



Lori A. Weaver
Interim Commissioner

Patricia M. Tilley
Director

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

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June 1, 2023

The Honorable Ken Weyler, 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, authorize the Department of Health and Human Services, Division of Public Health Services to transfer funds in the amount of \$320,300 between accounting units effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2023, and further authorize the funds to be allocated as shown below. 100% General Funds.

**05-95-90-903010-79660000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, PUBLIC HEALTH LABORATORIES
SFY 23**

Class-Account	Description	Current Adjusted Authorized	Requested Action	Revised Adjusted Authorized
000-404852-16	Federal Funds	\$258,575	\$0	\$258,575
001-405833-xx	Transfers from Other Agency	\$652	\$0	\$652
003-402479-xx	Revolving Funds – Water Lab	\$1,824	\$0	\$1,824
009-405921-12	Agency Income	\$278,056	\$0	\$278,056
	General Funds	\$4,132,880	(\$320,300)	\$3,812,580
	Total Revenue	\$4,671,987	(\$320,300)	\$4,351,687
010-500100	Personal Services	\$2,217,932	(\$130,150)	\$2,087,782
018-500106	Overtime	\$17,932	\$0	\$17,932
019-500105	Holiday Pay	\$500	\$0	\$500
020-500200	Current Expenses	\$305,885	\$0	\$305,885
022-500255	Rents-Leases Other Than State	\$4,000	\$0	\$4,000

024-500225	Maint Other Than Build-Grn	\$47,280	\$0	\$47,280
026-500251	Organizational Dues	\$9,020	\$0	\$9,020
030-500311	Equipment	\$149,845	(\$40,000)	\$109,845
037-500174	Technology-Hardware	\$5,539	\$0	\$5,539
038-500177	Technology-Software	\$16,788	\$0	\$16,788
039-500188	Telecommunications	\$1,600	\$0	\$1,600
041-500801	Audit Fund Set Aside	\$443	\$0	\$443
042-500620	Additional Fringe Benefits	\$9,180	\$0	\$9,180
050-500109	Personal Service Temp	\$60,516	\$0	\$60,516
057-500531	Books, Periodicals, Subscript	\$300	\$0	\$300
059-500117	Temp Full Time	\$120,830	\$0	\$120,830
060-500601	Benefits	\$1,226,492	(\$150,150)	\$1,076,342
066-500543	Employee Training	\$1,500	\$0	\$1,500
070-500704	In State Travel Reimb	\$1,700	\$0	\$1,700
080-500714	Out of State Travel Reimb	\$6,851	\$0	\$6,851
102-500731	Contracts for Program Services	\$69,354	\$0	\$69,354
548-500396	Reagents	\$398,499	\$0	\$398,499
Total Expenses		\$4,671,987	(\$320,300)	\$4,351,687

05-95-90-901510-53900000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PREVENTION SERVICES, FOOD PROTECTION SFY 23

Class-Account	Description	Current Adjusted Authorized	Requested Action	Revised Adjusted Authorized
000-404852-16	Federal Funds	\$15,431	\$0	\$15,431
007-407695-12	Agency Income	\$490,299	\$0	\$490,299
009-403609-12	Agency Income	\$273,998	\$0	\$273,998
	General Funds	\$1,319,178	\$320,300	\$1,639,478
Total Revenue		\$2,098,906	\$320,300	\$2,419,206
010-500100	Personal Services	\$921,191	\$155,150	\$1,076,341
018-500106	Overtime	\$21,028	\$0	\$21,028
020-500200	Current Expenses	\$13,476	\$0	\$13,476
026-500251	Organizational Dues	\$1,100	\$0	\$1,100
030-500311	Equipment	\$56,241	\$0	\$56,241
037-500174	Technology-Hardware	\$1,200	\$0	\$1,200

039-500188	Telecommunications	\$11,100	\$0	\$11,100
042-500620	Additional Fringe Benefits	\$10,300	\$0	\$10,300
050-500109	Personal Service Temp Appoin	\$87,303	\$0	\$87,303
059-500117	Temp Full time	\$120,555	\$0	\$120,555
060-500601	Benefits	\$713,798	\$165,150	\$878,948
070-500704	In State Travel	\$45,000	\$0	\$45,000
080-500714	Out of State Travel	\$20,000	\$0	\$20,000
102-500731	Contracts for Program Services	\$76,613	\$0	\$76,613
Total Expenses		\$2,098,906	\$320,300	\$2,419,206

EXPLANATION

This request is being made to reallocate general funds available in the Public Health Laboratories accounting unit to the Food Protection accounting unit. Funds are available in Class 010 (Personal Services Perm) and Class 060 (Benefits) in the Public Health Laboratory accounting unit due to vacancies earlier in the fiscal year and in Class 030 (Equipment) as the appropriated budget is more than what is needed for the remainder of this fiscal year.

The estimated Other Revenues in Food Protection were budgeted higher than actual earned revenue for this Fiscal Year and will not be collected in full. The Department will reallocate available general funds to the Food Protection program and then write down the other revenue through the normal process with the Department of Administrative Services to close out the excess estimated revenue.

The following appropriation adjustments are being requested:

- Class 010 The General funds will replace the Other funds currently budgeted here.
- Class 030 The General funds will not be used in this class account this fiscal year.
- Class 060 The General funds will replace the Other funds currently budgeted here.

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

1. Does the transfer involve continuing programs or one-time projects?
 This transfer is related to a continuing program. This is a budgeted continuing program.
2. Is this transfer required to maintain existing program level or will it increase the program level?
 Yes, this transfer is required to maintain existing program level.
3. Cite any requirements, which make this program mandatory.
 RSA 143: Sanitary Production and Distribution of Food and RSA 184: Inspection and Sale of Dairy Products.
4. Identify the source of the funds on all accounts listed on this transfer.
 100% General funds

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5. Will there be any effect on revenue if this transfer is approved or disapproved?

Other Revenue will not be realized at the budgeted level; therefore, this transfer will be used to cover program costs.

6. Are funds expected to lapse if this transfer is not approved?

Yes.

7. Are personnel services involved?

No contracted personnel services are involved.

Area served: Statewide

Source of Funds: 100% General funds

Respectfully submitted,



Lori A. Weaver
Interim Commissioner