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State of New Hampshire

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

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January 28, 2015

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 Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of Chapter 144:31, Laws of 2013, Transfer Among Accounts and Classes, authorize the Department of Administrative Services to transfer funds in and among accounting units in the amount of \$364,575 and to create one new expenditure class. The transfers are made up of \$66,500 in general funds, \$293,200 in transfer from other agencies, and \$4,875 in other funds. The adjustments are summarized below and detailed on the attached worksheets. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2015. **Funding Source: 18.24% General Funds, 80.42% Transfer Funds, 1.34% Other Funds**

SFY 2015

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Office of the Commissioner	13020000	\$ 50,000
Bureau Plant & Property Maintenance	Various	\$ 314,000
Risk Management Unit	29010000	\$ 575
Total Department of Administrative Services		<u>\$ 364,575</u>

EXPLANATION

These transfers reflect adjustments to various expense accounts to address projected expenses in the Department. Expenditure patterns for the past six months of SFY 2015 have been analyzed and taken into consideration when projecting expenditures for the remainder

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of the fiscal year. Based upon this review, a number of accounts were found to require additional funds, while other accounts were experiencing less than originally anticipated expenditures. This transfer will provide for the continued efficient operation of the Department.

The following is the information specifically required when transfer are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions.

- A. *Justification:* The transfer consists of various payroll related transfers to cover deficits in class 018, overtime, class 050, part-time salaries, and class 059, full-time temporary, due to budget estimates in areas being lower than anticipated; funds are available to cover these deficits in class 010 full-time salaries, and class 012 full-time unclassified, due to vacant positions and budget estimates higher than anticipated. Other areas requiring transfers are higher than anticipated expenditures for class 020, current expenses, class 026, organizational dues, class 030, equipment, class 039 telecommunications, class 048 non-contracted maintenance, class 070 in-state travel, and class 213 Concord Fire and Municipal Payments; these deficits are being offset by reducing class 022, rental/lease office equipment, class 024 maintenance other than building, class 030 equipment, classes 047 and 048 contracted and non-contracted maintenance, and class 209 governors transition fund, due to lower than anticipated expenses. This transfer establishes one new expenditure line: class 059, temporary full-time, in Accounting Unit 20420000, Facilities and Assets Management; this expenditure line had not been established in the current budget.
- 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 level?* This transfer is required to maintain existing program levels;
- D. *Cite any requirements which make this program mandatory.* The programs for the Department are mandated by various state and federal laws;
- E. *Identify the source of funds on all accounts listed on this transfer.* See the attached worksheet for the source of funds for all accounts;
- F. *Will there be any effect on revenue if this transfer is not approved?* There is no anticipated effect on revenue as a result of this transfer;
- G. *Are funds expected to lapse if this transfer is not approved?* It is anticipated that some funds will lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* No positions are being transferred as a result of this request. Transfer of funds into classes 018 overtime, and class 050, part-time salaries, is to support existing budgeted positions and not for the creation of any new positions.

The transfer into the Facilities and Assets Management class 059 full-time temporary salaries from class 012, unclassified salaries is to support the hiring of a Bureau

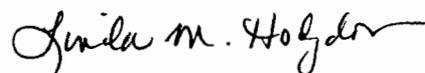
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Administrator in FY 15. This position was recently vacated and is currently budgeted in class 012; DAS will be reclassifying this from unclassified to classified in the 16-17 budget.

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

Respectfully submitted,



Linda M. Hodgdon
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	13020000	SPECIAL DISBURSEMENTS	026-500251	ORGANIZATIONAL DUES	11,000	-	11,000
0010	1400	13020000	SPECIAL DISBURSEMENTS	049-584995	TRANSFER TO OTHER STATE AGE	3,750	-	3,750
0010	1400	13020000	SPECIAL DISBURSEMENTS	103-500735	CONTRACTS FOR OP SERVICES	45,899	-	45,899
0010	1400	13020000	SPECIAL DISBURSEMENTS	204-509204	SETTLEMENT PYMT RSA99-D2	974,507	-	974,507
0010	1400	13020000	SPECIAL DISBURSEMENTS	205-509205	FIREMENS RELIEF	6,000	-	6,000
0010	1400	13020000	SPECIAL DISBURSEMENTS	209-500755	GOVERNORS TRANSITION FUND	75,000	(50,000)	25,000
0010	1400	13020000	SPECIAL DISBURSEMENTS	213-500759	CONCORD FIRE AND MUNI SVC	125,000	50,000	175,000
			TOTAL			1,241,156	0	1,241,156
			REVENUES					
			Total General Funds	010-000010		1,241,156	0	1,241,156
			TOTAL			1,241,156	0	1,241,156
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	010-500100	PERSONAL SERVICES PERM CLAS	366,742	(20,000)	346,742
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	018-500106	OVERTIME	34,122	-	34,122
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	020-500200	CURRENT EXPENSES	69,404	14,000	83,404
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	022-500255	RENTS-LEASES OTHER THAN STA	1,200	-	1,200
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	023-500210	HEAT ELECTRICITY WATER	2,251,170	-	2,251,170
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	030-500301	EQUIPMENT NEW REPLACEMENT	25,000	(14,000)	11,000
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	037-500173	TECHNOLOGY-HARDWARE	2,500	-	2,500
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	038-509038	TECHNOLOGY-SOFTWARE	10,070	-	10,070
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	039-500188	TELECOMMUNICATIONS	7,570	-	7,570
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	047-500240	OWN FORCES MAINT BUILD-GRN	13,702	-	13,702
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	048-500226	CONTRACTUAL MAINT BUILD-GRN	348,091	20,000	368,091
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	060-500602	BENEFITS	261,797	-	261,797
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	070-500704	IN STATE TRAVEL REIMBURSEME	251	-	251
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	103-500736	CONTRACTS FOR OP SERVICES	186,900	-	186,900
0010	1415	20300000	HEALTH - HUMAN SVCS BLDG	200-509200	BUILDING USE ALLOWANCE	978,886	-	978,886
			TOTAL			4,557,405	0	4,557,405
			REVENUES					
			Total General Funds	010-000010		4,557,405	-	4,557,405
			Transfer Other Agencies	various		4,557,405	-	4,557,405
			TOTAL REVENUES			4,557,405	-	4,557,405
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	010-500100	PERSONAL SERVICES PERM CLAS	654,574	-	654,574
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	012-500128	PERSONAL SERVICES PERM UNCLAS	160,053	(30,000)	130,053
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	018-500106	OVERTIME	23,000	-	23,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	020-500200	CURRENT EXPENSES	250,683	-	250,683
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	022-500255	RENTS-LEASES OTHER THAN STA	8,000	-	8,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	023-500210	HEAT ELECTRICITY WATER	1,894,547	-	1,894,547
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	030-500301	EQUIPMENT NEW REPLACEMENT	52,890	130,000	182,890
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	035-583514	SHARED SERVICE CENTER	13,457	-	13,457
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	039-500188	TELECOMMUNICATIONS	23,300	-	23,300

0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	042-500620	ADDITIONAL FRINGE BENEFITS	90,360		90,360
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	047-500240	OWN FORCES MAINT BUILD-GRN	111,819		111,819
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	048-500226	CONTRACTUAL MAINT BUILD-GRN	839,025	(160,000)	679,025
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	050-500109	PERSONAL SERVICE TEMP APPOI	253,777	30,000	283,777
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	059-500117	SALARY TEMP EMPLOYEES	0	30,000	30,000
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	060-500602	BENEFITS	588,234		588,234
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	068-500562	REMUNERATION	12,946		12,946
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	070-500704	IN STATE TRAVEL REIMBURSEME	4,500		4,500
0010	1415	20420000	FACILITIES-ASSETS MANAGEMENT	103-500736	CONTRACTS FOR OP SERVICES	38,050		38,050
			TOTAL			5,019,215	0	5,019,215
			REVENUES					
			Total General Funds	010-000010		-		-
			Transfer Other Agencies	various		5,019,215		5,019,215
			TOTAL REVENUES			5,019,215		5,019,215
0010	1415	20810000	EMERGENCY OPERATIONS CTR	010-500100	PERSONAL SERVICES PERM CLAS	119,811		119,811
0010	1415	20810000	EMERGENCY OPERATIONS CTR	018-500106	OVERTIME	6,180		6,180
0010	1415	20810000	EMERGENCY OPERATIONS CTR	020-500200	CURRENT EXPENSES	29,549		29,549
0010	1415	20810000	EMERGENCY OPERATIONS CTR	022-500255	RENTS-LEASES OTHER THAN STA	150		150
0010	1415	20810000	EMERGENCY OPERATIONS CTR	023-500210	HEAT ELECTRICITY WATER	234,683		234,683
0010	1415	20810000	EMERGENCY OPERATIONS CTR	030-500301	EQUIPMENT NEW REPLACEMENT	2,570		2,570
0010	1415	20810000	EMERGENCY OPERATIONS CTR	039-500188	TELECOMMUNICATIONS	1,400		1,400
0010	1415	20810000	EMERGENCY OPERATIONS CTR	047-500240	OWN FORCES MAINT BUILD-GRN	4,546		4,546
0010	1415	20810000	EMERGENCY OPERATIONS CTR	048-500226	CONTRACTUAL MAINT BUILD-GRN	42,953	15,000	57,953
0010	1415	20810000	EMERGENCY OPERATIONS CTR	050-500109	PERSONAL SERVICE TEMP APPOI	43,139	(15,000)	28,139
0010	1415	20810000	EMERGENCY OPERATIONS CTR	060-500602	BENEFITS	53,885		53,885
0010	1415	20810000	EMERGENCY OPERATIONS CTR	070-500704	IN STATE TRAVEL REIMBURSEME	669		669
0010	1415	20810000	EMERGENCY OPERATIONS CTR	103-500736	CONTRACTS FOR OP SERVICES	12,400		12,400
			TOTAL			551,935	0	551,935
			REVENUES					
			Total General Funds	010-000010		-		-
			Transfer Other Agencies	various		551,935		551,935
			TOTAL REVENUES			551,935		551,935
0010	1415	20850000	OLD LABOR BUILDING	020-500200	CURRENT EXPENSES	1,883	5,000	6,883
0010	1415	20850000	OLD LABOR BUILDING	023-500210	HEAT ELECTRICITY WATER	19,309		19,309
0010	1415	20850000	OLD LABOR BUILDING	030-500301	EQUIPMENT NEW REPLACEMENT	639		639
0010	1415	20850000	OLD LABOR BUILDING	039-500188	TELECOMMUNICATIONS	430		430
0010	1415	20850000	OLD LABOR BUILDING	047-500240	OWN FORCES MAINT BUILD-GRN	455		455
0010	1415	20850000	OLD LABOR BUILDING	048-500226	CONTRACTUAL MAINT BUILD-GRN	36,036	(5,000)	31,036
0010	1415	20850000	OLD LABOR BUILDING	103-500736	CONTRACTS FOR OP SERVICES	12,126		12,126
			TOTAL			70,878	0	70,878
			REVENUES					
			Total General Funds	010-000010		-		-
			Transfer Other Agencies	various		70,878		70,878

0010	1415	20970000	SPAULDING HALL	023-500210	HEAT ELECTRICITY WATER	63,209		63,209
0010	1415	20970000	SPAULDING HALL	030-500301	EQUIPMENT NEW REPLACEMENT	1,600		1,600
0010	1415	20970000	SPAULDING HALL	039-500188	TELECOMMUNICATIONS	450	500	950
0010	1415	20970000	SPAULDING HALL	048-500226	CONTRACTUAL MAINT BUILD-GRN	43,247	(5,500)	37,747
0010	1415	20970000	SPAULDING HALL	050-500109	PERSONAL SERVICE TEMP APPOI	44,303		44,303
0010	1415	20970000	SPAULDING HALL	060-500602	BENEFITS	47,784		47,784
0010	1415	20970000	SPAULDING HALL	103-500736	CONTRACTS FOR OP SERVICES	4,825		4,825
0010	1415	20970000	SPAULDING HALL	200-509200	BUILDING USE ALLOWANCE	51,975		51,975
			TOTAL			317,337	0	317,337
			REVENUES					
			Total General Funds	010-000010		-	-	-
			Transfer Other Agencies	various		317,337	-	317,337
			TOTAL REVENUES			317,337	-	317,337
0010	1415	21670000	OLD MILL #1	010-500100	PERSONAL SERVICES PERM CLAS	75,517		75,517
0010	1415	21670000	OLD MILL #1	018-500106	OVERTIME	1,530		1,530
0010	1415	21670000	OLD MILL #1	020-500200	CURRENT EXPENSES	10,066	2,000	12,066
0010	1415	21670000	OLD MILL #1	022-500255	RENTS-LEASES OTHER THAN STA	115		115
0010	1415	21670000	OLD MILL #1	023-500210	HEAT ELECTRICITY WATER	61,174		61,174
0010	1415	21670000	OLD MILL #1	030-500301	EQUIPMENT NEW REPLACEMENT	8,425		8,425
0010	1415	21670000	OLD MILL #1	039-500188	TELECOMMUNICATIONS	146		146
0010	1415	21670000	OLD MILL #1	047-500240	OWN FORCES MAINT BUILD-GRN	2,430		2,430
0010	1415	21670000	OLD MILL #1	048-500226	CONTRACTUAL MAINT BUILD-GRN	28,173	(2,000)	26,173
0010	1415	21670000	OLD MILL #1	050-500109	PERSONAL SERVICE TEMP APPOI	13,437		13,437
0010	1415	21670000	OLD MILL #1	060-500602	BENEFITS	60,925		60,925
0010	1415	21670000	OLD MILL #1	070-500704	IN STATE TRAVEL REIMBURSEME	1	-	1
0010	1415	21670000	OLD MILL #1	103-500736	CONTRACTS FOR OP SERVICES	6,353		6,353
0010	1415	21670000	OLD MILL #1	200-509200	BUILDING USE ALLOWANCE	33,500		33,500
			TOTAL			301,792	0	301,792
			REVENUES					
			Total General Funds	010-000010		-	-	-
			Transfer Other Agencies	various		301,792	-	301,792
			TOTAL REVENUES			301,792	-	301,792
0010	1415	29500000	GENERAL SERVICES	010-500100	PERSONAL SERVICES PERM CLAS	783,422		783,422
0010	1415	29500000	GENERAL SERVICES	018-500106	OVERTIME	40,000		40,000
0010	1415	29500000	GENERAL SERVICES	020-500200	CURRENT EXPENSES	155,541	11,000	166,541
0010	1415	29500000	GENERAL SERVICES	022-500255	RENTS-LEASES OTHER THAN STA	1,541		1,541
0010	1415	29500000	GENERAL SERVICES	023-500210	HEAT ELECTRICITY WATER	1,153,345		1,153,345
0010	1415	29500000	GENERAL SERVICES	024-500227	MAINT OTHER THAN BUILD-GRN	1,300		1,300
0010	1415	29500000	GENERAL SERVICES	030-500301	EQUIPMENT NEW REPLACEMENT	11,423	(11,000)	423
0010	1415	29500000	GENERAL SERVICES	039-500188	TELECOMMUNICATIONS	16,864		16,864
0010	1415	29500000	GENERAL SERVICES	047-500240	OWN FORCES MAINT BUILD-GRN	12,349		12,349
0010	1415	29500000	GENERAL SERVICES	048-500226	CONTRACTUAL MAINT BUILD-GRN	544,616	-	544,616
0010	1415	29500000	GENERAL SERVICES	050-500109	PERSONAL SERVICE TEMP APPOI	254,902		254,902

0010	1415	29500000	GENERAL SERVICES	060-500602	BENEFITS		498,007		498,007
0010	1415	29500000	GENERAL SERVICES	070-500704	IN STATE TRAVEL REIMBURSEME		4,035		4,035
0010	1415	29500000	GENERAL SERVICES	103-500736	CONTRACTS FOR OP SERVICES		76,230		76,230
			TOTAL				3,553,575	0	3,553,575
			REVENUES						
			Total General Funds	010-000010			3,529,514	-	3,529,514
			Transfer Other Agencies	various			24,061	-	24,061
			TOTAL REVENUES				3,553,575	-	3,553,575
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	010-500100	PERSONAL SERVICES PERM CLAS		330,652		330,652
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	018-500106	OVERTIME		14,722	5,000	19,722
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	020-500200	CURRENT EXPENSES		66,120		66,120
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	022-500255	RENTS-LEASES OTHER THAN STA		278		278
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	023-500210	HEAT ELECTRICITY WATER		458,462		458,462
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	024-500227	MAINT OTHER THAN BUILD-GRN		752		752
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	030-500301	EQUIPMENT NEW REPLACEMENT		28,225	(6,000)	22,225
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	039-500188	TELECOMMUNICATIONS		4,228		4,228
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	047-500240	OWN FORCES MAINT BUILD-GRN		3,840		3,840
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	048-500226	CONTRACTUAL MAINT BUILD-GRN		194,357		194,357
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	050-500109	PERSONAL SERVICE TEMP APPOI		103,494		103,494
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	060-500602	BENEFITS		280,067		280,067
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	070-500704	IN STATE TRAVEL REIMBURSEME		600	1,000	1,600
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	103-500736	CONTRACTS FOR OP SERVICES		42,775		42,775
			TOTAL				1,528,572	0	1,528,572
			REVENUES						
			Total General Funds	010-000010			-	-	-
			Transfer Other Agencies	various			1,528,572	-	1,528,572
			TOTAL REVENUES				1,528,572	-	1,528,572
0010	1415	29520000	DOT BUILDINGS	010-500100	PERSONAL SERVICES PERM CLAS		273,753		273,753
0010	1415	29520000	DOT BUILDINGS	018-500106	OVERTIME		7,500		7,500
0010	1415	29520000	DOT BUILDINGS	020-500200	CURRENT EXPENSES		64,807		64,807
0010	1415	29520000	DOT BUILDINGS	022-500255	RENTS-LEASES OTHER THAN STA		200		200
0010	1415	29520000	DOT BUILDINGS	023-500210	HEAT ELECTRICITY WATER		637,141		637,141
0010	1415	29520000	DOT BUILDINGS	030-500301	EQUIPMENT NEW REPLACEMENT		31,916		31,916
0010	1415	29520000	DOT BUILDINGS	039-500188	TELECOMMUNICATIONS		2,828		2,828
0010	1415	29520000	DOT BUILDINGS	047-500240	OWN FORCES MAINT BUILD-GRN		5,391		5,391
0010	1415	29520000	DOT BUILDINGS	048-500226	CONTRACTUAL MAINT BUILD-GRN		130,308	20,000	150,308
0010	1415	29520000	DOT BUILDINGS	050-500109	PERSONAL SERVICE TEMP APPOI		107,685	(20,200)	87,485
0010	1415	29520000	DOT BUILDINGS	060-500602	BENEFITS		235,965		235,965
0010	1415	29520000	DOT BUILDINGS	070-500704	IN STATE TRAVEL REIMBURSEME		200	200	400
0010	1415	29520000	DOT BUILDINGS	103-500736	CONTRACTS FOR OP SERVICES		21,795		21,795
			TOTAL				1,519,489	0	1,519,489

