



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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February 22, 2018

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

*Joseph B. Bouchard*  
Approved by Fiscal Committee 3/16/18 Date

His Excellency, Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 9:16-a, II, Transfers Authorized, authorize the Department of Administrative Services (DAS), Bureau of Court Facilities, to create a new class code and transfer funds in the amount of \$3,100. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2018. **Funding Source: 100% Transfer Other Agencies**

**SFY 2018**

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Bureau of Court Facilities	20450000	\$ 3,100
Total Department of Administrative Services		\$ 3,100

**EXPLANATION**

This transfer reflects adjustments to an expense account to address projected expenses in DAS, Bureau of Court Facilities. Anticipated expenditure patterns for FY 2018 have been analyzed and taken into consideration when projecting expenditures through June 30, 2018. Based upon this review, an account was found to require additional funds, while another account will experience less than what has been appropriated. 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 requested actions.

- A. *Justification:* The transfer consists of a transfer of funds to cover projected deficits in class 080, Out-Of-State Travel. There were no funds appropriated to this class for this biennium hence, the request. The transfer will allow the Bureau of Court Facilities to attend Micro-Main training out-of-state, so that the Bureau can implement this software in all of its state owned buildings. The out-of-state training is more cost effective than bringing Mirco-Main to New Hampshire. The software implementation will allow the Bureau to effectively record and

track contract maintenance at the various facilities. This practice will ultimately improve asset protection for the courthouses throughout the state. Funds are available to cover this deficit in class 202, relocation, due to the amount appropriated being higher than anticipated.

- 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 increase program levels;
- D. *Cite any requirements which make this program mandatory.* The program for the Department is required as a function of Position Number #41878 and is listed in that position's SJD;
- 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 080, Out-Of-State Travel are to support existing budgeted positions and not for the creation of any new positions.

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	20450000	BUREAU OF COURT FACILITIES	010-500100	PERSONAL SERVICES PERM CLAS	1,088,809		1,088,809
0010	1415	20450000	BUREAU OF COURT FACILITIES	018-500106	OVERTIME	67,610		67,610
0010	1415	20450000	BUREAU OF COURT FACILITIES	020-500200	CURRENT EXPENSES	174,500		174,500
0010	1415	20450000	BUREAU OF COURT FACILITIES	022-500255	RENTS-LEASES OTHER THAN STA	4,094,463		4,094,463
0010	1415	20450000	BUREAU OF COURT FACILITIES	023-500210	HEAT ELECTRICITY WATER	1,667,230		1,667,230
0010	1415	20450000	BUREAU OF COURT FACILITIES	030-500301	EQUIPMENT NEW REPLACEMENT	30,732		30,732
0010	1415	20450000	BUREAU OF COURT FACILITIES	039-500188	TELECOMMUNICATIONS	86,438		86,438
0010	1415	20450000	BUREAU OF COURT FACILITIES	047-500240	OWN FORCES MAINT BUILD-GRN	10,000		10,000
0010	1415	20450000	BUREAU OF COURT FACILITIES	048-500226	CONTRACTUAL MAINT BUILD-GRN	685,568		685,568
0010	1415	20450000	BUREAU OF COURT FACILITIES	050-500109	PERSONAL SERVICE TEMP APPOI	458,600		458,600
0010	1415	20450000	BUREAU OF COURT FACILITIES	060-500602	BENEFITS	730,587		730,587
0010	1415	20450000	BUREAU OF COURT FACILITIES	070-500704	IN STATE TRAVEL REIMBURSEME	10,000		10,000
0010	1415	20450001	BUREAU OF COURT FACILITIES	080-500710	OUT OF STATE TRAVEL REIMBURSEME	0	3,100	3,100
0010	1415	20450000	BUREAU OF COURT FACILITIES	103-500735	CONTRACTS FOR OP SERVICES	375,400		375,400
0010	1415	20450000	BUREAU OF COURT FACILITIES	202-509202	RELOCATION	8,000	-3,100	4,900
			TOTAL			9,487,937	0	9,487,937
			REVENUES					
			Total General Funds	010-000010		0	0	0
			Transfers Other Agencies	various		9,487,937	0	9,487,937
			TOTAL REVENUES			9,487,937	0	9,487,937