102 MLC

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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March 2, 2021

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor 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), to transfer funds and to create new class codes in the amount of $210,500. The adjustment is summarized below and detailed on the attached worksheet. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. **Funding Source: 100% General Funds**

SFY 2021

Division	Account	Amount
Financial Data Management	13700000	$190,000
Division of Procurement & Support Services	51140000	$ 10,000
Division of Plant & Property	14400000	$ 5,500
Commissioners Office	13600000	$5,000
Total Department of Administrative Services		**$ 210,500.00**

EXPLANATION

This transfer is primarily to support a major computer equipment purchase to replace DAS employee computers that are 4 years old or older. This purchase will also allow for older desktop computers to be replaced with laptops and give employees the flexibility to work remotely.

Additionally, this transfer supports a payout of compensatory time for DAS staff in the Division of Procurement & Support Services who earned compensation time during the spring and summer for work associated with COVID-19 PPE procurement and emergency logistics management and resource support. Overtime was not an option at the time due to lapse targets DAS was required to meet in FY2020.

Finally, this transfer supports a payout of compensatory time for DAS staff in the Division of Plant & Property and the Commissioner's Office. The Plant and Property compensatory time was earned as a result of relocating four different tenants within the Philbrook Building, The Office of Professional Licensure and Certification, the Governor's Council on Disability, the Office of the Child Advocate, and the American Legion within a short timeframe. This move was conducted at the request of the Department of Health and Human Services. The Philbrook Building was previously a secure psychiatric facility for adolescents before it was repurposed and converted to office space. Because the building still retains some secure features, it was determined to be the best location to house psychiatric patients that need to be in a secure environment. The Commissioners Office compensatory time earned is due to coordinating DAS's response and employee volunteer list to the Agency 211 Call Center.

Anticipated expenditure patterns for FY 2021 have been analyzed and taken into consideration when projecting expenditures through June 30, 2021. Based upon this analysis expenses are projected to be lower than budgeted. This transfer request will not impact DAS's ability to meet its lapse requirement as instructed by the Governor's Office.

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 the transfer of available funds within DAS Accounting Units to address the following: replace older computers with new computers or laptops for DAS employees and pay out compensatory time for one-time essential projects.
B. *Does this transfer involve continuing programs or one-time projects?* This transfer involves continuing programs and one –time projects;
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.* 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 will lapse whether this transfer is approved or not;
H. *Are personnel services involved?* Funds are being transferred to Division of Procurement and Division of Plant and Property and to the Commissioner's Office to pay out compensatory time earned during one-time essential 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 M. Arlinghaus
Commissioner

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount To Transfer	Revised Adj Authorized		Amount to Transfer Out	Amount to Transfer In
0010	1400	13020000	SPECIAL DISBURSEMENTS	026-500251	ORGANIZATIONAL DUES	$ 17,800		$ 17,800			
0010	1400	13020000	SPECIAL DISBURSEMENTS	049-500294	TRANSFER TO OTHER STATE AGE	$ 12,652		$ 12,652			
0010	1400	13020000	SPECIAL DISBURSEMENTS	068-500561	REMUNERATION	$ 8,603		$ 8,603			
0010	1400	13020000	SPECIAL DISBURSEMENTS	103-500735	CONTRACTS FOR OP SERVICES	$ 33,000		$ 33,000			
0010	1400	13020000	SPECIAL DISBURSEMENTS	204-502904	SETTLEMENT PYMT RSA99-D2	$ 362,900		$ 362,900			
0010	1400	13020000	SPECIAL DISBURSEMENTS	205-509205	FIREMENS RELIEF	$ 6,000		$ 6,000			
0010	1400	13020000	SPECIAL DISBURSEMENTS	209-500755	GOVERNORS TRANSITION FUND	$ 75,000	$ (75,000)	$ -		$ (75,000)	
0010	1400	13020000	SPECIAL DISBURSEMENTS	213-500759	CONCORD FIRE AND MUNI SVC	$ 175,000		$ 175,000			
			TOTAL			**$ 690,955**	**$ (75,000)**	**$ 615,955**			
			REVENUES								
			TOTAL GENERAL FUNDS	**010-000010**		**$ 690,955**	**$ (75,000)**	**$ 615,955**			
			TOTAL REVENUES			**$ 690,955**	**$ (75,000)**	**$ 615,955**			
0010	1400	13500000	BUDGET OFFICE	010-500100	PERSONAL SERVICES PERM CLAS	$ 798,203		$ 798,203			
0010	1400	13500000	BUDGET OFFICE	011-500126	PERSONAL SERVICES UNCLASSIF	$ 132,257		$ 132,257			
0010	1400	13500000	BUDGET OFFICE	012-500128	PERSONAL SERVICES UNCLASSIF	$ 82,504		$ 82,504			
0010	1400	13500000	BUDGET OFFICE	018-500106	OVERTIME	$ 20,000		$ 20,000			
0010	1400	13500000	BUDGET OFFICE	020-500218	CURRENT EXPENSES	$ 17,850		$ 17,850			
0010	1400	13500000	BUDGET OFFICE	030-500301	EQUIPMENT NEW REPLACEMENT	$ 500		$ 500			
0010	1400	13500000	BUDGET OFFICE	039-500191	TELECOMMUNICATIONS	$ 5,115		$ 5,115			
0010	1400	13500000	BUDGET OFFICE	050-500109	PERSONAL SERVICE TEMP APPOI	$ 10,000	$ (10,000)	$ -		$ (10,000)	
0010	1400	13500000	BUDGET OFFICE	060-500602	BENEFITS	$ 453,583		$ 453,583			
0010	1400	13500000	BUDGET OFFICE	070-500704	IN STATE TRAVEL REIMBURSEME	$ 600		$ 600			
0010	1400	13500000	BUDGET OFFICE	080-500710	OUT OF STATE TRAVEL REIMB	$ 500		$ 500			
			TOTAL			**$ 1,521,112**	**$ (10,000)**	**$ 1,511,112**			
			REVENUES								
			TOTAL GENERAL FUNDS	**010-000010**		**$ 1,521,112**	**$ (10,000)**	**$ 1,511,112**			
			TOTAL REVENUES			**$ 1,521,112**	**$ (10,000)**	**$ 1,511,112**			
0010	1400	13600000	BUSINESS OFFICE	010-500100	PERSONAL SERVICES PERM CLAS	$ 427,925		$ 427,925			
0010	1400	13600000	BUSINESS OFFICE	018-500106	OVERTIME	$ 500	$ 5,000	$ 5,500			$ 5,000
0010	1400	13600000	BUSINESS OFFICE	020-500218	CURRENT EXPENSES	$ 4,300		$ 4,300			
0010	1400	13600000	BUSINESS OFFICE	039-500191	TELECOMMUNICATIONS	$ 2,532		$ 2,532			
0010	1400	13600000	BUSINESS OFFICE	060-500602	BENEFITS	$ 174,218		$ 174,218			
0010	1400	13600000	BUSINESS OFFICE	066-500544	EMPLOYEE TRAINING	$ 100		$ 100			
			TOTAL			**$ 609,575**	**$ 5,000**	**$ 614,575**			
			REVENUES								
			TOTAL GENERAL FUNDS	**010-000010**		**$ 609,575**	**$ 5,000**	**$ 614,575**			
			TOTAL REVENUES			**$ 609,575**	**$ 5,000**	**$ 614,575**			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	010-500100	PERSONAL SERVICES PERM CLASS	$ 182,480		$ 182,480			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	012-500128	PERSONAL SERVICES UNCLASSIFI	$ 115,929		$ 115,929			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	018-500106	OVERTIME	$ 3,000		$ 3,000			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	020-500200	CURRENT EXPENSE	$ 1,500		$ 1,500			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	037-500173	TECHNOLOGY HARDWARE	$ 3,100		$ 3,100			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	038-500177	TECHNOLOGY SOFTWARE	$ 500		$ 500			

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount To Transfer	Revised Adj Authorized		Amount to Transfer Out	Amount to Transfer In
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	039-500191	TECHNOLOGY SOFTWARE	$ 1,161		$ 1,161			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	060-500602	BENEFITS	$ 151,694		$ 151,694			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	070-500704	IN STATE TRAVEL REIMB	$ 400		$ 400			
0010	1400	41020000	OPS ANALYSIS AND PROJECT MGMT	080-500717	OUT OF STATE TRAVEL REIMB	$ 6,500	$ (6,500)	$ -		$ (6,500)	
			TOTAL			**$ 466,264**	**$ (6,500)**	**$ 459,764**			
			REVENUES								
			TOTAL GENERAL FUNDS	**010-000010**		**$ 466,264**	**$ (6,500)**	**$ 459,764**			
			TOTAL REVENUES			**$ 466,264**	**$ (6,500)**	**$ 459,764**			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	010-500100	PERSONAL SERVICES PERM CLAS	$ 283,050		$ 283,050			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	020-500216	CURRENT EXPENSES	$ 53,944		$ 53,944			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	024-500227	MAINT OTHER THAN BUILD-GRN	$ 360		$ 360			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	039-500191	TELECOMMUNICATIONS	$ 4,191		$ 4,191			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	050-500109	PERSONAL SERVICE TEMP APPOI	$ 73,199	$ (15,000)	$ 58,199		$ (15,000)	
0010	1400	86230000	OFFICE OF COST CONTAINMENT	059-500117	TEMP FULL TIME	$ 40,092		$ 40,092			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	060-500602	BENEFITS	$ 166,662		$ 166,662			
0010	1400	86230000	OFFICE OF COST CONTAINMENT	070-500704	IN STATE TRAVEL REIMBURSEME	$ 3,081		$ 3,081			
			TOTAL			**$ 624,579**	**$ (15,000)**	**$ 609,579**			
			REVENUES								
			TOTAL GENERAL FUNDS	**010-000010**		**$ 624,579**	**$ (15,000)**	**$ 609,579**			
			TOTAL REVENUES			**$ 624,579**	**$ (15,000)**	**$ 609,579**			
0010	1405	13100000	BUREAU OF ACCOUNTING	010-500100	PERSONAL SERVICES PERM CLAS	$ 1,060,724		$ 1,060,724			
0010	1405	13100000	BUREAU OF ACCOUNTING	018-500106	OVERTIME	$ 15,000		$ 15,000			
0010	1405	13100000	BUREAU OF ACCOUNTING	020-500200	CURRENT EXPENSES	$ 9,700		$ 9,700			
0010	1405	13100000	BUREAU OF ACCOUNTING	039-500191	TELECOMMUNICATIONS	$ 6,998		$ 6,998			
0010	1405	13100000	BUREAU OF ACCOUNTING	050-500109	PERSONAL SERVICE TEMP APPOIN	$ 33,158	$ (25,000)	$ 8,158		$ (25,000)	
0010	1405	13100000	BUREAU OF ACCOUNTING	060-500602	BENEFITS	$ 564,074		$ 564,074			
			TOTAL			**$ 1,689,654**	**$ (25,000)**	**$ 1,664,654**			
			REVENUES								
			TOTAL GENERAL FUNDS	**010-000010**		**$ 1,689,654**	**$ (25,000)**	**$ 1,664,654**			
			TOTAL REVENUES			**$ 1,689,654**	**$ (25,000)**	**$ 1,664,654**			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	010-500100	PERSONAL SERVICES PERM CLAS	$ 414,201		$ 414,201			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	018-500106	OVERTIME		$ 5,500	$ 5,500			$ 5,500
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	020-500200	CURRENT EXPENSES	$ 1,500		$ 1,500			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	026-500251	ORGANIZATIONAL DUES	$ 300		$ 300			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	038-500175	TECHNOLOGY-SOFTWARE	$ 1,600		$ 1,600			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	039-500191	TELECOMMUNICATIONS	$ 4,344		$ 4,344			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	048-500226	CONTRACTUAL MAINT BUILD-GRN	$ 28,000		$ 28,000			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	050-500109	PERSONAL SERVICE TEMP APPOI	$ 93,168		$ 93,168			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	060-500602	BENEFITS	$ 211,740		$ 211,740			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	066-500544	EMPLOYEE TRAINING	$ 3,000		$ 3,000			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	069-500567	PROMOTIONAL MARKETING EXP	$ 2,000		$ 2,000			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	070-500704	IN STATE TRAVEL REIMBURSEME	$ 5,300		$ 5,300			
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	080-500710	OUT OF STATE TRAVEL REIMB	$ 3,600		$ 3,600			

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount To Transfer	Revised Adj Authorized		Amount to Transfer Out	Amount to Transfer In
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	103-502507	CONTRACTS FOR OP SERVICES	$ 90,000		$ 90,000			
			TOTAL			$ 858,753	$ 5,500	$ 864,253			
			REVENUES								
			TOTAL GENERAL FUNDS	010-000010		$ 730,753	$ 5,500	$ 736,253			
			AGENCY INCOME	407017		$ 128,000		$ 128,000			--
			TOTAL REVENUES			$ 858,753	$ 5,500	$ 864,253			
0010	1417	51140000	PURCHASING ADMINISTRATION	010-500100	PERSONAL SERVICES PERM CLAS	$ 832,242		$ 832,242			
0010	1417	51140000	PURCHASING ADMINISTRATION	011-500126	PERSONAL SERVICES UNCLASSIFI	$ 114,604		$ 114,604			
0010	1417	51140000	PURCHASING ADMINISTRATION	018-500106	OVERTIME	$ 200	$ 10,000	$ 10,200			$ 10,000
0010	1417	51140000	PURCHASING ADMINISTRATION	020-500200	CURRENT EXPENSES	$ 6,975		$ 6,975			
0010	1417	51140000	PURCHASING ADMINISTRATION	026-500251	ORGANIZATIONAL DUES	$ 1,200		$ 1,200			
0010	1417	51140000	PURCHASING ADMINISTRATION	030-500301	EQUIPMENT NEW REPLACEMENT	$ 300		$ 300			
0010	1417	51140000	PURCHASING ADMINISTRATION	037-500173	TECHNOLOGY-HARDWARE	$ 1,500		$ 1,500			
0010	1417	51140000	PURCHASING ADMINISTRATION	038-509038	TECHNOLOGY-SOFTWARE	$ 1,500		$ 1,500			
0010	1417	51140000	PURCHASING ADMINISTRATION	039-500191	TELECOMMUNICATIONS	$ 8,928		$ 8,928			
0010	1417	51140000	PURCHASING ADMINISTRATION	050-500109	PERSONAL SERVICE TEMP APPOI	$ 25,634		$ 25,634			
0010	1417	51140000	PURCHASING ADMINISTRATION	060-500602	BENEFITS	$ 483,150		$ 483,150			
0010	1417	51140000	PURCHASING ADMINISTRATION	066-500543	EMPLOYEE TRAINING	$ 100		$ 100			
0010	1417	51140000	PURCHASING ADMINISTRATION	070-500704	IN STATE TRAVEL REIMBURSEME	$ 150		$ 150			
			TOTAL			$ 1,476,483	$ 10,000	$ 1,486,483			
			REVENUES								
			TOTAL GENERAL FUNDS	010-000010		$ 1,429,330	$ 10,000	$ 1,439,330			
			AGENCY INCOME	407017		$ 47,153	$ -	$ 47,153			
			TOTAL REVENUES			$ 1,476,483	$ 10,000	$ 1,486,483			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	010-500100	PERSONAL SERVICES PERM CLAS	$ 2,409,717		$ 2,409,717			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	012-500128	PERSONAL SERVICES UNCLASSIF	$ 117,805		$ 117,805			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	018-500106	OVERTIME	$ 50,000		$ 50,000			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	020-500200	CURRENT EXPENSES	$ 1,000		$ 1,000			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	020-500217	CURRENT EXPENSES	$ 5,900		$ 5,900			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	027-582703	TRANSFERS TO DOIT	$ 1,948,698		$ 1,948,698			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	030-500301	EQUIPMENT NEW REPLACEMENT	$ 4,000	$ (4,000)	$ -		$ (4,000)	
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	037-500166	TECHNOLOGY-HARDWARE	$ 32,000	$ 190,000	$ 222,000			$ 190,000
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	038-500177	TECHNOLOGY-SOFTWARE	$ 831,582		$ 831,582			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	039-500192	TELECOMMUNICATIONS	$ 18,540		$ 18,540			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	060-500602	BENEFITS	$ 1,165,317		$ 1,165,317			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	066-500545	EMPLOYEE TRAINING	$ 5,500	$ (5,500)	$ -		$ (5,500)	
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	070-500709	IN STATE TRAVEL REIMBURSEME	$ 1,250		$ 1,250			
0010	1420	13700000	FINANCIAL DATA MANAGEMENT	080-500719	OUT OF STATE TRAVEL REIMB	$ 10,000	$ (10,000)	$ -		$ (10,000)	
			TOTAL			$ 6,601,309	$ 170,500	$ 6,771,809			
			REVENUES								
			TOTAL GENERAL FUNDS	010-000010		$ 6,521,059	$ 170,500	$ 6,691,559			
			AGENCY INCOME	009-407017		$ 80,250	$ -	$ 80,250			
			TOTAL REVENUES			$ 6,601,309	$ 170,500	$ 6,771,809			

Co.	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Amount To Transfer	Revised Adj Authorized		Amount to Transfer Out	Amount to Transfer In
0010	1435	29010000	RISK MANAGEMENT UNIT	010-500100	PERSONAL SERVICES PERM CLAS	$ 1,264,632		$ 1,264,632			
0010	1435	29010000	RISK MANAGEMENT UNIT	011-500126	PERSONAL SERVICES UNCLASSIF	$ 106,705		$ 106,705			
0010	1435	29010000	RISK MANAGEMENT UNIT	018-500106	OVERTIME	$ 20,000		$ 20,000			
0010	1435	29010000	RISK MANAGEMENT UNIT	020-500200	CURRENT EXPENSES	$ 17,935		$ 17,935			
0010	1435	29010000	RISK MANAGEMENT UNIT	026-500251	ORGANIZATIONAL DUES	$ 1,221		$ 1,221			
0010	1435	29010000	RISK MANAGEMENT UNIT	030-500301	EQUIPMENT NEW REPLACEMENT	$ 2,500		$ 2,500			
0010	1435	29010000	RISK MANAGEMENT UNIT	038-500177	TECHNOLOGY SOFTWARE	$ 3,072		$ 3,072			
0010	1435	29010000	RISK MANAGEMENT UNIT	039-500191	TELECOMMUNICATIONS	$ 10,760		$ 10,760			
0010	1435	29010000	RISK MANAGEMENT UNIT	050-500109	PERSONAL SERVICE TEMP APPOI	$ 41,900		$ 41,900			
0010	1435	29010000	RISK MANAGEMENT UNIT	060-500602	BENEFITS	$ 732,100		$ 732,100			
0010	1435	29010000	RISK MANAGEMENT UNIT	066-500544	EMPLOYEE TRAINING	$ 3,581		$ 3,581			
0010	1435	29010000	RISK MANAGEMENT UNIT	070-500704	IN STATE TRAVEL REIMBURSEME	$ 643		$ 643			
0010	1435	29010000	RISK MANAGEMENT UNIT	080-500713	OUT OF STATE TRAVEL REIMB	$ 4,118		$ 4,118			
0010	1435	29010000	RISK MANAGEMENT UNIT	103-500735	CONTRACTS FOR OP SERVICES	$ 560		$ 560			
0010	1435	29010000	RISK MANAGEMENT UNIT	210-500756	BONDING INSURANCE	$ 7,450		$ 7,450			
0010	1435	29010000	RISK MANAGEMENT UNIT	211-500757	CATASTROPHIC CASUALTY INS	$ 779,067	$ (59,500)	$ 719,567		$ (59,500)	
			TOTAL			$ 2,996,244	$ (59,500)	$ 2,936,744			
			REVENUES								
			TOTAL GENERAL FUNDS	010-000010		$ 913,794	$ (59,500)	$ 854,294			
			AGENCY INCOME	407017		$ 2,082,450	$ -	$ 2,082,450			
			TOTAL REVENUES			$ 2,996,244	$ (59,500)	$ 2,936,744			
										$ (210,500)	$ 210,500
										VARIANCE	[illegible]