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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 29, 2025

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Her Excellency, Governor Kelly A. Ayotte
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, Division of Personnel to transfer funds in the amount of \$105,500 to cover anticipated shortfalls in salary and benefits, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2025, and further authorize the funds to be allocated as shown below.

Funding Source: 100% General Funds

01-014-014-141010-10440000 Personnel Admin Support

Class	Account	Class Description	FY 25 Current Modified	Requested Action	FY25 Adjusted Budget
001	484977	TRANSFERS FROM OTHER AGENCY	70,342		70,342
009	407017	AGENCY INCOME	60,846		60,846
		GENERAL FUND	3,746,641		3,746,641
TOTAL REVENUE			3,877,829	-	3,877,829

7

Class	Account	Class Description	FY 25 Current Modified	Requested Action	FY25 Adjusted Budget
010	500100	PERSONAL SERVICES PERM-CLAS	1,417,189	33,000	1,450,189
011	500126	PERSONAL SERVICES UNCLASS	396,671		396,671
018	500106	OVERTIME	7,841		7,841
020	500200	CURRENT EXPENSES	22,478		22,478
022	500248	RENTS-LEASES OTHER THAN STA	128,800		128,800
026	500251	ORGANIZATIONAL DUES	3,000		3,000
027	582703	TRANSFERS TO DOIT	492,196		492,196
030	500311	EQUIPMENT NEW REPLACEMENT	6,494		6,494
037	500165	TECHNOLOGY-HARDWARE	7,000		7,000
038	500175	TECHNOLOGY-SOFTWARE	12,850		12,850
039	500190	TELECOMMUNICATIONS	16,000		16,000
048	500226	CONTRACTUAL MAINT BUILD-GRN	11,400		11,400
050	500109	PERSONAL SERVICE TEMP	91,472		91,472
057	500534	BOOKS PERIODICALS SUBSCRIPT	3,017		3,017
059	500117	TEMP FULL TIME	71,546		71,546
060	500602	BENEFITS	1,059,875	72,500	1,132,375
066	500543	EMPLOYEE TRAINING	9,000		9,000
070	500704	IN STATE TRAVEL REIMBURSEMENT	3,000		3,000
080	500710	OUT OF STATE TRAVEL REIMB	4,000		4,000
103	500741	CONTRACTS FOR OP SERVICES	114,000	(105,500)	8,500
TOTAL EXPENSES			3,877,829	-	3,877,829

EXPLANATION

The Department of Administrative Services is requesting authorization to transfer funds between various class lines in order to address anticipated shortfalls. Funds are available from expected savings within the Department.

The following appropriation adjustments are being requested:

Class 10 Pers. Services – Anticipated shortfalls are the result of employee turnover and corresponding changes in pay based on the current employees in the positions versus employees at the time the budget was passed.

Class 60 - 500602 Benefits - Anticipated shortfalls are the result of employee turnover and corresponding changes in benefits based on the current employees in the positions versus employees at the time the budget was passed.

Class 103 – 500741 Contracts for Op Services – savings are the result of not needing contractual services as originally anticipated in the budget.

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? Transfer is needed to cover salary and benefits for existing personnel.
- 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. HB1 Operating Budget for FY24-25, provided funding and authorization for positions. No new positions were created outside of the budget.
- 4) Identify the source of the funds on all accounts listed on this transfer. 100% General Funds
- 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 this account would lapse at the end of the fiscal year.
- 7) Are personnel services involved? Yes
 - a) Number of positions budgeted in each account? 25
 - b) Number of positions filled? 23
 - c) Reason for vacant positions? Positions held vacant to cover budget shortfalls.
 - d) Have any positions been transferred previously in these account? No
 - e) Will any positions be transferred as a result of this request? No

I respectfully recommend approval of this item.

Respectfully submitted,



For Charles M. Arlinghaus,
Commissioner
Department of Administrative Services