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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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April 24, 2025

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

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, authorize the Department of Administrative Services to transfer funds within the Bureau of Court Facilities account in the amount of \$42,500 for anticipated budget shortages for Fiscal Year 2025 effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. **Funding Source: 96% Transfers from Other Agencies, 4% Agency Income.**

01-014-014-141510-20450000 Bureau of Court Facilities

Class	Account	Class Description	FY25 Current Modified	Requested Amount	FY25 Adjusted Budget
001	482899-69	TRANSFERS FROM OTHER AGENCY	(10,797,425)		(10,797,425)
009	406918-22	AGENCY INCOME	(394,704)		(394,704)
		Total Revenue	(11,192,129)		(11,192,129)
010	500100	PERSONAL SERVICES PERM CLAS	1,344,431		1,344,431
011	500126	PERSONAL SERVICES UNCLASSIF	118,900		118,900
018	500106	OVERTIME	103,723	5,000	108,723
020	500200	CURRENT EXPENSES	199,495	(7,500)	191,995
022	500248	RENTS-LEASES OTHER THAN STA	3,514,709		3,514,709
023	500291	HEAT ELECTRICITY WATER	2,230,426		2,230,426
030	500300	EQUIPMENT NEW REPLACEMENT	19,100		19,100
039	500188	TELECOMMUNICATIONS	73,812		73,812
047	500240	OWN FORCES MAINT BUILD-GRN	12,428		12,428
048	500226	CONTRACTUAL MAINT BUILD-GRN	1,806,953	35,000	1,841,953
050	500109	PERSONAL SERVICE TEMP APPOI	536,982	(35,000)	501,982
060	500602	BENEFITS	882,615	2,500	885,115

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066	500543	EMPLOYEE TRAINING	500		500
070	500706	IN STATE TRAVEL REIMBURSEME	18,500		18,500
080	500710	OUT OF STATE TRAVEL REIMB	500		500
103	500735	CONTRACTS FOR OP SERVICES	321,200		321,200
211	500757	CATASTROPHIC CASUALTY INS	7,854		7,854
		Total Expense	\$11,192,129	\$0	\$11,192,129

EXPLANATION

The Department of Administrative Services (DAS) requests authorization to transfer funds within the Bureau of Court Facilities to address anticipated budget shortages and to continue funding courthouse maintenance projects in FY2025. This action will exceed the cumulative threshold amount for transfers of \$100,000 for FY2025 in this account, thereby requiring Fiscal Committee and Governor and Council approval.

Class 018 – Overtime - \$5,000 is needed due to staff overtime required for second shift capital and ARPA projects, compounded by vacancies increasing the workload for current staff.

Class 020 – Current Expenses - \$7,500 is available due to lower than budgeted usage.

Class 048 – Contract Maintenance - \$35,000 is needed to continue funding projects this fiscal year. These projects include replacing flooring in the Manchester Circuit Court kitchen lounge and new flooring in the Portsmouth Circuit Court lower level, which is original to the building and approximately 40 years old.

Class 050 – Part Time Salaries - \$35,000 is available due to part time position vacancies.

Class 060 – Benefits - \$2,500 is needed due to the estimated increase in overtime.

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 courthouses.
- 2) *Is this transfer required to maintain existing program level or will it increase the program level?* This transfer involves continuing programs.
- 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."

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- 4) *Identify the source of the funds on all accounts listed on this transfer.* The source of funds is 96% Transfers from Other Agencies and 4% Agency Income.
- 5) *Will there be any effect on revenue if this transfer is approved or disapproved?* There will be no effect on revenue.
- 6) *Are funds expected to lapse if this transfer is not approved?* Yes, the funds will lapse if the transfer is not approved.
- 7) *Are personnel services involved?* This transfer does not result in any new positions.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus, Commissioner
Department of Administrative Services