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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

April 30, 2024

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, I, authorize the Department of Administrative Services to transfer funds in the amount of \$14,700 to cover anticipated shortfalls for payroll expenses and contractual maintenance services for the remainder of FY24, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2024, and further authorize the funds to be allocated as shown below. Source of Funds: **100% Transfer from Other Agencies.**

01-014-014-141510-16320000 Main Building

Class	Account	Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
001	482823-69	TRANSFERS FROM OTHER AGENCY	2,103,942	(12,500)	2,091,442
		TOTAL REVENUE	2,103,942	(12,500)	2,091,442

Class	Account	Class Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
020	500200	CURRENT EXPENSES	44,983		44,983
023	500291	HEAT ELECTRICITY WATER	792,304		792,304
029	500290	INTRA-AGENCY TRANSFERS	915,620		915,620
039	500188	TELECOMMUNICATIONS	3,518		3,518
047	500263	OWN FORCES MAINT BUILO-GRN	9,270		9,270
048	500266	CONTRACTUAL MAINT BUILO-GRN	169,851		169,851
050	500109	PERSONAL SERVICE TEMP APPOI	153,266	(14,700)	138,566
060	500602	BENEFITS	12,041		12,041
103	500735	CONTRACTS FOR OP SERVICES	3,089	2,200	5,289
		TOTAL EXPENSE	2,103,942		2,091,442

01-014-014-1415-16310000 Dolloff

Class	Account	Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
001	482899-69	TRANSFERS FROM OTHER AGENCY	463,128	12,500	475,628
		TOTAL REVENUE	463,128	12,500	475,628

Class	Account	Class Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
020	500200	CURRENT EXPENSES	18,325		18,325
023	500291	HEAT ELECTRICITY WATER	78,365		78,365
029	500290	INTRA-AGENCY TRANSFERS	241,530		241,530
039	500188	TELECOMMUNICATIONS	251		251
047	500263	OWN FORCES MAINT BUILO-GRN	3,090		3,090
048	500226	CONTRACTUAL MAINT BUILO-GRN	64,950		64,950
050	500109	PERSONAL SERVICE TEMP APPOI	52,495	12,500	64,995
060	500602	BENEFITS	4,122		4,122
		TOTAL EXPENSE	463,128	12,500	475,628

EXPLANATION

The Department of Administrative Services is requesting authorization to transfer funds from class 050 in AU1632000 to class 103 within the same accounting unit and from AU1632000 to AU16310000 class 050 to address budgetary shortfalls within our payroll and contractual expenses class lines. The transfer of funds is a result of Department of Correction's relocation from the State Office Park campus on Pleasant Street to 64 South Street which necessitated a transfer of \$150,000 earlier within the fiscal year. Additional funds are now needed to cover expenses for the remainder of FY24 in AU1632000 and AU16310000. The following appropriation adjustments are being requested:

Class 050 - 500109 Personal Service Temp Appoi - additional appropriations are needed to cover payroll costs throughout the remainder of FY24.

Class 103 – 500735 Contracts for Op Services – Contract costs are higher than initially projected which has resulted in a shortfall in our budget for contractual expenses.

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

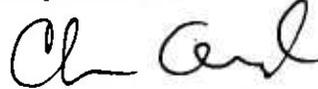
- 1) Does the transfer involve continuing programs or one-time projects? While specific projects may differ each fiscal year, there is continued on-going maintenance needed at State-owned buildings.
- 2) Is this transfer required to maintain existing program level or will it increase the program level? The transfer will maintain the existing program level.
- 3) Cite any requirements which make this program mandatory. In accordance with RSA 21-1: 12, 11, B, 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 Class 050 and 103 will lapse at the end of the fiscal year.
- 7) Are personnel services involved? Yes as funding is necessary to support part-time positions through the remainder of the fiscal year.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus,
Commissioner
Department of Administrative Services