



203 - 6/17/26 State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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May 19, 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 within the Bureau of Court Facilities in the amount of \$19,000 for estimated shortages in permanent personal salaries and overtime for Fiscal Year (SFY) 2026. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2026.
Funding Source: 96% Transfer from Other Agencies and 4% Agency Income.

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

Class	Account	Class Description	FY26 Current Modified	Requested Amount	FY26 Adjusted Budget
001	402899	TRANSFERS FROM OTHER AGENCY	10,615,389		10,615,389
008	406918	AGENCY INCOME	440,038		440,038
		Total Revenue	\$11,055,427	\$0	\$11,055,427
010	500100	PERSONAL SERVICES PERM CLAS	1,372,431	16,000	1,388,431
011	500126	PERSONAL SERVICES UNCLASSIF	124,875		124,875
018	500106	OVERTIME	120,000	3,000	123,000
020	500200	CURRENT EXPENSES	185,271	(3,000)	182,271
022	500248	RENTS-LEASES OTHER THAN STA	3,584,446		3,584,446
023	500214	HEAT ELECTRICITY WATER	2,176,973		2,176,973
027	582703	TRANSFERS TO DOIT	240,556		240,556
030	500311	EQUIPMENT NEW REPLACEMENT	2,300		2,300
039	500191	TELECOMMUNICATIONS	71,812		71,812
047	500240	OWN FORCES MAINT BUILD-GRN	7,500		7,500
048	500226	CONTRACTUAL MAINT BUILD-GRN	1,502,352		1,502,352
050	500109	PERSONAL SERVICE TEMP APPOI	396,718	(16,000)	380,718
060	500602	BENEFITS	906,147		906,147
066	500543	EMPLOYEE TRAINING	200		200

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070	500704	IN STATE TRAVEL REIMBURSEME	17,000		17,000
080	500717	OUT OF STATE TRAVEL REIMB	200		200
103	500737	CONTRACTS FOR OP SERVICES	341,537		341,537
211	501530	CATASTROPHIC CASUALTY INS	5,109		5,109
		TOTAL EXPENSES	\$11,055,427	\$0	\$11,055,427

EXPLANATION

The Department of Administrative Services (DAS) requests to transfer \$19,000 within the Bureau of Court Facilities account to address projected shortages in the permanent personal salaries and the overtime budget. Permanent personal salaries are projected to exceed the budget due to a retirement payout of annual and sick leave. Overtime costs are also projected to be higher than budgeted, driven by unfilled vacancies due to the hiring freeze, and by a high number of capital and ARPA projects that must be completed primarily during second shift to allow Courthouses to operate during regular daytime hours. Funds to cover these shortages are available in current expenses and in part-time salaries, as several part-time positions also remain vacant due to the hiring freeze.

This request is submitted pursuant to RSA 9: 16-a, as this transfer will cause the accounting unit to exceed the year-to-date \$100,000 threshold and therefore requires approval from the Fiscal Committee and the Governor and Council

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

Class 010 - 500100 Personal Services Permanent Classified - \$16,000 is needed to cover a retirement payout for a full-time employee.

Class 018 – 500106 Overtime - \$3,000 is needed to cover an increase in overtime from capital and ARPA projects and position vacancies.

Class 020 – 500200 Current Expenses - \$3,000 is projected to be available to use to cover the shortfall in overtime.

Class 050 – 500109 Part Time Salaries - \$16,000 is projected to be available due to vacancies to cover the shortfall in permanent personal salaries.

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?* Yes, on-going operating costs are needed at Courthouse Facilities across the State.
- 2) *Is this transfer required to maintain existing program level or will it increase the program level?* This transfer involves maintaining existing program levels.
- 3) *Cite any requirements which make this program mandatory.* In accordance with RSA 21-

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1: 12, 11, B, the Department of Administrative Services (DAS), Division of Plant and Property is responsible to "provide for the general maintenance of state-owned buildings and grounds, except as otherwise provided by law."

4) *Identify the source of the funds on all accounts listed on this transfer.* The source of funds for all accounts listed on this transfer 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?* No

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?* Yes, this transfer involves covering a one-time retirement payout. *If yes, answer the following:*

a. *Number of positions budgeted in each account.* 25 full-time positions and 27 part-time positions.

b. *Number of positions filled in each account.* 22 full-time positions filled and 16 part-time positions filled.

c. *Reason for vacant positions.* Two vacant full-time positions due to the hiring freeze and vacant part-time positions due to turnover and the hiring freeze.

d. *Have any positions been transferred previously in these accounts?* No

e. *Will any positions be transferred as a result of this request.* No

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner