



State of New Hampshire
 Department of Revenue Administration

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John T. Beardmore
 Commissioner

May 2014

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
 and The Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

100% General funds

1. Pursuant to RSA 9:16-a Transfers authorized, authorize the Department of Revenue Administration to transfer funds in and among accounting units and classes in the amount of \$160,000.00. The transfers are made up of \$160,000.00 in general funds. The adjustments are summarized in the attached spreadsheet. This transfer is needed to enable the funding of a contract with a software vendor that will continue a project to implement E-File for tax practitioners for the Interest and Dividends tax. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2014. **Funding Source: 100% General Funds**

EXPLANATION

These transfers reflect adjustments to accounts to address projected expenses in the Department. Expenditure patterns have been analyzed and considered when forecasting for the remainder of the current fiscal year. Based upon this review, additional funds were required in the Audit Division class line for Technology-Software (13010000-038) for the purpose of the Department's contract with a software vendor, while other accounts experienced 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 transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above referenced actions.

- A. *Justification:* The transfer is needed into class 038-13010000 to enable the funding of the RSI contract for purposes of the E-File System.
- B. *Does this transfer involve continuing programs or one-time projects?* This transfer will allow for the Department to fund a contract agreement with RSI for the purposes of enhancement of the E-File system.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

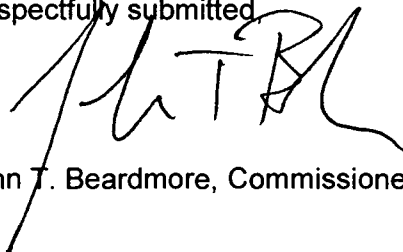
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- C. *Is this transfer required to maintain existing program levels or will it increase the program level?*
The transfer to 038-13010000 will fund the continued work of the E-File system.
- D. *Cite any requirements which make this program mandatory.* The work of the Department is mandated by various state statutes.
- E. *Identify the source of funds on all accounts listed on this transfer.* 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.
- G. *Are funds expected to lapse if this transfer is not approved?* Funds may lapse if this transfer is not approved.
- H. *Are personnel services involved?* No positions are being transferred as a result of this request.

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

Respectfully submitted,



John T. Beardmore, Commissioner

Attachment

1-84-84-840010-7884 ADMINISTRATION

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
010-78840000	Personal Services	\$ 502,174	\$ -	\$ 502,174
011-78840000	Personal Services	\$ 117,913	\$ -	\$ 117,913
012-78840000	Personal Services	\$ 92,670	\$ -	\$ 92,670
013-78840000	Personal Services	\$ 165,120	\$ -	\$ 165,120
014-78840000	Personal Services	\$ 113,372	\$ -	\$ 113,372
020-78840000	Current Expenses	\$ 198,478	\$ (15,000)	\$ 183,478
022-78840000	Rents/Leases	\$ 4,500	\$ -	\$ 4,500
026-78840000	Org. Dues	\$ 8,230	\$ -	\$ 8,230
030-78840000	Equipment	\$ 136,450	\$ -	\$ 136,450
035-78840000	Shared Services	\$ 14,068	\$ -	\$ 14,068
049-78840000	Transfers to other State Agencies	\$ 4,000	\$ -	\$ 4,000
060-78840000	Benefits	\$ 498,040	\$ -	\$ 498,040
070-78840000	In-State Travel	\$ 45,000	\$ (18,000)	\$ 27,000
080-78840000	Out-State Travel	\$ 5,000	\$ -	\$ 5,000
	Org Totals	\$ 1,905,015	\$ (33,000)	\$ 1,872,015

01-84-84-840510-1301 AUDIT

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
010-13010000	Personal Services	\$ 1,052,703	\$ -	\$ 1,052,703
011-13010000	Personal Services	\$ 96,419	\$ -	\$ 96,419
012-13010000	Personal Services	\$ 148,810	\$ -	\$ 148,810
013-13010000	Personal Services	\$ 80,543	\$ -	\$ 80,543
014-13010000	Personal Services	\$ 678,239	\$ -	\$ 678,239
020-13010000	Current Expenses	\$ 55,300	\$ (16,000)	\$ 39,300
022-13010000	Rents/Leases	\$ 3,000	\$ -	\$ 3,000
026-13001000	Org. Dues	\$ 15,000	\$ -	\$ 15,000
037-13010000	Technology/Hardware	\$ 11,200	\$ -	\$ 11,200

038-13010000	Technology/Software	\$	80,000	\$	160,000	\$	240,000
050-13010000	Personal Services	\$	1	\$	-	\$	1
060-13010000	Benefits	\$	1,075,255	\$	-	\$	1,075,255
066-13010000	Employee Training	\$	10,000	\$	-	\$	10,000
070-13010000	In-State Travel	\$	20,000	\$	-	\$	20,000
080-13010000	Out-State Travel	\$	128,500	\$	-	\$	128,500
	Org Totals	\$	3,454,970	\$	144,000	\$	3,598,970

01-84-84-840510-1401 Collections

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
010-14010000	Personal Services	\$ 377,064	-	\$ 377,064
011-14010000	Personal Services	\$ 56,713	-	\$ 56,713
020-14010000	Current Expenses	\$ 44,000	(2,444)	\$ 41,556
022-14010000	Rents/Leases	\$ 2,000	-	\$ 2,000
037-14010000	Technology/Hardware	\$ 1,200	-	\$ 1,200
060-14010000	Benefits	\$ 252,979	-	\$ 252,979
	Org Totals	\$ 733,956	(2,444)	\$ 731,512

01-84-84-84510-1501 Document Processing

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
010-15010000	Personal Services	\$ 571,374	-	\$ 571,374
014-15010000	Personal Services	\$ 66,631	-	\$ 66,631
018-15010000	Overtime	\$ 65,164	-	\$ 65,164
020-15010000	Current Expenses	\$ 96,400	(18,000)	\$ 78,400
022-15010000	Rents/Leases	\$ 2,600	-	\$ 2,600
024-15010000	Maint Other Than Building	\$ 54,000	(51,000)	\$ 3,000
030-15010000	Equipment	\$ 20,000	-	\$ 20,000
037-15010000	Technology/Hardware	\$ 13,200	-	\$ 13,200
050-15010000	Personal Services	\$ 1	-	\$ 1
060-15010000	Benefits	\$ 407,892	-	\$ 407,892

103-15010000	Contracts for OP Services	\$	128,603	\$	-	\$	128,603
	Org Totals	\$	1,425,865	\$	(69,000)	\$	1,356,865

01-84-84-840510-1800 Real Estate Transfer

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
020-1800000	Current Expenses	\$ 15,000	\$ (4,556)	\$ 10,444
	Org Totals	\$ 15,000	\$ (4,556)	\$ 10,444

01-84-84-840510-2953 Central Tax Services

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
010-29530000	Personal Services	\$ 716,135	\$ -	\$ 716,135
020-29530000	Current Expenses	\$ 10,100	\$ -	\$ 10,100
022-29530000	Rents/Leases	\$ 2,000	\$ -	\$ 2,000
024-29530000	Maint Other Than Building	\$ 20,000	\$ (20,000)	\$ -
060-29530000	Benefits	\$ 478,103	\$ -	\$ 478,103
	Org Totals	\$ 1,226,338	\$ (20,000)	\$ 1,206,338

01-84-84-841010-5413 Property Appraisal

Class/Account	Description	FY 14 Authorized/Adjusted Appropriation	Requested Action	Revised FY 14 Appropriation
010-54130000	Personal Services	\$ 1,166,891	\$ -	\$ 1,166,891
011-54130000	Personal Services	\$ 31,247	\$ -	\$ 31,247
020-54130000	Current Expenses	\$ 42,950	\$ -	\$ 42,950
022-54130000	Rents/Leases	\$ 2,000	\$ -	\$ 2,000
024-54130000	Maint Other Than Building	\$ 580,000	\$ (15,000)	\$ 565,000
060-54130000	Benefits	\$ 642,610	\$ -	\$ 642,610
	Org Totals	\$ 2,465,698	\$ (15,000)	\$ 2,450,698

TOTAL TRANSFERS FROM ALL ACCOUNTS:

\$160,000