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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

VICKI V. QUIRAM
Commissioner
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June 4, 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 \$72,658. The transfers are made up of \$14,950 in general funds, \$54,000 in transfer from other agencies, and \$3,708 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: 20.6% General Funds, 74.3% Transfer Funds, 5.1% Other Funds**

SFY 2015

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Commissioners Office	13070000	\$ 650
Division of Personnel	10440000	\$ 3,300
Bureau Plant & Property Maintenance	Various	\$ 68,500
Risk Management Unit	29010000	\$ 208
Total Department of Administrative Services		<u>\$ 72,658</u>

EXPLANATION

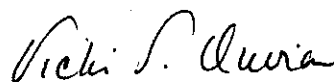
These transfers reflect adjustments to various expense accounts to address projected expenses in the Department. Expenditure patterns for the past eleven months of SFY 2015 have been analyzed and taken into consideration when projecting expenditures for the remainder of the fiscal year. Based upon this 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, and class 050, part-time salaries, due to budget estimates in areas being lower than anticipated; funds are available to cover these deficits in class 010 full-time salaries, other areas in class 050, part-time salaries, and class 059, temporary full-time, due to vacant positions and budget estimates higher than anticipated. Other areas requiring transfers for higher than anticipated expenditures are class 020, current expenses, class 023, utilities, class 030, equipment, and class 103, contracts for operational services; these deficits are being offset by reducing similar operating classes in other areas: class 023, utilities, class 026, organizational dues, class 030, equipment, class 048 contracted maintenance, class 057, books, class 066, employee training, and class 210, bonding insurance, due to lower than anticipated expenses.
- 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?* All transfers of funds into class 018 overtime, and class 050, part-time salaries, are to support existing budgeted positions and not for the creation of any new positions.

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,



Vicki V. Quiram
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	13070000	DEFERRED COMPENSATION	010-500100	PERSONAL SERVICES PERM CLAS	65,899		65,899
0010	1400	13070000	DEFERRED COMPENSATION	020-500200	CURRENT EXPENSES	2,000	650	2,650
0010	1400	13070000	DEFERRED COMPENSATION	026-500251	ORGANIZATIONAL DUES	1,000	(400)	600
0010	1400	13070000	DEFERRED COMPENSATION	030-500301	EQUIPMENT NEW REPLACEMENT	600		600
0010	1400	13070000	DEFERRED COMPENSATION	039-500188	TELECOMMUNICATIONS	580		580
0010	1400	13070000	DEFERRED COMPENSATION	057-500531	BOOKS PERIODICALS SUBSCRIPT	400	(250)	150
0010	1400	13070000	DEFERRED COMPENSATION	060-500602	BENEFITS	30,120		30,120
0010	1400	13070000	DEFERRED COMPENSATION	066-500543	EMPLOYEE TRAINING	10,500		10,500
0010	1400	13070000	DEFERRED COMPENSATION	070-500704	IN STATE TRAVEL REIMBURSEME	4,000		4,000
0010	1400	13070000	DEFERRED COMPENSATION	080-500710	OUT OF STATE TRAVEL REIMB	10,000		10,000
0010	1400	13070000	DEFERRED COMPENSATION	102-500731	CONTRACTS FOR PROGRAM SERV	158,500		158,500
0010	1400	13070000	DEFERRED COMPENSATION	206-509206	DEFERRED COMP FIN ADVISORS	55,500		55,500
			TOTAL			339,099	0	339,099
			REVENUES					
			Agency Income	009-407067		339,099	0	339,099
			TOTAL 1400			339,099	0	339,099
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	010-500100	PERSONAL SERVICES PERM CLAS	833,785	(3,300)	830,485
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	011-500102	PERSONAL SERVICES UNCLASSIF	98,555		98,555
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	012-500128	PERSONAL SERVICES UNCLASSIF	62,492		62,492
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	018-500106	OVERTIME	0	300	300
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	020-500200	CURRENT EXPENSES	11,000		11,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	022-500255	RENTS-LEASES OTHER THAN STA	3,000		3,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	024-500227	MAINT OTHER THAN BUILD-GRN	0		0
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	026-500251	ORGANIZATIONAL DUES	4,000		4,000
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	030-500301	EQUIPMENT NEW REPLACEMENT	0		0
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	039-500188	TELECOMMUNICATIONS	12,175		12,175
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	050-500109	PERSONAL SERVICE TEMP APPOI	152,494	3,000	155,494
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	059-500117	SALARY TEMP EMPLOYEES	85,587		85,587
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	060-500602	BENEFITS	547,853		547,853
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	066-500543	EMPLOYEE TRAINING	0		0
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	070-500704	IN STATE TRAVEL REIMBURSEME	500		500
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	080-500710	OUT OF STATE TRAVEL REIMB	0		0
0010	1410	10440000	PERSONNEL ADMIN - SUPPORT	103-500735	CONTRACTS FOR OP SERVICES	0		0
			TOTAL			1,811,441	0	1,811,441
			REVENUES					
			Total General Funds	010-000010		1,483,855	0	1,483,855
			Total Agency Income	various		327,586	0	327,586
			TOTAL REVENUES			1,811,441	0	1,811,441
			TOTAL 1410			1,811,441	0	1,811,441

0010	1415	20450000	BUREAU OF COURT FACILITIES	010-500100	PERSONAL SERVICES PERM CLAS	957,312		957,312	
0010	1415	20450000	BUREAU OF COURT FACILITIES	018-500106	OVERTIME	49,000	4,000	49,000	
0010	1415	20450000	BUREAU OF COURT FACILITIES	020-500200	CURRENT EXPENSES	189,383		189,383	
0010	1415	20450000	BUREAU OF COURT FACILITIES	022-500255	RENTS-LEASES OTHER THAN STA	4,143,843		4,143,843	
0010	1415	20450000	BUREAU OF COURT FACILITIES	023-500210	HEAT ELECTRICITY WATER	1,502,296		1,502,296	
0010	1415	20450000	BUREAU OF COURT FACILITIES	024-500227	MAINT OTHER THAN BUILD-GRN	9,580		9,580	
0010	1415	20450000	BUREAU OF COURT FACILITIES	030-500301	EQUIPMENT NEW REPLACEMENT	25,935	20,000	25,935	
0010	1415	20450000	BUREAU OF COURT FACILITIES	035-583514	SHARED SERVICE CENTER	34,135		34,135	
0010	1415	20450000	BUREAU OF COURT FACILITIES	039-500188	TELECOMMUNICATIONS	50,500		50,500	
0010	1415	20450000	BUREAU OF COURT FACILITIES	047-500240	OWN FORCES MAINT BUILD-GRN	11,971		11,971	
0010	1415	20450000	BUREAU OF COURT FACILITIES	048-500226	CONTRACTUAL MAINT BUILD-GRN	765,711	(20,000)	745,711	
0010	1415	20450000	BUREAU OF COURT FACILITIES	050-500109	PERSONAL SERVICE TEMP APPOI	550,619	(24,000)	526,619	
0010	1415	20450000	BUREAU OF COURT FACILITIES	060-500602	BENEFITS	699,891		699,891	
0010	1415	20450000	BUREAU OF COURT FACILITIES	070-500704	IN STATE TRAVEL REIMBURSEME	19,301		19,301	
0010	1415	20450000	BUREAU OF COURT FACILITIES	103-500736	CONTRACTS FOR OP SERVICES	253,000	20,000	253,000	
0010	1415	20450000	BUREAU OF COURT FACILITIES	202-509202	RELOCATION	20,000		20,000	
			TOTAL			9,282,477	0	9,282,477	
			REVENUES						
			Total General Funds	010-000010		0	0	0	0
			Transfer Other Agencies	various		9,282,477	0	9,282,477	0
			TOTAL REVENUES			9,282,477	0	9,282,477	0
0010	1415	20910000	PUBLIC WORKS BUREAU	010-500100	PERSONAL SERVICES PERM CLAS	1,440,365		1,440,365	
0010	1415	20910000	PUBLIC WORKS BUREAU	018-500106	OVERTIME	19,812	3,500	19,812	
0010	1415	20910000	PUBLIC WORKS BUREAU	020-500200	CURRENT EXPENSES	38,910		38,910	
0010	1415	20910000	PUBLIC WORKS BUREAU	022-500255	RENTS-LEASES OTHER THAN STA	1,641		1,641	
0010	1415	20910000	PUBLIC WORKS BUREAU	025-506468	STATE OWNED EQUIPMENT USAGE	8,652		8,652	
0010	1415	20910000	PUBLIC WORKS BUREAU	030-500301	EQUIPMENT NEW REPLACEMENT	1		1	
0010	1415	20910000	PUBLIC WORKS BUREAU	037-500173	TECHNOLOGY-HARDWARE	107		107	
0010	1415	20910000	PUBLIC WORKS BUREAU	038-509038	TECHNOLOGY-SOFTWARE	4,879		4,879	
0010	1415	20910000	PUBLIC WORKS BUREAU	039-500188	TELECOMMUNICATIONS	14,556		14,556	
0010	1415	20910000	PUBLIC WORKS BUREAU	049-500294	TRANSFER TO OTHER STATE AGE	33,952		33,952	
0010	1415	20910000	PUBLIC WORKS BUREAU	050-500109	PERSONAL SERVICE TEMP APPOI	119,337		119,337	
0010	1415	20910000	PUBLIC WORKS BUREAU	059-500117	TEMP FULL TIME	48,448	(3,500)	44,948	
0010	1415	20910000	PUBLIC WORKS BUREAU	060-500602	BENEFITS	714,434		714,434	
0010	1415	20910000	PUBLIC WORKS BUREAU	066-500543	EMPLOYEE TRAINING	1		1	
0010	1415	20910000	PUBLIC WORKS BUREAU	070-500704	IN STATE TRAVEL REIMBURSEME	5,612		5,612	
0010	1415	20910000	PUBLIC WORKS BUREAU	080-500710	OUT OF STATE TRAVEL REIMB	1		1	
0010	1415	20910000	PUBLIC WORKS BUREAU	103-500736	CONTRACTS FOR OP SERVICES	6,500		6,500	
			TOTAL			2,457,208	0	2,457,208	
			REVENUES						

			Total General Funds	010-000010			1,737,561	0	1,737,561
			Transfer Other Agencies	various			719,647	0	719,647
			TOTAL REVENUES				2,457,208	0	2,457,208
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	010-500100	PERSONAL SERVICES PERM CLAS		326,952		326,952
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	018-500106	OVERTIME		27,752		27,752
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	020-500200	CURRENT EXPENSES		66,120	5,000	71,120
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	022-500255	RENDS-LEASES OTHER THAN STA		0		0
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	023-500210	HEAT ELECTRICITY WATER		458,462	(5,000)	453,462
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	024-500227	MAINT OTHER THAN BUILD-GRN		0		0
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	030-500301	EQUIPMENT NEW REPLACEMENT		22,225		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		187,357		187,357
0010	1415	29510000	DEPT OF SAFETY / DMV FACILITY	050-500109	PERSONAL SERVICE TEMP APPOI		107,194		107,194
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		1,600		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			0	0	0
			Transfer Other Agencies	various			1,528,572	0	1,528,572
			TOTAL REVENUES				1,528,572	0	1,528,572
0010	1415	29520000	DOT BUILDINGS	010-500100	PERSONAL SERVICES PERM CLAS		270,253		270,253
0010	1415	29520000	DOT BUILDINGS	018-500106	OVERTIME		9,500		9,500
0010	1415	29520000	DOT BUILDINGS	020-500200	CURRENT EXPENSES		64,807	5,000	69,807
0010	1415	29520000	DOT BUILDINGS	022-500255	RENDS-LEASES OTHER THAN STA		200		200
0010	1415	29520000	DOT BUILDINGS	023-500210	HEAT ELECTRICITY WATER		604,651		604,651
0010	1415	29520000	DOT BUILDINGS	030-500301	EQUIPMENT NEW REPLACEMENT		19,406		19,406
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		195,308	(5,000)	190,308
0010	1415	29520000	DOT BUILDINGS	050-500109	PERSONAL SERVICE TEMP APPOI		88,985		88,985
0010	1415	29520000	DOT BUILDINGS	060-500602	BENEFITS		235,965		235,965
0010	1415	29520000	DOT BUILDINGS	070-500704	IN STATE TRAVEL REIMBURSEME		400		400
0010	1415	29520000	DOT BUILDINGS	103-500736	CONTRACTS FOR OP SERVICES		21,795		21,795
			TOTAL				1,519,489	0	1,519,489
			REVENUES						
			Total General Funds	010-000010			0	0	0

			Transfer Other Agencies	various				
			TOTAL REVENUES					
0010	1415	53200000	LAKES REGION CAMPUS	020-500200	CURRENT EXPENSES		1,519,489	0
0010	1415	53200000	LAKES REGION CAMPUS	022-500255	RENTS-LEASES OTHER THAN STA		1,519,489	0
0010	1415	53200000	LAKES REGION CAMPUS	023-500210	HEAT ELECTRICITY WATER		7,050	
0010	1415	53200000	LAKES REGION CAMPUS	030-500311	EQUIPMENT NEW REPLACEMENT		250	
0010	1415	53200000	LAKES REGION CAMPUS	039-500188	TELECOMMUNICATIONS		121,385	11,000
0010	1415	53200000	LAKES REGION CAMPUS	047-500240	OWN FORCES MAINT BUILD-GRN		2,000	(2,000)
0010	1415	53200000	LAKES REGION CAMPUS	048-500226	CONTRACTUAL MAINT BUILD-GRN		5,500	
0010	1415	53200000	LAKES REGION CAMPUS	050-500109	PERSONAL SERVICE TEMP APPOI		2,505	
0010	1415	53200000	LAKES REGION CAMPUS	060-500602	BENEFITS		41,663	(9,000)
0010	1415	53200000	LAKES REGION CAMPUS	070-500704	IN STATE TRAVEL REIMBURSEME		81,918	
0010	1415	53200000	LAKES REGION CAMPUS	103-500736	CONTRACTS FOR OP SERVICES		6,366	
			TOTAL				13,700	
			REVENUES				282,537	0
			Total General Funds	010-000010			282,537	0
			TOTAL 1415				15,070,283	0
0010	1435	29010000	RISK MANAGEMENT UNIT	010-500100	PERSONAL SERVICES PERM CLAS		571,043	
0010	1435	29010000	RISK MANAGEMENT UNIT	011-500102	PERSONAL SERVICES UNCLASSIF		94,166	
0010	1435	29010000	RISK MANAGEMENT UNIT	018-500106	OVERTIME		10,000	
0010	1435	29010000	RISK MANAGEMENT UNIT	020-500200	CURRENT EXPENSES		4,710	208
0010	1435	29010000	RISK MANAGEMENT UNIT	026-500251	ORGANIZATIONAL DUES		550	(24)
0010	1435	29010000	RISK MANAGEMENT UNIT	030-500311	EQUIPMENT NEW REPLACEMENT		500	
0010	1435	29010000	RISK MANAGEMENT UNIT	039-500188	TELECOMMUNICATIONS		4,550	
0010	1435	29010000	RISK MANAGEMENT UNIT	050-500109	PERSONAL SERVICE TEMP APPOI		44,000	
0010	1435	29010000	RISK MANAGEMENT UNIT	059-500117	SALARY TEMP EMPLOYEES		45,500	
0010	1435	29010000	RISK MANAGEMENT UNIT	060-500602	BENEFITS		364,854	
0010	1435	29010000	RISK MANAGEMENT UNIT	066-500543	EMPLOYEE TRAINING		250	(36)
0010	1435	29010000	RISK MANAGEMENT UNIT	070-500704	IN STATE TRAVEL REIMBURSEME		1,000	
0010	1435	29010000	RISK MANAGEMENT UNIT	080-500710	OUT OF STATE TRAVEL REIMB		1	
0010	1435	29010000	RISK MANAGEMENT UNIT	103-500736	CONTRACTS FOR OP SERVICES		500	
0010	1435	29010000	RISK MANAGEMENT UNIT	210-500756	BONDING INSURANCE		6,500	(148)
0010	1435	29010000	RISK MANAGEMENT UNIT	211-500757	CATASTROPHIC CASUALTY INS		372,000	
			TOTAL				1,520,124	0
			REVENUES					
			Total General Funds	010-000010			340,651	0
			Total Agency Income	various			1,179,473	0
			TOTAL REVENUES				1,520,124	0
			TOTAL 1435				1,520,124	0