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**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**OFFICE OF THE COMMISSIONER**  
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 Concord, New Hampshire 03301

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May 31, 2018

The Honorable Neal M. Kurk, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH 03301

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

  
Approved by Fiscal Committee      Date

**REQUESTED ACTION**

Pursuant to RSA 9:16-a, II, Transfers Authorized, authorize the Department of Administrative Services to transfer funds in and among accounting units in the amount of \$300,000. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2018, **100% General Funds**

**SFY 2018**

<u>Division</u>	<u>Account</u>	<u>Amount</u>
General Services Maintenance & Grounds	29500000	\$300,000

**EXPLANATION**

This transfer reflects an adjustment to transfer funds into Accounting Unit 2950000, General Services Maintenance and Grounds, to cover a projected shortfall due to higher than projected expenditures through FY 2018 for the costs related to the conversion of the state office buildings previously heated by Concord Steam to state owed heating equipment. Based upon this review, other accounts have been identified that will experience less than what has been appropriated

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 action.

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
May 31, 2018  
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- A. *Justification:* The transfer is to cover a projected deficit in the General Services class line 023 for FY2018 due to higher than anticipated costs for the temporary steam boilers. Funds are available due to amounts appropriated being higher than anticipated due to vacancies in various accounting units;
- 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 the existing program level;
- D. *Cite any requirements which make this program mandatory.* The programs for the Department are mandated by various state and federal law;
- 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?* 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 may lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* No.

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

Respectfully submitted,



Charles Arlinghaus  
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	010-500100	PERSONAL SERVICES PERM CLAS	818,546	(75,000)	743,546
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	018-500106	OVERTIME	61,069		61,069
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	020-500200	CURRENT EXPENSES	198,956		198,956
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	022-500255	RENTS-LEASES OTHER THAN STA	800		800
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	023-500210	HEAT ELECTRICITY WATER	1,311,523	300,000	1,611,523
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	024-500225	MAINT OTHER THAN BUILD-GRN	1		1
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	030-500301	EQUIPMENT NEW REPLACEMENT	13,071		13,071
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	039-500188	TELECOMMUNICATIONS	22,054		22,054
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	047-500240	OWN FORCES MAINT BUILD-GRN	34,921		34,921
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	048-500226	CONTRACTUAL MAINT BUILD-GRN	1,170,655		1,170,655
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	050-500109	PERSONAL SERVICE TEMP APPOI	274,052		274,052
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	060-500602	BENEFITS	460,910		460,910
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	070-500704	IN STATE TRAVEL REIMBURSEME	6,600		6,600
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	103-500735	CONTRACTS FOR OP SERVICES	114,306		114,306
			<b>TOTAL</b>			<b>4,487,463</b>	<b>225,000</b>	<b>4,712,463</b>
			<b>REVENUES</b>					
			<b>Total General Funds</b>	<b>010-000010</b>		<b>4,368,714</b>	<b>225,000</b>	<b>4,593,714</b>
			<b>Tranfers Other Agencies</b>	<b>various</b>		<b>118,749</b>	<b>0</b>	<b>118,749</b>
			<b>TOTAL REVENUES</b>			<b>4,487,463</b>	<b>225,000</b>	<b>4,712,463</b>

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	41030000	INTERNAL AUDIT UNIT	012-500128	PERSONAL SERVICES UNCLASSIF	31,207	(31,207)	-
0010	1400	41030000	INTERNAL AUDIT UNIT	020-500200	CURRENT EXPENSES	1,000	(1,000)	-
0010	1400	41030000	INTERNAL AUDIT UNIT	030-500301	EQUIPMENT NEW REPLACEMENT	0	0	-
0010	1400	41030000	INTERNAL AUDIT UNIT	037-500173	TECHNOLOGY-HARDWARE	591	(591)	-
0010	1400	41030000	INTERNAL AUDIT UNIT	038-500175	TECHNOLOGY-SOFTWARE	500	(500)	-
0010	1400	41030000	INTERNAL AUDIT UNIT	060-500602	BENEFITS	12,132	(12,132)	-
0010	1400	41030000	INTERNAL AUDIT UNIT	070-500704	IN STATE TRAVEL REIMBURSEME	300	(300)	-
			<b>TOTAL</b>			<b>45,730</b>	<b>(45,730)</b>	<b>0</b>
			<b>REVENUES</b>					
			<b>Total General Funds</b>	<b>010-000010</b>		<b>45,730</b>	<b>(45,730)</b>	<b>0</b>
			<b>TOTAL REVENUES</b>			<b>45,730</b>	<b>(45,730)</b>	<b>0</b>

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	010-500100	PERSONAL SERVICES PERM CLAS	111,796	(8,000)	103,796
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	011-500126	PERSONAL SERVICES UNCLASSIF	160,216	(30,000)	130,216
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	018-500106	OVERTIME	245		245
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	020-500200	CURRENT EXPENSES	5,450		5,450
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	039-500191	TELECOMMUNICATIONS	2,813		2,813
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	060-500602	BENEFITS	138,694		138,694
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	066-500543	EMPLOYEE TRAINING	175		175
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	070-500704	IN STATE TRAVEL REIMBURSEME	900		900
0010	1400	10420000	COMMISSIONER-ADMINISTRATION	080-500710	OUT OF STATE TRAVEL REIMBURSEM	500		500
			<b>TOTAL</b>			<b>420,789</b>	<b>(38,000)</b>	<b>382,789</b>
			<b>REVENUES</b>					
			<b>Total General Funds</b>	<b>010-000010</b>		<b>420,789</b>	<b>(38,000)</b>	<b>382,789</b>
			<b>TOTAL REVENUES</b>			<b>420,789</b>	<b>(38,000)</b>	<b>382,789</b>

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	010-500100	PERSONAL SERVICES PERM CLAS	1,893,322	(100,000)	1,793,322
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	012-500126	PERSONAL SERVICES UNCLASSIF	109,560		
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	018-500106	OVERTIME	90,450		90,450
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	020-500200	CURRENT EXPENSES	6,900		6,900
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	026-500251	ORGANIZATIONAL DUES	500		500
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	027-582703	TRANSFERS TO DOIT	1,605,336		1,605,336
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	030-500301	EQUIPMENT NEW REPLACEMENT	4,825		4,825
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	037-500173	TECHNOLOGY HARDWARE	36,500		36,500
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	038-500177	TECHNOLOGY SOFTWARE	782,272		782,272
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	039-500188	TELECOMMUNICATIONS	18,946		18,946
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	046-500416	CONSULTANTS	1		1
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	060-500602	BENEFITS	886,014	(41,270)	844,744
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	066-500543	EMPLOYEE TRAINING	5,500		5,500
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	070-500704	IN STATE TRAVEL REIMBURSEME	1,250		1,250
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	080-500710	OUT OF STATE TRAVEL REIMBURSEM	10,000		10,000
			<b>TOTAL</b>			<b>5,451,376</b>	<b>(141,270)</b>	<b>5,310,106</b>
			<b>REVENUES</b>					
			<b>Total General Funds</b>	<b>010-000010</b>		<b>5,451,376</b>	<b>(141,270)</b>	<b>5,310,106</b>
			<b>TOTAL REVENUES</b>			<b>5,451,376</b>	<b>(141,270)</b>	<b>5,310,106</b>