



Lori A. Shibinette
Commissioner

L. Todd Bickford
Executive Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GLENCLIFF HOME

393 HIGH STREET, PO BOX 76, GLENCLIFF, NH 03238
603-989-3111 Fax: 603-989-3040
TDD Access: 1-800-735-2964
www.dhhs.nh.gov

ARC
13

October 24, 2022

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 and RSA 9:17-a, III, the Department of Health and Human Services is requesting authorization to transfer funds in the amount of \$2,078,000 between various class lines and to create a new expenditure class code, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2023. **63.35% Other Funds (agency funds), 36.65% General Funds.**

The transfers are detailed in the attached worksheet (Appendix A).

EXPLANATION

The Department of Health and Human Services is requesting authorization to transfer funds between various class lines in order to address shortfalls with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2023 to date have been analyzed and taken into consideration when projecting expenditures for the balance of the year. Based upon this review, a number of accounts were found to require additional funds, while other accounts were experiencing less than originally anticipated expenditures. This transfer will provide for the continued efficient operation of the Department.

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:

See the attached Appendix B for justification of the availability of funds and required additional funds.

- B. Does this transfer involve continuing programs or one-time projects?
This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program?
This transfer is required to maintain existing program levels.
- D. Cite any requirements which make this program mandatory.
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.
See Appendix A for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved?
The effect on revenue, including Federal participation, as a result of this transfer is detailed in the attached Appendix A.
- G. Are funds expected to lapse if this transfer is not approved?
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?
No positions are being transferred as a result of this request.

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully Submitted,



Lori A. Shibinette
Commissioner

Attachments:

- Appendix A Detail Accounting Spreadsheets
- Appendix B Narratives

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Fund	Org	AU	Clas	Summ	Rcpt	Class Title	Increase/ Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	Transfer Amount OF	GF	FF	FF	OF	GF	
2					Acct	Acc'l														
3	AWSON ACCOUNTING FORMAT																			
4	COMPANY	AGCY	ACCOUNTING	CLASS	SUMMARY ACCT	ACCOUNT														
5																				
6																				
7																				
8	BLENCLIFF HOME																			
9																				
10	Professional																			
11	010	091	57100000	000			Federal Funds	\$ -												
12	010	091	57100000	009	405921		Other Funds	\$ -												
13	010	091	57100000				General Funds	\$ -	\$ -											
14	Total Revenue								\$ -											
15																				
16	010	091	57100000	010	500100		Personal Services Perm Clas	\$ (921,614)			\$ (203,400)		\$ -	\$ (718,214)	\$ (203,400)		0.00%	77.93%	22.07%	
17	010	091	57100000	017	500147		FT Employee Special Payments	\$ (55,386)			\$ (12,224)		\$ -	\$ (43,162)	\$ (12,224)		0.00%	77.93%	22.07%	
18	010	091	57100000	018	500106		Overtime	\$ 25,000			\$ 5,518		\$ -	\$ 19,483	\$ 5,518		0.00%	77.93%	22.07%	
19	010	091	57100000	020	500200		Current Expenses	\$ 15,000			\$ 3,311		\$ -	\$ 11,690	\$ 3,311		0.00%	77.93%	22.07%	
20	010	091	57100000	030	500300		Equipment New Replacement	\$ (15,000)			\$ (3,311)		\$ -	\$ (11,690)	\$ (3,311)		0.00%	77.93%	22.07%	
21	010	091	57100000	042	500620		Additional Fringe Benefits	\$ 350,000			\$ -		\$ -	\$ 350,000	\$ -		0.00%	100.00%	0.00%	
22	010	091	57100000	050	500107		Personal Services Temp Appointment	\$ 250,000			\$ 55,175		\$ -	\$ 194,825	\$ 55,175		0.00%	77.93%	22.07%	
23	010	091	57100000	060	500602		Benefits	\$ (598,000)			\$ (54,734)		\$ -	\$ (543,266)	\$ (54,734)		0.00%	90.85%	9.15%	
24	010	091	57100000	101	500729		Payments to Medical Providers	\$ 950,000			\$ 209,665		\$ -	\$ 740,335	\$ 209,665		0.00%	77.93%	22.07%	
25	Total Expense								\$ -				\$ -							
26																				

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1 Fund	2 Org	3 AU	4 Cla	5 Summ Acct	6 Rcpt Acct	7 Class Title	8 Increase/Decrease Amount	9 Net Gen'l Fund by Org. Code	10 Net Gen'l Fund By Agency	11 GF Amount	12 S/T	13 FF	14 Transfer Amount OF	15 GF	16 FF	17 SOF OF	18 GF		
27	Custodial																		
28	010	091	57200000	000		Federal Funds	\$ -												
29	010	091	57200000			Other Funds	\$ -												
30	010	091	57200000			General Funds	\$ (167,000)	\$ (167,000)											
31	Total Revenue							\$ (167,000)											
32								\$ (167,000)											
33	010	091	57200000	010	500100	Personal Services Perm Clas	\$ (65,000)			\$ (65,000)		\$ -	\$ -	\$ (65,000)		0.00%	0.00%	100.00%	
34	010	091	57200000	018	500106	Overtime	\$ 67,000			\$ 67,000		\$ -	\$ -	\$ 67,000		0.00%	0.00%	100.00%	
35	010	091	57200000	019	500105	Holiday Pay	\$ 1,000			\$ 1,000		\$ -	\$ -	\$ 1,000		0.00%	0.00%	100.00%	
36	010	091	57200000	020	500200	Current Expenses	\$ 35,000			\$ 35,000		\$ -	\$ -	\$ 35,000		0.00%	0.00%	100.00%	
37	010	091	57200000	024	500227	Maint Other than Bldg-Grnds	\$ (6,000)			\$ (6,000)		\$ -	\$ -	\$ (6,000)		0.00%	0.00%	100.00%	
38	010	091	57200000	030	500300	Equipment New Replacement	\$ (10,000)			\$ (10,000)		\$ -	\$ -	\$ (10,000)		0.00%	0.00%	100.00%	
39		091	57200000	050	500107	Personal Services Temp Appointment	\$ (66,000)			\$ (66,000)		\$ -	\$ -	\$ (66,000)		0.00%	0.00%	100.00%	
40	010	091	57200000	060	500602	Benefits	\$ (123,000)			\$ (123,000)		\$ -	\$ -	\$ (123,000)		0.00%	0.00%	100.00%	
41	Total Expense							\$ (167,000)				\$ (167,000)	\$ -	\$ -	\$ (123,000)		0.00%	0.00%	100.00%
42								\$ (167,000)				\$ (167,000)	\$ -	\$ -	\$ (123,000)		0.00%	0.00%	100.00%
43	Administration																		
44	010	091	57400000	000		Federal Funds	\$ -												
45	010	091	57400000			Other Funds	\$ -												
46	010	091	57400000			General Funds	\$ 19,000	\$ 19,000											
47	Total Revenue							\$ 19,000											
48								\$ 19,000											
49	010	091	57400000	010	500100	Personal Services Perm Clas	\$ (2,000)			\$ (2,000)		\$ -	\$ -	\$ (2,000)		0.00%	0.00%	100.00%	
50	010	091	57400000	012	500128	Salary Unclassified	\$ 1,000			\$ 1,000		\$ -	\$ -	\$ 1,000		0.00%	0.00%	100.00%	
51	010	091	57400000	018	500106	Overtime	\$ 1,000			\$ 1,000		\$ -	\$ -	\$ 1,000		0.00%	0.00%	100.00%	
52	010	091	57400000	020	500200	Current Expenses	\$ 30,000			\$ 30,000		\$ -	\$ -	\$ 30,000		0.00%	0.00%	100.00%	
53	010	091	57400000	039	500188	Telecommunications	\$ (1,000)			\$ (1,000)		\$ -	\$ -	\$ (1,000)		0.00%	0.00%	100.00%	
54	010	091	57400000	070	500704	In State Travel Reimbursement	\$ (10,000)			\$ (10,000)		\$ -	\$ -	\$ (10,000)		0.00%	0.00%	100.00%	
55	Total Expense							\$ 19,000				\$ 19,000	\$ -	\$ -	\$ (10,000)		0.00%	0.00%	100.00%
56								\$ 19,000				\$ 19,000	\$ -	\$ -	\$ (10,000)		0.00%	0.00%	100.00%
57	Maintenance																		
58	010	091	78920000	000		Federal Funds	\$ -												
59	010	091	78920000			Other Funds	\$ -												
60	010	091	78920000			General Funds	\$ 148,000	\$ 148,000											
61	Total Revenue							\$ 148,000											
62								\$ 148,000											
63	010	091	78920000	010	500100	Personal Services Perm Clas	\$ (55,000)			\$ (55,000)		\$ -	\$ -	\$ (55,000)		0.00%	0.00%	100.00%	
64	010	091	78920000	018	500106	Overtime	\$ 18,000			\$ 18,000		\$ -	\$ -	\$ 18,000		0.00%	0.00%	100.00%	
65	010	091	78920000	020	500200	Current Expenses	\$ (75,000)			\$ (75,000)		\$ -	\$ -	\$ (75,000)		0.00%	0.00%	100.00%	
66	010	091	78920000	023	500264	Heat, Electricity Water	\$ 215,000			\$ 215,000		\$ -	\$ -	\$ 215,000		0.00%	0.00%	100.00%	
67	010	091	78920000	024	500227	Maint Other than Bldg-Grnds	\$ 95,000			\$ 95,000		\$ -	\$ -	\$ 95,000		0.00%	0.00%	100.00%	
68	010	091	78920000	030	500300	Equipment New Replacement	\$ (28,000)			\$ (28,000)		\$ -	\$ -	\$ (28,000)		0.00%	0.00%	100.00%	
69	010	091	78920000	047	500240	Own Forces Maint Bldg Grnds	\$ (32,000)			\$ (32,000)		\$ -	\$ -	\$ (32,000)		0.00%	0.00%	100.00%	
70	010	091	78920000	050	500107	Personal Services Temp Appointment	\$ (15,000)			\$ (15,000)		\$ -	\$ -	\$ (15,000)		0.00%	0.00%	100.00%	
71	010	091	78920000	060	500602	Benefits	\$ 25,000			\$ 25,000		\$ -	\$ -	\$ 25,000		0.00%	0.00%	100.00%	
72	Total Expense							\$ 148,000				\$ 148,000	\$ -	\$ -	\$ 25,000		0.00%	0.00%	100.00%
73								\$ 148,000				\$ 148,000	\$ -	\$ -	\$ 25,000		0.00%	0.00%	100.00%
74	TOTAL FOR GLENCLIFF HOME									\$ -		\$ (0)	\$ -	\$ (0)	\$ (0)				
75										\$ -		\$ (0)	\$ -	\$ (0)	\$ (0)				

GLENCLIFF HOME

05-095-091-910010-57100000

Glenclyff Home, Professional Care

Funding in this organization represents costs associated with Professional Care Services delivered to clients. Funds are available in Class 010 (Personal Services Perm Class), Class 017 (Employee Special Payments), and Class 060 (Benefits) due to vacancies funds are available in Class 030 (Equipment). Funds are needed in Class 018 (Overtime), Class 050 (Personal Services Temp Appointment) to cover vacant nursing positions and staffing shortages and Class 101 (Payments to Medical Providers) due to an increased need for the use of contract-nursing staff due to vacancies. Funds are needed in Class 020 (Current Expenses) and Class 042 (Additional Fringe Benefits) due to increases in expenditure due to Covid-19.

Source of Funds: 21.80% General Funds, 78.20% Other Funds.

05-095-091-910010-57200000

Glenclyff Home, Custodial

Funding in this organization represents costs associated with Dietary, Housekeeping, and Laundry Services. Funds are available in Class 010 (Personal Services Perm Class), Class 050 (Personal Services Temp Appointment) and Class 060 (Benefits) due to vacancies and Class 024 (Maint other than building & grounds) and Class 030 (Equipment) as projected expenditures are less than budgeted. Funds are needed in Class 018 (Overtime) due to vacancies and Class 019 (Holiday Pay) due to projected expenditures being greater than budgeted. Funds are needed in Class 020 (Current Expenses) due to increase in expenditures due to Covid-19.

Source of Funds: 100% General Funds

05-095-091-910010-57400000

Glenclyff Home, Administration

Funding in this Accounting Unit represent costs associated with Administrative Services. Funds are needed in Class 012 (Personal Services Unclassified), Class 018 (Overtime), and Class 020 (Current Expenses) due to projected expenses being greater than budgeted. Funds are available in Class 010 (Personal Services Perm Class), Class 039 (Telecommunications), and Class 070 (In State Travel) due to projected expenditures being less than budgeted.

Source of Funds: 100% General Funds

05-095-091-910010-78920000

Glenclyff Home, Maintenance

Funding in this organization represents costs associated with Maintenance. Funds are available in Class 010 (Personal Services Perm Class) and class 050 (Personal Services Temp Appointment) due to vacancies and Class 020 (Current Expenses), Class 030 (Equipment), Class 047 (Own Forces Maint building and grounds) due to projected expenditures being less than budgeted. Funds are needed in Class 018 (Overtime), and Class 060 (Benefits) due to vacancies. Funds are needed in Class 023 (Heat, Electricity, and Water) and Class 024 (Maint Other than buildings and grounds) due to the rising fuel costs and necessary repairs and preventative maintenance on aging equipment.

Source of Funds: 100% General Funds.