



# 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

May 13, 2026

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, I, authorize the Department of Administrative Services to transfer funds in the amount of \$109,000 for estimated payroll and benefits shortages for Fiscal Year 2026. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2026. **Funding Source: 100% General Funds.**

### 01-014-014-140010-10420000 Commissioner-Administration

Class	Account	Class Description	FY26 Current Modified	Requested Action	FY26 Adjusted Budget
00S	00010	GENERAL FUNDS	2,676,532	109,000	2,785,532
		<b>TOTAL REVENUE</b>	<b>2,676,532</b>	<b>109,000</b>	<b>2,785,532</b>
010	500100	PERSONAL SERVICES PERM CLAS	523,030	71,000	594,030
011	500126	PERSONAL SERVICES UNCLASSIF	311,892		311,892
018	500106	OVERTIME	15,000		15,000
020	500200	CURRENT EXPENSES	22,685		22,685
027	582703	TRANSFERS TO DOIT	106,965		106,965
030	500300	EQUIPMENT NEW REPLACEMENT	956,652		956,652
039	500180	TELECOMMUNICATIONS	5,400		5,400
048	500226	CONTRACTUAL MAINT BUILD-GRN	107,138		107,138
060	500601	BENEFITS	431,071	38,000	469,071
066	500556	EMPLOYEE TRAINING	2,600		2,600
070	500704	IN STATE TRAVEL REIMBURSEME	1,000		1,000
080	500717	OUT OF STATE TRAVEL REIMB	100		100
103	502664	CONTRACTS FOR OP SERVICES	193,000		193,000
		<b>TOTAL EXPENSE</b>	<b>2,676,532</b>	<b>109,000</b>	<b>2,785,532</b>

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**01-014-014-140010-13600000 Business Office**

Class	Account	Class Description	FY26 Current Modified	Requested Action	FY26 Adjusted Budget
00S	00010	GENERAL FUNDS	1,178,746	(98,000)	1,080,746
		<b>TOTAL REVENUE</b>	<b>1,178,746</b>	<b>(98,000)</b>	<b>1,080,746</b>
010	500100	PERSONAL SERVICES PERM CLAS	581,905	(63,000)	518,905
011	500126	PERSONAL SERVICES UNCLASSIF	122,620		122,620
018	500106	OVERTIME	5,000		5,000
020	500200	CURRENT EXPENSES	6,300		6,300
027	582703	TRANSFERS TO DOIT	85,698		85,698
037	500165	TECHNOLOGY-HARDWARE	-		-
039	500180	TELECOMMUNICATIONS	4,800		4,800
060	500601	BENEFITS	372,422	(35,000)	337,422
066	500556	EMPLOYEE TRAINING	1		1
		<b>TOTAL EXPENSE</b>	<b>1,178,746</b>	<b>(98,000)</b>	<b>1,080,746</b>

**01-014-014-140010-13500000 State Budget Office**

Class	Account	Class Description	FY26 Current Modified	Requested Action	FY26 Adjusted Budget
00S	00010	GENERAL FUNDS	1,087,556	(11,000)	1,076,556
		<b>TOTAL REVENUE</b>	<b>1,087,556</b>	<b>(11,000)</b>	<b>1,076,556</b>
010	500100	PERSONAL SERVICES PERM CLAS	400,154	(8,000)	392,154
011	500126	PERSONAL SERVICES UNCLASSIF	295,057		295,057
018	500106	OVERTIME	25,000		25,000
020	500200	CURRENT EXPENSES	7,000		7,000
026	500251	ORGANIZATIONAL DUES	-		-
027	582703	TRANSFERS TO DOIT	54,664		54,664
030	500301	EQUIPMENT NEW REPLACEMENT	250		250
039	500180	TELECOMMUNICATIONS	4,500		4,500
050	500109	PERSONAL SERVICE TEMP APPOI	-		-
060	500601	BENEFITS	300,081	(3,000)	297,081
070	500704	IN STATE TRAVEL REIMBURSEME	250		250
080	500717	OUT OF STATE TRAVEL REIMB	600		600
		<b>TOTAL EXPENSE</b>	<b>1,087,556</b>	<b>(11,000)</b>	<b>1,076,556</b>

**EXPLANATION**

The Department of Administrative Services (DAS) requests to transfer \$109,000 within the Commissioner’s Office Division to address projected FY26 salary and benefit shortfalls in AU 10420000. The shortfall results from position #10128 being reassigned from AU 13600000 to AU 10420000. Funding is available in AU 13600000 and AU 13500000 to cover this need.

**01-014-014-140010-10420000 Commissioner-Administration**

Class 010 – 500100 Personal Services Perm Class - \$71,000 is needed due to a position move from AU 13600000 Business Office.

Class 060 – 500601 Benefits - \$38,000 is needed due to a position move from AU 13600000 Business Office.

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01-014-014-140010-13600000 **Business Office**

Class 010 – 500100 Personal Services Perm Class - \$63,000 is projected to be available to use to cover the shortage in Personal Services Perm Class.

Class 060 – 500601 Benefits - \$35,000 is projected to be available to use to cover the shortage in Benefits.

01-014-014-140010-13500000 **State Budget Office**

Class 010 – 500100 Personal Services Perm Class - \$8,000 is projected to be available to use to cover the shortage in Personal Services Perm Class.

Class 060 – 500601 Benefits - \$3,000 is projected to be available to use to cover the shortage in Benefits.

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 FY26-27, 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. 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? No.
- 7) Are personnel services involved? This transfer is the result of an existing position being reassigned to AU 10420000.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus, Commissioner  
Department of Administrative Service