



201 - 6/17/26

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

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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

- 1) Pursuant to the provisions of RSA 9:16-a, II, authorize the Department of Administrative Services to transfer funds in the amount of \$5,000 between classes and create new expenditure Class 18 Overtime, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2027, and further authorized funds to be allocated as shown below. Source of Funds: **84% Agency Income, 16% General Funds.**

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

Class	Account	Class Description	FY26 Current Modified	Requested Action	FY26 Adjusted Budget
00S	00010	GENERAL FUNDS	299,260		299,260
009	402186-28	AGENCY INCOME	1,555,874		1,555,874
		TOTAL REVENUE	1,855,134	-	1,855,134
010	500100	PERSONAL SERVICES PERM CLAS	662,908		662,908
018	500106	OVERTIME	-	5,000	5,000
020	500200	CURRENT EXPENSES	394,344		394,344
022	500255	RENTS-LEASES OTHER THAN STA	70,000		70,000
024	500225	MAINT OTHER THAN BUILD-GRN	700		700
027	582703	TRANSFERS TO DOIT	98,787		98,787
029	500290	INTRA-AGENCY TRANSFERS	2,556		2,556
037	500173	TECHNOLOGY-HARDWARE	500		500
038	500177	TECHNOLOGY-SOFTWARE	3,965		3,965
039	500180	TELECOMMUNICATIONS	5,592		5,592
042	500620	ADDITIONAL FRINGE BENEFITS	49,346		49,346
050	500109	PERSONAL SERVICE TEMP APPOI	85,999	(5,000)	80,999
060	500601	BENEFITS	473,288		473,288
089	501543	TRANSFER TO DAS MAINT FUND	6,656		6,656
211	501530	CATASTROPHIC CASUALTY INS	493		493
		TOTAL EXPENSE	1,855,134	-	1,855,134

- 2) Pursuant to the provisions of RSA 9:16-a, II, authorize the Department of Administrative Services to transfer funds in the amount of \$1,000 between classes and create new expenditure Class 18 Overtime, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2027, and further authorized funds to be allocated as shown below. Source of Funds: **88% Other, 7% Agency Income, 5% General Funds.**

Appropriations are to be transferred as follows:

01-014-014-141710-55620000 **Centralized Mail Distribution**

Class	Account	Class Description	FY26 Current Modified	Requested Action	FY26 Adjusted Budget
00S	00010	GENERAL FUNDS	89,773		89,773
003	403523	REVOLVING FUNDS	1,687,174		1,687,174
009	402160	AGENCY INCOME	123,795		123,795
		TOTAL REVENUE	1,900,742	-	1,900,742
010	500100	PERSONAL SERVICES PERM CLAS	154,036		154,036
018	500106	OVERTIME	-	1,000	1,000
020	500200	CURRENT EXPENSES	1,477,632		1,477,632
022	500255	RENTS-LEASES OTHER THAN STA	200		200
024	500227	MAINT OTHER THAN BUILD-GRN	11,500		11,500
027	582703	TRANSFERS TO DOIT	38,799		38,799
030	500331	EQUIPMENT NEW REPLACEMENT	40,000		40,000
039	500180	TELECOMMUNICATIONS	2,100		2,100
050	500109	PERSONAL SERVICE TEMP APPOI	25,000	(1,000)	24,000
060	500601	BENEFITS	151,475		151,475
		TOTAL EXPENSE	1,900,742	-	1,900,742

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 Centralized Mail Distribution’s accounting unit number 55620000 and transfer funds from class 050 Personal Service – Temp Appointed to fund this class line to address shortfalls in the current budget in both accounting units. This request is due to an oversight during the budget preparation process in which the creation of Class 018 was inadvertently omitted from the FY26 and FY27 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 – \$5,000 is needed due to staff overtime.

Class 050 – 500109 Personal Service Temp App – \$5,000 is available due to lower than budgeted usage.

The following appropriation adjustments are being requested in AU 55620000:

Class 018 – 500106 Overtime – \$1,000 is needed due to staff overtime.

Class 050 – 500109 Personal Service Temp App – \$1,000 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 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.

AU 21970000 84% Agency Income, 16% General Funds.

AU 55620000 88% Other, 7% Agency Income, 5% 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 new positions have been created for this request.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus, Commissioner
Department of Administrative Services