New Hampshire
Department of Agriculture,
Markets & Food

Shawn N. Jasper, Commissioner

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March 14, 2024

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, I, authorize the Department of Agriculture, Markets and Food, State Conservation Committee (NHDAMF) to transfer funds in and among classes within an accounting unit in the amount of $6,045, to cover the salary of one full time employee, effective upon Fiscal Committee and Governor and Council approvals through June 30, 2024. **100% Other Funds – Soil Conservation**

Funds are to be transferred in the following account: 02-18-18-184510-28600000 Soil Conservation

Class	Description	FY24 Current Budget	Requested Action	FY24 Requested Revised Budget
008-405368-12	Agency Income	$1,537,106	$0	$1,537,106
	Total Revenue	**$1,537,106**	**$0**	**$1,537,106**
010-500100	Personal Services Perm Clas	$62,602	$5,900	$68,502
020-500200	Current Expenses	$298	$0	$298
037-500173	Technology-Hardware	$4,770	$0	$4,770
038-500175	Technology-Software	$1,300	$0	$1,300
039-500188	Telecommunications	$1,848	$145	$1,993
040-500800	Indirect Cost	$49,504	$0	$49,504
042-500620	Additional Fringe Benefits	$4,738	$0	$4,738
050-500109	Personal Service Temp Approi	$5	$0	$5
060-500601	Benefits	$34,915	$0	$34,915
065-500541	Board Expenses	$1,980	($145)	$1,835
070-500705	In State Travel Reimbursement	$4,150	$0	$4,150
073-500580	Grants Non-Federal	$1,190,070	$0	$1,190,070
080-500710	Out of State Travel Reimb	$6,000	($4,400)	$1,600

102-500731	Contracts for Program Services	$134,217	$0	$134,217
103-502664	Contracts for Operational Services	$40,709	($1,500)	$39,209
	Total Expenses	**$1,537,106**	**$0**	**$1,537,106**

EXPLANATION

The Department of Agriculture, Markets and Food is seeking approval of this transfer because the Fiscal Year 2024 cumulative transfer amount will exceed the threshold of $100,000 for transferred appropriations set out in RSA 9:16-a, I. The New Hampshire Department of Agriculture, Markets & Food, State Conservation Committee (NHDAMF), receives other funds for the Soil Conservation program through the Conservation License Plate program, RSA 261:97-c III (a). Grants are awarded through a competitive process to groups including municipalities, County Conservation Districts, County Cooperative Extension natural resource programs, municipal conservation agencies, schools, scout groups, and other nonprofit entities engaged in natural resource conservation programs for conservation activities. This position ensures long range strategic planning and provides program guidance to the conservation districts to ensure successful implementation of conservation projects and program services.

The following appropriation adjustments are being requested:

Class 010 Personal Services Perm Class to be increased to cover the shortfall projected for the salary of one full time employee

Class 039 Telecommunications to be increased to cover cellular telephone

Class 065 Board Expenses to be reduced by moving money into Class 039

Class 080 Out of State Travel to be reduced by moving money into Class 010

Class 103 Contracts for Operational Service be reduced by moving money into Class 010

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

Justification:

1) **Does transfer involve continuing programs or one-time projects?**

   Continuing programs

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.**

   RSA 261:97-c, III (a) and (b)

4) **Identify the source of the funds on all accounts listed on this transfer.**

   100% Other Funds, Soil Conservation program through the Conservation License Plate program, RSA 261:97-c III (a).

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

No

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

No

7) **Are personnel services involved?** Yes

a. Number of positions budgeted in each account – 1
b. Number of positions filled in each account – 1
c. Reason for vacant positions – NA
d. Have any positions been transferred previously in these accounts? – No
e. Will any positions be transferred as a result of this request? - No

Sincerely

Shawn N. Jasper
Commissioner