



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
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October 16, 2018

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Procurement and Support Services, Print Shop Operations, to accept and expend funds from revenue in the amount of \$46,791 to fund operating expenses effective upon Governor and Council approval through June 30, 2019. **100% Agency Income.**

Funds will be budgeted in accounting unit 01-14-14-141710-51280000 Department of Administrative Services, Division of Procurement and Support Services, Print Shop Operations

Class	Description	SFY 19 Current Appropriation	Amount to Budget	SFY 19 Revised Appropriation
009-402186	Agency Income	\$1,123,844	\$46,791	\$1,170,635
010-500100	Personal Service-Permanent	\$380,277		\$380,277
018-500106	Overtime	\$2,000		\$2,000
020-500200	Current Expenses	\$329,691	\$18,000	\$347,691
022-500255	Rents – Leases Other than State	\$51,816	\$5,000	\$56,816
024-500225	Maint Other than Build-Grn	\$17,000		\$17,000
028-582814	Transfers to General Services	\$28,307		\$28,307
030-500300	Equipment New/ Replacement	\$350		\$350
037-500165	Technology - Hardware	\$500		\$500
038-500175	Technology - Software	\$4,700		\$4,700
039-500188	Telecommunications	\$3,050		\$3,050
042-500620	Additional Fringe Benefits	\$34,000		\$34,000
050-500109	Personal Service Temp	\$22,480	\$22,100	\$44,580
060-500602	Benefits	\$249,571	\$1,691	\$251,262
066-500543	Employee Training	\$1		\$1
070-500704	In State Travel	\$100		\$100
103-500735	Contracts for Op Services	\$1		\$1
	Total Expenditures	\$1,123,844	\$46,791	\$1,170,635

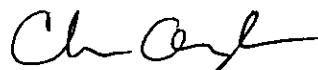
EXPLANATION

The Department of Administrative Services, Division of Procurement and Support Services, Print Shop Operations requests to accept and expend a portion of unexpended revenue to cover the salaries and benefits of two (2) part-time employees for the remainder of FY 2019. Due to an error in the budgeting process, insufficient funds were appropriated to fund these positions which are responsible for operating offset printing press equipment. These positions are essential to continue to provide timely and efficient printing services to all state agencies.

Additional funding is also required to cover higher operating expenses associated with election and budget development years, which typically entail much higher print volumes, material costs and equipment maintenance costs than off-years.

All increased expenditures are recovered through agency income.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

**Department of Administrative Services
 Print Shop Operations
 01-014-014-141710-51280000**

Beginning Balance July 1, 2018	\$	-
Revenue collected through 9/30/2018	\$	236,011.00
Anticipated Revenue to be collected through 6/30/2018 ***	\$	<u>935,000.00</u>
Total revenue available	<u>\$</u>	<u>1,171,011.00</u>
Less: SFY 2018 Appropriation	<u>\$</u>	<u>1,123,844.00</u>
Net Revenue Available to Budgeted	<u>\$</u>	<u>47,167.00</u>
This request	<u>\$</u>	<u>46,791.00</u>
Balance available to budget at future date	<u>\$</u>	<u>376.00</u>

*** Assuming level revenue collection is 1.5% higher over FY18 (see attached)

**Department of Administrative Services
Print Shop Operations
01-014-014-141710-51280000**

6-Year Financial Summary

	<u>FY18</u>	<u>FY17</u>	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>
Revenue	\$ 1,154,132	\$ 1,165,659	\$ 1,252,892	\$ 1,214,459	\$ 1,203,788	\$ 1,320,134
Expenditure	\$ 1,104,698	\$ 1,148,735	\$ 1,235,558	\$ 1,177,679	\$ 1,171,896	\$ 1,283,198
Return to General Fund	\$ 49,434	\$ 16,924	\$ 17,334	\$ 36,780	\$ 31,892	\$ 36,936