State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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April 30, 2014

Her Excellency, Governor Margaret Wood Hassan
  and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

(I) Authorize the Commissioner of the Department of Administrative Services to make transfers from the Salary Adjustment Fund to agency permanent personnel service accounts after approval by the Director of the Division of Personnel, as authorized under RSA 99:4 during the period of May 21 – July 18, 2014 (extended year end closing date) for transfers related to fiscal year 2014 and to report transfers made as soon as practical after July 18, 2014.

(II) Authorize the Commissioner of the Department of Administrative Services to make transfers from the Benefit Adjustment Fund to agency benefit accounts, as authorized under RSA 9:17C during the period of May 21 – July 18, 2014 (extended year end closing date) for transfers related to fiscal year 2014 and to report transfers made as soon as practical after July 18, 2014.

EXPLANATION

RSA 99:4 provides for the Department of Administrative Services to quarterly transfer excess appropriations from agency permanent personnel service accounts to the Salary Adjustment Account. The Salary Adjustment Account is then available for transfer to departments whose accounts are deficient for permanent personnel. The Benefit Adjustment Account operates in a similar manner under RSA 9:17-c, and is used to fund agencies, which do not have sufficient funds to pay for the normal benefits. This Authority to transact for the period is requested in advance because a rapid approval process is necessary to prevent accounts from exceeding their appropriation balance.

Transfers transacted under authority granted are reported in arrears.

Respectfully submitted,

Linda M. Hodgdon
Commissioner

LMH/tmh

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