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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

August 24, 2023

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

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

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a,II, authorize the Department of Administrative Services to transfer funds in the amount of $50,000 between classes and create new expenditure class 020 Current Expenses in the following accounting unit, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2024. Source of Funds: **100% Transfer from Other Agencies.**

Funds to be budgeted as follows:
01-014-014-141510-16300000 **Health & Human Svcs Facilities (Gallen Campus)**

Class	Account	Description	FY24 Current Modified	Requested Amount	FY24Adjusted Budget
001	69-482889	TRANSFERS FROM OTHER AGENCY	2,587,856	50,000	2,637,856
		TOTAL REVENUE	2,587,856	50,000	2,637,856

Class	Account	Class Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
020	500200	CURRENT EXPENSES	0	50,000	50,000
023	500291	HEAT ELECTRICITY WATER	1,023,863		1,023,863
029	500225	INTRA-AGENCY TRANSFERS	800,445		800,445
039	500188	TELECOMMUNICATIONS	3,808		3,808
047	500263	OWN FORCES MAINT BUILD-GRN	18,540		18,540
048	500266	CONTRACTUAL MAINT BUILD-GRN	389,702		389,702
050	500109	PERSONAL SERVICE TEMP APPOI	301,847		301,847
060	500602	BENEFITS	23,725		23,725
103	500735	CONTRACTS FOR OP SERVICES	25,926		25,926
		TOTAL EXPENSE	**2,587,856**	**50,000**	**2,637,856**

01-014-014-141510-20300000 **Health – Human Svcs Bldg (Hazen Drive)**

Class	Account	Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
001	69-482889	TRANSFERS FROM OTHER AGENCY	6,197,685	(50,000)	6,147,685
		TOTAL REVENUE	6,197,685	(50,000)	6,147,685

Class	Account	Class Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
020	500200	CURRENT EXPENSES	184,653	(50,000)	134,653
023	500291	HEAT ELECTRICITY WATER	2,698,792		2,698,792
029	500290	INTRA-AGENCY TRANSFERS	1,196,383		1,196,383
039	500188	TELECOMMUNICATIONS	3,094		3,094
047	500263	OWN FORCES MAINT BUILD-GRN	19,122		19,122
048	500266	CONTRACTUAL MAINT BUILD-GRN	984,086		984,086
103	500735	CONTRACTS FOR OP SERVICES	132,669		132,669
200	509200	BUILDING USE ALLOWANCE	978,886		978,886
		TOTAL EXPENSE	6,197,685	(50,000)	6,147,685

EXPLANATION

The Department of Administrative Services is requesting authorization to create a class 020 Current Expenses line in HHS-Gallen Campus Account and transfer funds from HHS-Hazen Drive Account to fund this class line in order to address shortfalls in the current appropriated budget. This request is due to an administrative oversight during the budget process; funding for class 020 was not included in the FY24 budget.

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? While specific projects may differ each fiscal year, there is continued on-going maintenance needed at HHS buildings.

2) Is this transfer required to maintain existing program level or will it increase the program level? The transfer will maintain the existing program level.

3) Cite any requirements which make this program mandatory. In accordance with RSA 21-I:12,II, the Department of Administrative Services (DAS), Division of Plant and Property Management is responsible to "provide for the general maintenance of state-owned buildings and grounds, except as otherwise provided by law."

4) Identify the source of the funds on all accounts listed on this transfer. 100% Transfer from Other Agencies.

5) Will there be any effect on revenue if this transfer is approved or disapproved? No effect.

6) Are funds expected to lapse if this transfer is not approved? Unexpended funds in this account will lapse at the end of the fiscal year.

7) Are personnel services involved? No.

I respectfully recommend approval of this item.

Respectfully submitted,

Charles M. Arlinghaus,
Commissioner
Department of Administrative Services