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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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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

1. Pursuant to RSA 9:16-a, II, authorize the Department of Administrative Services to transfer funds in the amount of $210,303 between accounting units and create new expenditure class codes necessitated by the State of New Hampshire's acquisition of a building located at 25 Hall Street, effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025. **100% Inter Agency Transfers.**

2. Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services to accept funds in the amount of $269,721 from the Department of Education to operate and maintain the building located as 25 Hall Street, effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025. **100% Inter Agency Transfers.**

Funds are budgeted as follows:

01-014-014-141510-20950000, **Londergan Hall**

Class	Account	Class Description	FY25 Current Modified	Requested Action #1	FY25 Adjusted Budget
001	482856-69	TRANSFERS FROM OTHER AGENCY	$210,303	($210,303)	$0
004	408189-68	INTRA AGENCY TRANSFERS	561,737		561,737
		TOTAL REVENUE	**$772,040**	**($210,303)**	**$561,737**
010	500100	PERSONAL SERVICES PERM CLAS	$34,943		$34,943
020	500200	CURRENT EXPENSES	15,888		15,888
023	500291	HEAT ELECTRICITY WATER	432,308	(210,303)	222,005
029	500290	INTRA-AGENCY TRANSFERS	65,089		65,089
039	500188	TELECOMMUNICATIONS	503		503
047	500240	OWN FORCES MAINT BUILD-GRN	4,794		4,794

048	500226	CONTRACTUAL MAINT BUILD-GRN	76,322		76,322
050	500109	PERSONAL SERVICE TEMP APPOI	42,362		42,362
060	500602	BENEFITS	59,457		59,457
103	500735	CONTRACTS FOR OP SERVICES	16,573		16,573
200	509200	BUILDING USE ALLOWANCE	23,801		23,801
		TOTAL EXPENSE	**$772,040**	**($210,303)**	**$561,737**

01-014-014-141510-23080000, **Hall Street**

Class	Account	Class Description	FY25 Current Modified	Requested Action #1	Requested Action #2	FY25 Adjusted Budget
001	482856-69	TRANSFERS FROM OTHER AGENCY	$197,776	$210,303	$269,721	$677,800
		TOTAL REVENUE	**$197,776**	**$210,303**	**$269,721**	**$677,800**
010	500100	PERSONAL SERVICES PERM CLAS	$36,951		$34,942	$71,893
020	500200	CURRENT EXPENSES	-		11,887	11,887
023	500291	HEAT ELECTRICITY WATER	-	146,506		146,506
029	500290	INTRA-AGENCY TRANSFERS	-		65,088	65,088
039	500188	TELECOMMUNICATIONS	-		2,300	2,300
047	500240	OWN FORCES MAINT BUILD-GRN	-		2,396	2,396
048	500226	CONTRACTUAL MAINT BUILD-GRN	130,489	63,797	36,223	230,509
050	500109	PERSONAL SERVICE TEMP APPOI	-		1	1
060	500602	BENEFITS	30,336		59,456	89,792
103	500735	CONTRACTS FOR OP SERVICES	-		11,573	11,573
200	509200	BUILDING USE ALLOWANCE	-		45,855	45,855
		TOTAL EXPENSE	**$197,776**	**$210,303**	**269,721**	**$677,800**

EXPLANATION

The Department is requesting a transfer to realign the budget for the Londergan Hall building account, which is currently a vacant building, to the newly acquired Hall Street building. At the time the budget was prepared, it was unknown the exact date that 25 Hall Street would be acquired and how much the operational costs related to owning the building would be. The approval to purchase 25 Hall Street was approved by the Governor and Executive Council on June 12, 2024, Item #109. The State purchased the property and is finalizing the true-up of operational costs related to the transition from leasing to owning. As such, the transfer is necessary to realign the budget to the appropriate building account and to accommodate anticipated spending through the remainder of the fiscal year. Further, the Department needs to accept funds budgeted by the Department of Education in Class 028 – Transfers to General Services to fully fund the budget for 25 Hall Street with revenue from inter-agency transfers from the Department of Education.

Funds from the transfer and the acceptance of funds will be appropriated as follows:

Class 010 - 500100 Personal Services Perm Class – to fund existing positions assigned to 25 Hall Street.

Class 020 - 500200 Current Expenses – to fund necessary operating expenses.

Class 023 - 500291 Heat Electricity Water – to fund utility costs.

Class 029 - 500290 Intra-Agency Transfers – to fund the Central Facilities Expense (CFE) accounting unit. The CFE was created in the FY24-25 budget to budget for shared administrative and maintenance costs that are then allocated internally to the buildings managed by the Department.

Class 039 - 500188 Telecommunications – to fund needed telecommunication costs.

Class 47 - 500240 Own Forces Maint Build-Grn – to fund staff to perform recurring maintenance work on the building and grounds as necessary.

Class 48 - 500226 Contract Maintenance – to fund maintenance costs for new contracts and maintenance projects.

Class 50 - 500109 Personal Service Temp – to fund existing janitorial staff assigned to the building.

Class 60 - 500602 Benefits –to fund the benefits of staff assigned to this building.

Class 103 - 500735 Contracts for Op Services – to fund existing service contract.

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 increase 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? The revenue budgeted will not be available which results in the need to transfer general funds and agency income to offset the shortfall.

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 Service