



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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October 3, 2013

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 for the period October 1 – December 31, 2013, and to report transfers made as soon as practical after December 31, 2013 in addition to a request for further authority.

(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 for the period October 1 – December 31, 2013, and to report transfers made as soon as practical after December 31, 2013 in addition to a request for further authority.

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 quarter 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. There were no salary and benefit transfers related to the FY14 period of July 1 – September 30, 2013.

Respectfully submitted,

Linda M. Hodgdon
Commissioner

LMH/tmh