MAINT BUILD-GRN	7,000		7,000
050-500109	PERSONAL SERVICE TEMP APPOI	50,458	(10,000)	40,458
060-500601	BENEFITS	109,076	(13,000)	96,076
070-500704	IN STATE TRAVEL REIMBURSEME	150		150
	TOTAL	389,580	(39,000)	350,580
	REVENUES			
	TOTAL LIQUOR FUNDS	389,580	(39,000)	350,580