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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



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March 23, 2016

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

[Signature]
Approved by Fiscal Committee Date 3/20/16

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

REQUESTED ACTION

Pursuant to the provisions of Chapter 276:4, Laws of 2015, Transfer Among Accounts and Classes, authorize the Department of Administrative Services to transfer funds in and among accounting units in the amount of \$140,000. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2016. **Funding Source: 100.00% General Funds**

SFY 2016

<u>Division</u>	<u>Account</u>	<u>Amount</u>
Bureau Plant & Property Maintenance	59140000	\$140,000

EXPLANATION

This transfer reflects an increase into Accounting Unit 59140000, Sheriff Reimbursements, which through analysis of projected expenses through June 30, 2016 will require additional funds, while Accounting Unit 29500000, General Services Maintenance & Grounds, will experience lower than 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 requested action.

- A. *Justification:* The transfer is to cover a projected deficit in class 201, Sheriff Custody Reimbursements, due to the amount appropriated being lower than anticipated expenditures. Funds are available in class 023, Utilities, due to the amount appropriated being higher than anticipated expenditures.

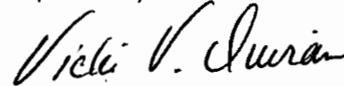
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- B. *Does this transfer involve continuing programs or one-time projects?* This transfer involves continuing programs;
- C. *Is this transfer required to maintain existing program levels or will it increase the program level?* This transfer is required 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?* No personnel services are involved.

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,



Vicki V. Quiram
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adjusted Authorized	Amount to Transfer	Revised Adj Authorized
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	010-500100	PERSONAL SERVICES PERM CLAS	820,977		820,977
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	018-500106	OVERTIME	51,069		51,069
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	020-500200	CURRENT EXPENSES	198,834		198,834
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	022-500255	RENTS-LEASES OTHER THAN STA	1,209		1,209
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	023-500210	HEAT ELECTRICITY WATER	1,341,073	-140,000	1,201,073
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	024-500227	MAINT OTHER THAN BUILD-GRN	1		1
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	030-500301	EQUIPMENT NEW REPLACEMENT	1		1
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	039-500188	TELECOMMUNICATIONS	16,710		16,710
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	047-500240	OWN FORCES MAINT BUILD-GRN	24,341		24,341
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	048-500226	CONTRACTUAL MAINT BUILD-GRN	651,062		651,062
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	050-500109	PERSONAL SERVICE TEMP APPOI	263,413		263,413
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	060-500602	BENEFITS	484,472		484,472
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	061-500536	UNEMPLOYMENT COMPENSATION	7		7
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	070-500704	IN STATE TRAVEL REIMBURSEME	6,654		6,654
0010	1415	29500000	GENERAL SERVICES MAINT & GRND	103-500735	CONTRACTS FOR OP SERVICES	108,783		108,783
			TOTAL			3,968,606	-140,000	3,828,606
			REVENUES					
			Total General Funds	010-000010		3,891,048	-140,000	3,751,048
			Tranfers Other Agencies	various		77,558	0	77,558
			TOTAL REVENUES			3,968,606	-140,000	3,828,606
0010	1415	59140000	SHERIFF REIMBURSEMENTS	201-509201	SHERIFF CUSTODY REIMBURSEME	932,863	140,000	1,072,863
			TOTAL			932,863	140,000	1,072,863
			REVENUES					
			Total General Funds	010-000010		900,000	140,000	1,040,000