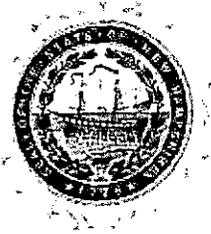


174 *mae*



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

August 21, 2024

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court

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 \$3,500 between classes and create new expenditure Class 103-Contracts for Op Services effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2025. Source of Funds: **100% Transfer from Other Agencies.**

Appropriations are to be transferred as follows:  
01-014-014-141510-16310000, **Dolloff Building**

Class	Account	Class Description	FY25 Current Modified	Requested Amount	FY25 Adjusted Budget
001	482899-69	TRANSFERS FROM OTHER AGENCY	\$513,150		\$513,150
		<b>TOTAL REVENUE</b>	\$513,150		\$513,150

Class	Account	Class Description	FY25 Current Modified	Requested Amount	FY25 Adjusted Budget
020	500200	CURRENT EXPENSES	\$22,910		\$22,910
023	500291	HEAT ELECTRICITY WATER	83,979		83,979
029	500290	INTRA-AGENCY TRANSFERS	248,655		248,655
039	500188	TELECOMMUNICATIONS	251		251
047	500240	OWN FORCES MAINT BUILD-GRN	5,821		5,821
048	500226	CONTRACTUAL MAINT BUILD-GRN	94,448		94,448
050	500109	PERSONAL SERVICE TEMP APPOI	52,932	(3,500)	49,432
060	500602	BENEFITS	4,154		4,154
103	500735	CONTRACTS FOR OP SERVICES	0	3,500	3,500
		<b>TOTAL EXPENSE</b>	\$513,150	-	\$513,150

**EXPLANATION**

The Department of Administrative Services is requesting authorization to create a Class 103-Contracts for Op Services expense line in Dolloff accounting unit number 16310000 and to transfer funds from Class 050-Personal Service – Temp Appointed 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 preparation process in which the creation of a Class 103 was inadvertently omitted from the FY24 and FY25 budgets. The appropriation in Class 103 will be used for contracted trash removal and sand sweeping and removal.

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 the Dolloff building located on the State Office Park (SOP) campus.
- 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 is otherwise provided by law.” HB1 Operating Budget for FY24-25 provided funding for the maintenance of the Central Facilities Bureau (CFB) under which this accounting unit falls.
- 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? No.
- 7) Are personnel services involved? No.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus, Commissioner  
Department of Administrative Services