



State of New Hampshire
 DEPARTMENT OF ADMINISTRATIVE SERVICES
 OFFICE OF THE COMMISSIONER
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April 30, 2018

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

[Signature]
 Approved by Fiscal Committee 5/18/18
 Date

His Excellency, Governor Christopher T. Sununu
 and the Executive Council
 State House
 Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 9:16-a, II, Transfers Authorized, authorize the Department of Administrative Services, Office of Child Advocate, to create new class lines and transfer funds in the amount of \$5,000 for FY2018 and \$34,684 for FY2019. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Governor and Council approval through June 30, 2019. **100% General Funds**

2. Pursuant to RSA 124:15, and contingent on the approval of request number one, authorize the Department of Administrative Services, Office of the Child Advocate, to establish four (4) temporary part-time, class 050 positions. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2018 through June 30, 2019. **100% General Funds**

SFY 2018	Office of Child Advocate	Account Unit 25560000	\$5,000
SFY 2019	Office of Child Advocate	Account Unit 25560000	\$34,684

EXPLANATION

This transfer reflects adjustments to expense accounts to address projected expenditures in FY18 & FY19. Anticipated expenditures have been analyzed and taken into consideration when projecting expenditures through June 30, 2019. Based upon this review, accounts have been found to require additional funds, while class 020, current expenses, will

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Page 2 of 2

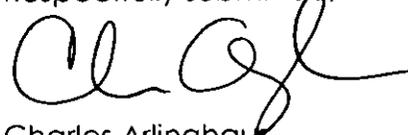
experience less than what has been appropriated. This transfer will provide for the continued efficient operation of the Office of the Child Advocate.

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 in FY18 from class 020, current expenses, to class 080, out of state travel, to cover the costs of a New England regional conference in Lowell, MA and a national conference in New Orleans, LA, both taking place in June 2018. The FY19 transfer of funds consists of transferring funds from class 020, current expenses, to eleven (11) new class lines as per the attached worksheet. When the Office of Child Advocate budget for FY 18 and FY19 was established it was unknown what the needs would be for each expenditure class line for this new office; due to this uncertainty, \$37,722 was appropriated all in class 020. The Director of this office has performed an analysis of anticipated expenditures and a budget for FY19 has been established as detailed in the attached worksheet;
- B. *Does this transfer involve continuing programs or one-time projects?* This transfer involves the continuing program of the Office of the Child Advocate;
- C. *Is this transfer required to maintain existing program levels or will it increase the program level?* This transfer is required to maintain the existing program level;
- D. *Cite any requirements which make this program mandatory.* This office was established during the budget process of the FY18 -19 biennium;
- E. *Identify the source of funds on all accounts listed on this transfer.* 100% General Funds;
- 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 may lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* This transfer request will establish four (4) part-time positions/interns to assist the Office of the Child Advocate with special projects.

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

SFY2018

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	010-500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 122,207		\$ 122,207
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	011-500126	SALARY UNCLASSIFIED	\$ 92,649		\$ 92,649
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	020-500200	CURRENT EXPENSES	\$ 26,361	\$ (5,000)	\$ 21,361
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	030-500301	EQUIPMENT NEW REPLACEMENT	\$ 15,000		\$ 15,000
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	039-500188	TELECOMMUNICATIONS	\$ -		\$ -
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	060-500602	BENEFITS	\$ 93,483		\$ 93,483
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	070-500704	IN STATE TRAVEL REIMBURSEMENT	\$ 300		\$ 300
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	080-500710	OUT OF STATE TRAVEL REIMBURSEMENT	\$ -	\$ 5,000	\$ 5,000
			TOTAL			\$ 350,000	\$ -	\$ 350,000
			REVENUES					
			Total General Funds	010-000010		\$ 350,000	\$ -	\$ 350,000
			TOTAL REVENUES			\$ 350,000	\$ -	\$ 350,000

SFY2019

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount to Transfer	Revised Adj Authorized
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	010-500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 122,207		\$ 122,207
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	011-500126	SALARY UNCLASSIFIED	\$ 92,649		\$ 92,649
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	020-500200	CURRENT EXPENSES	\$ 37,722	\$ (34,684)	\$ 3,038
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	022-500255	RENTAL OFFICE EQUIPMENT	\$ -	\$ 480	\$ 480
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	026-500251	MEMBERSHIP FEES	\$ -	\$ 500	\$ 500
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	030-500301	EQUIPMENT NEW REPLACEMENT	\$ -	\$ 1,000	\$ 1,000
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	037-500165	COMPUTER HARDWARE MAINT	\$ -	\$ 1,000	\$ 1,000
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	038-500177	SOFTWARE LICENSE/MAINT	\$ -	\$ 2,500	\$ 2,500
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	039-500188	TELECOMMUNICATIONS	\$ -	\$ 2,645	\$ 2,645
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	050-500109	PERSONAL SERVICES TEMP	\$ -	\$ 16,380	\$ 16,380
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	057-500535	SUBSCRIPTIONS/PERIODICALS	\$ -	\$ 250	\$ 250
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	060-500602	BENEFITS	\$ 97,122	\$ 1,229	\$ 98,351
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	066-501709	EMPLOYEE TRAINING	\$ -	\$ 2,000	\$ 2,000
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	069-500567	PROMOTIONAL & MARKETING	\$ -	\$ 1,500	\$ 1,500
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	070-500704	IN STATE TRAVEL REIMBURSEMENT	\$ 300	\$ 200	\$ 500
0010	1400	25560000	OFFICE OF CHILD ADVOCATE	080-500710	OUT OF STATE TRAVEL REIMBURSEMENT	\$ -	\$ 5,000	\$ 5,000
			TOTAL			\$ 350,000	\$ -	\$ 350,000
			REVENUES					
			Total General Funds	010-000010		\$ 350,000	\$ -	\$ 350,000
			TOTAL REVENUES			\$ 350,000	\$ -	\$ 350,000