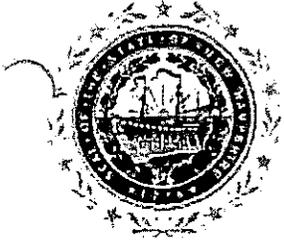


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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 28, 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, II, authorize the Department of Administrative Services to transfer funds in the amount of \$6,700 between classes and create new expenditure Class 18 Overtime, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2025 and further authorized funds to be allocated as shown below. Source of Funds: **78% Agency Income, 22% General Funds.**

Appropriations are to be transferred as follows:
01-014-014-141710-21970000 **Graphic Services**

Class	Account	Class Description	FY25 Current Modified	Requested Action	FY25 Adjusted Budget
007	405907-68	AGENCY INCOME	1,014,818		1,014,818
009	402186-28	AGENCY INCOME	674,206		674,206
		GENERAL FUNDS	484,210		484,210
		TOTAL REVENUE	2,173,233		2,173,233

010	500100	PERSONAL SERVICES PERM CLAS	857,090		857,090
018	500106	OVERTIME	-	6,700	6,700
020	500200	CURRENT EXPENSES	391,376		391,376
022	500255	RENTS-LEASES OTHER THAN STA	69,434		69,434
027	582703	TRANSFERS TO DOIT	118,126		118,126
028	582814	TRANSFERS TO GENERAL SERVIC	893		893
029	500290	INTRA-AGENCY TRANSFERS	67,993		67,993
037	500173	TECHNOLOGY-HARDWARE	500		500
038	500177	TECHNOLOGY-SOFTWARE	3,927		3,927
039	500180	TELECOMMUNICATIONS	4,020		4,020
042	500620	ADDITIONAL FRINGE BENEFITS	42,048		42,048
050	500109	PERSONAL SERVICE TEMP APPOI	35,867	(6,700)	29,167
060	500601	BENEFITS	574,778		574,778
089	501543	TRANSFER TO DAS MAINT FUND	6,656		6,656

211	501530	CATASTROPHIC CASUALTY INS	526		526
		TOTAL EXPENSE	2,173,233	-	2,173,233

EXPLANATION

The Department of Administrative Services is requesting authorization to create a Class 018 for Overtime in Graphic Service's accounting unit number 21970000 and transfer funds from class 050 Personal Service – Temp Appointed to fund this class line to address shortfalls in the current budget. This request is due to an oversight during the budget preparation process in which the creation of Class 018 was inadvertently omitted from the FY24 and FY25 budgets. The appropriation in Class 018 will be used to pay employees for overtime.

The following appropriation adjustments are being requested in AU 21970000:

Class 018 – 500106 Overtime – \$6,700 is needed due to staff overtime.

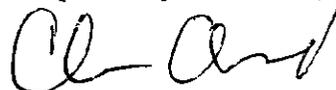
Class 050 – 500109 Personal Service Temp App – \$6,700 is available due to lower than budgeted usage.

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? Continuing programs.
- 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. RSA 21-I:12, Department of Administrative Services, Internal Organization of the Divisions of Procurement and Support Services, Public Works Design and Construction, and Plant and Property.
- 4) Identify the source of the funds on all accounts listed on this transfer. 78% Agency Income, 22% 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? No.
- 7) Are personnel services involved? No.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus,
Commissioner

Department of Administrative Services