



New Hampshire Department of  
BUSINESS AND  
ECONOMIC AFFAIRS

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October 22, 2021

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and

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

**REQUESTED ACTION**

Pursuant to the provisions of RSA 9:16-a, II, authorize the Department of the Business and Economic Affairs (BEA) to transfer funds in the amount of \$7,600 between classes and create a new expenditure class for class 042 Additional Fringe Benefits to cover post retirement charges in the following accounting units, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2023. **100% Other Funds.**

Funds to be budgeted as follows:

03-022-022-220010 – Office of the Commissioner  
20070000 – Office of the Commissioner as follows:

03-022-022-220010-20070000		Revenue Class Account	FY22 Original Budget	Requested Change	FY22 Adjusted Budget
CLASS	DESCRIPTION				
010-500100	Personal Services Perm Class		\$ 180,922		\$ 180,922
011-500126	Personal Services Unclassified		\$ 134,730		\$ 134,730
020-500200	Current Expenses		\$ 9,221		\$ 9,221
022-500248	Rents-Leases	00C-401350	\$ 37,559	\$ (950)	\$ 36,609
022-500248	Rents-Leases	00S-000010	\$ 278,130		\$ 278,130
026-500251	Organizational Dues		\$ 1		\$ 1
027-582703	Transfers to DOIT		\$ 136,218		\$ 136,218
039-500188	Telecommunications		\$ 1,850		\$ 1,850
040-500800	Indirect Costs		\$ 67,000		\$ 67,000
042-500620	Additional Fringe Benefits	00C-401350	\$ 0	\$ 950	\$ 950
049-584995	Transfers to Other State Ag		\$ 35,879		\$ 35,879
060-500601	Benefits		\$ 142,934		\$ 142,934
061-500536	Unemployment Comp		\$ 275		\$ 275
066-500543	Employee Training		\$ 5,000		\$ 5,000
070-500704	In State Travel Reimb		\$ 4,000		\$ 4,000
080-500710	Out of State Travel Reimb		\$ 1,000		\$ 1,000
211-500530	Catastrophic Casualty Ins		\$ 2,660		\$ 2,660
<b>TOTAL EXPENSES</b>			<b>\$ 1,037,379</b>		<b>\$ 1,037,379</b>
<b>SOURCE OF FUNDS</b>					
00C-401350	Agency Indirect Cost Recovery		\$ 123,423	\$ 0	\$ 123,423
00S-000010	General Funds		\$ 913,956		\$ 913,956
<b>TOTAL REVENUE</b>			<b>\$ 1,037,379</b>	<b>\$ 0</b>	<b>\$ 1,037,379</b>

100 North Main Street, Suite 100  
Concord, New Hampshire 03301

603.271.2341

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03-022-022-220010-20070000		Revenue Class Account	FY23 Original Budget	Requested Change	FY23 Adjusted Budget
CLASS	DESCRIPTION				
010-500100	Personal Services Perm Class		\$ 195,620		\$ 195,620
011-500126	Personal Services Unclassified		\$ 139,911		\$ 139,911
020-500200	Current Expenses		\$ 11,000		\$ 11,000
022-500248	Rents-Leases	00C-401350	\$ 37,899	\$ (950)	\$ 36,949
022-500248	Rents-Leases	00S-000010	\$ 280,669		\$ 280,669
026-500251	Organizational Dues		\$ 1		\$ 1
027-582703	Transfers to DOIT		\$ 118,386		\$ 118,386
039-500188	Telecommunications		\$ 1,850		\$ 1,850
040-500800	Indirect Costs		\$ 67,000		\$ 67,000
042-500620	Additional Fringe Benefits	00C-401350	\$ 0	\$ 950	\$ 950
049-584995	Transfers to Other State Agenc		\$ 35,000		\$ 35,000
060-500601	Benefits		\$ 151,095		\$ 151,095
061-500536	Unemployment Compensation		\$ 275		\$ 275
070-500704	In State Travel Reimbursement		\$ 4,000		\$ 4,000
080-500710	Out of State Travel Reimb		\$ 1,000		\$ 1,000
211-500530	Catastrophic Casualty Ins		\$ 2,920		\$ 2,920
	<b>TOTAL EXPENSES</b>		<b>\$ 1,046,626</b>	<b>\$ 0</b>	<b>\$ 1,046,626</b>
SOURCE OF FUNDS					
00C-401350	Agency Indirect Cost Recovery		\$ 124,515	\$ 0	\$ 124,515
00S-000010	General Funds		\$ 922,111		\$ 922,111
	<b>TOTAL REVENUE</b>		<b>\$ 1,046,626</b>	<b>\$ 0</b>	<b>\$ 1,046,626</b>

03-022-022-220010 – Office of the Commissioner  
21750000 – Safety Rest Areas Highway as follows:

03-022-022-220010-21750000		Revenue Class Account	FY22 Original Budget	Requested Change	FY22 Adjusted Budget
CLASS	DESCRIPTION				
010-500100	Personal Services Perm Class		\$ 584,539		\$ 584,539
018-500106	Overtime		\$ 18,500		\$ 18,500
019-500105	Holiday Pay		\$ 15,500		\$ 15,500
020-500200	Current Expenses		\$ 95,000		\$ 95,000
022-500527	Rents-Leases		\$ 85,207		\$ 85,207
023-500210	Heat, Electricity, Water	004-408189	\$ 4,440	\$ (1,000)	\$ 3,440
023-500210	Heat, Electricity, Water	00S-000010	\$ 140,560		\$ 140,560
027-582703	Transfers to DOIT		\$ 45,707		\$ 45,707
030-500301	Equipment		\$ 8,500		\$ 8,500
039-500180	Telecommunications		\$ 20,000		\$ 20,000
042-500620	Additional Fringe Benefits	004-408189	\$ 0	\$ 1,000	\$ 1,000
047-500240	Own Forces Maint Build Grnds		\$ 1,000		\$ 1,000
048-500226	Contractual Maint Build Grnds		\$ 252,561		\$ 252,561
049-584935	Transfers to Other St Agencies		\$ 6,100		\$ 6,100
050-500109	Personal Services Temp		\$ 217,500		\$ 217,500
060-500601	Benefits		\$ 404,887		\$ 404,887
070-500704	In State Travel Reimbursement		\$ 7,000		\$ 7,000
	<b>TOTAL EXPENSES</b>		<b>\$ 1,907,001</b>	<b>\$ 0</b>	<b>\$ 1,907,001</b>
004-408189	Intra Agency Transfers		\$ 58,391		\$ 58,391
00S-000010	General Funds		\$ 1,848,610		\$ 1,631,110
	<b>TOTAL REVENUE</b>		<b>\$ 1,907,001</b>	<b>\$ 0</b>	<b>\$ 1,907,001</b>

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03-022-022-220010-21750000		Revenue Class Account	FY23 Original Budget	Requested Change	FY23 Adjusted Budget
CLASS	DESCRIPTION				
010-500100	Personal Services Perm Class		\$ 621,473		\$ 621,473
018-500106	Overtime		\$ 18,500		\$ 18,500
019-500105	Holiday Pay		\$ 15,500		\$ 15,500
020-500200	Current Expenses		\$ 95,000		\$ 95,000
022-500527	Rents-Leases		\$ 85,000		\$ 85,000
023-500210	Heat, Electricity, Water	004-408189	\$ 4,614	\$ (1,000)	\$ 3,614
023-500210	Heat, Electricity, Water	00S-000010	\$ 142,886		\$ 142,984
027-582703	Transfers to DOIT		\$ 43,050		\$ 43,050
030-500301	Equipment		\$ 8,500		\$ 8,500
039-500180	Telecommunications		\$ 20,000		\$ 20,000
042-500620	Additional Fringe Benefits	004-408189	\$ 0	\$ 1,000	\$ 1,000
047-500240	Own Forces Maint Build Grnds		\$ 1,000		\$ 1,000
048-500226	Contractual Maint Build Grnds		\$ 250,000		\$ 250,000
049-584935	Transfers to Other St Agencies		\$ 6,100		\$ 6,100
050-500109	Personal Services Temp		\$ 254,400		\$ 254,400
060-500601	Benefits		\$ 429,216		\$ 429,216
070-500704	In State Travel Reimburse		\$ 7,000		\$ 7,000
	<b>TOTAL EXPENSES</b>		<b>\$ 2,002,239</b>	<b>\$ 0</b>	<b>\$ 2,002,239</b>
<b>SOURCE OF FUNDS</b>					
004-408189	Intra Agency Transfers		\$ 62,626		\$ 62,626
00S-000010	General Funds		\$ 1,939,613		\$ 1,939,613
	<b>TOTAL REVENUE</b>		<b>\$ 2,002,239</b>	<b>\$ 0</b>	<b>\$ 2,002,239</b>

03-022-022-220510 – Division of Economic Development  
14480000 – Economic Development Administration as follows:

03-022-022-220510-14480000		Revenue Class Account	FY22 Original Budget	Requested Change	FY22 Adjusted Budget
CLASS	DESCRIPTION				
010-500100	Personal Services Perm Class		\$ 890,997		\$ 890,997
011-500126	Personal Services Unclassified		\$ 108,149		\$ 108,149
020-500200	Current Expenses		\$ 3,500		\$ 1,650
022-500255	Rents-Leases		\$ 7,045		\$ 7,045
026-500251	Organizational Dues		\$ 2,500		\$ 2,500
030-500301	Equipment		\$ 4,559		\$ 4,559
039-500180	Telecommunications		\$ 26,400		\$ 26,400
042-500620	Additional Fringe Benefits	004-408189	\$ 0	\$ 1,850	\$ 1,850
060-500601	Benefits		\$ 500,892		\$ 500,892
069-500567	Promotional Marketing Exp		\$ 27,212		\$ 27,212
070-500704	In State Travel Reimbursement		\$ 5,000		\$ 5,000
102-500731	Contracts for Program Svcs	004-408189	\$ 4,905	\$ (1,850)	\$ 3,055
102-500731	Contracts for Program Svcs	00S-000010	\$ 78,845		\$ 78,845
	<b>TOTAL EXPENSES</b>		<b>\$ 1,660,004</b>	<b>\$ 0</b>	<b>\$ 1,660,004</b>
<b>SOURCE OF FUNDS</b>					
004-408189	Intra Agency Transfers		\$ 97,222	\$ 0	\$ 97,222
00S-000010	General Funds		\$ 1,562,782		\$ 1,562,782
	<b>TOTAL REVENUE</b>		<b>\$ 1,660,004</b>	<b>\$ 0</b>	<b>\$ 1,660,004</b>

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03-022-022-220510-14480000		Revenue Class Account	FY23 Original Budget	Requested Change	FY23 Adjusted Budget
CLASS	DESCRIPTION				
010-500100	Personal Services Perm Class		\$ 934,994		\$ 934,994
011-500126	Personal Services Unclassified		\$ 112,308		\$ 112,308
020-500200	Current Expenses		\$ 3,500		\$ 1,650
022-500255	Rents-Leases		\$ 5,000		\$ 5,000
026-500251	Organizational Dues		\$ 2,500		\$ 2,500
030-500301	Equipment		\$ 500		\$ 500
039-500180	Telecommunications		\$ 26,400		\$ 26,400
042-500620	Additional Fringe Benefits	004-408189	\$ 0	\$ 1,850	\$ 1,850
060-500601	Benefits		\$ 526,631		\$ 526,631
070-500704	In State Travel Reimbursement		\$ 4,000		\$ 4,000
102-500731	Contracts for Program Svcs	004-408189	\$ 4,592	\$ (1,850)	\$ 2,742
102-500731	Contracts for Program Svcs	00S-000010	\$ 75,408		\$ 75,408
	<b>TOTAL EXPENSES</b>		<b>\$ 1,695,833</b>	<b>\$ 0</b>	<b>\$ 1,695,833</b>
SOURCE OF FUNDS					
004-408189	Intra Agency Transfers		\$ 97,340		\$ 97,340
00S-000010	General Funds		\$ 1,598,493		\$ 1,598,493
	<b>TOTAL REVENUE</b>		<b>\$ 1,695,833</b>	<b>\$ 0</b>	<b>\$ 1,695,833</b>

The following appropriation authorities are being requested:

**Class 042 - Post Retirement Benefits are being added per estimates**

**EXPLANATION**

Creation of class 042 Additional Fringe Benefits and the transfer of appropriation into this class, will allow these programs to meet their post retirement obligation and pay the billed amount from the proper expense classes. This request is due to an administrative oversight during the budget process; funding for classes 042 was not included in the FY22/23 budget.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

Does the transfer involve continuing programs or one-time projects? *The transfer involves continuing programs.*

Is this transfer required to maintain the existing program level or will it increase the program level? *This transfer is required to maintain existing program levels.*

Cite any requirements which make this program mandatory. *RSA 124:11 and RSA 21-1:74*

Identify the source of funds on all accounts listed on this transfer. *The source of funds is 49% Federal Funds, 26% Turnpike Funds, 25% Other Funds.*

Will there be any effect on revenue if this transfer is not approved? *There will be no impact to the programs but the agency will not be able to reimburse the General Fund for these costs.*

Are funds expected to lapse if this transfer is not approved? *This transfer will not impact lapsed funds.*

Are personnel services involved? *No*

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In the event that these funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Taylor Caswell', written in a cursive style.

Taylor Caswell  
Commissioner