

State of New Hampshire Department of Administrative Services (DAS)

Revenue Reporting and Analysis of “Other”
Revenue Sources

February 7, 2023

House Ways and Means Committee

Charles Arlinghaus, Commissioner

Dana Call, Comptroller

Department of Administrative Services

- **Central Service Agency & Oversight Role** – The state, its policymakers, and its auditors rely on DAS to implement and support policies and procedures to ensure the integrity of the budget, the systems and the laws and rules of the state.
- **Division of Accounting Services** – Directs the state’s accounting functions; works with other DAS divisions and state agency finance partners to prepare financial and management reports for public distribution, external requirements, and for use in the decision-making process of policymakers:
 - RSA 21-I:8 Annual Comprehensive Financial Report (ACFR) issued no later than December 31, for June 30 fiscal year / Annual Single Audit of Federal Financial Assistance issued no later than March 31 for previous fiscal year
 - RSA 9:14-a Working Capital monthly warrant
 - RSA 6:12-e Annual Dedicated Funds Report issued November 15
 - RSA 9:11 Quarterly State Share Expenditure reporting
 - RSA 17-J:4 Quarterly Capital Budget reporting
 - Annual capital asset reporting by agencies, including Construction in Progress, summarized for inclusion in the ACFR
 - Annual lease reporting by agencies, summarized for inclusion in the ACFR
 - RSA 21-I:74, 75 Submission to Federal government of Statewide Cost Allocation Plan (SWCAP) and Agency Indirect Cost Recovery Plans
 - RSA 9-F:1 Online Access to Budget Information and Reports (TransparentNH)
 - Monthly Revenue Focus

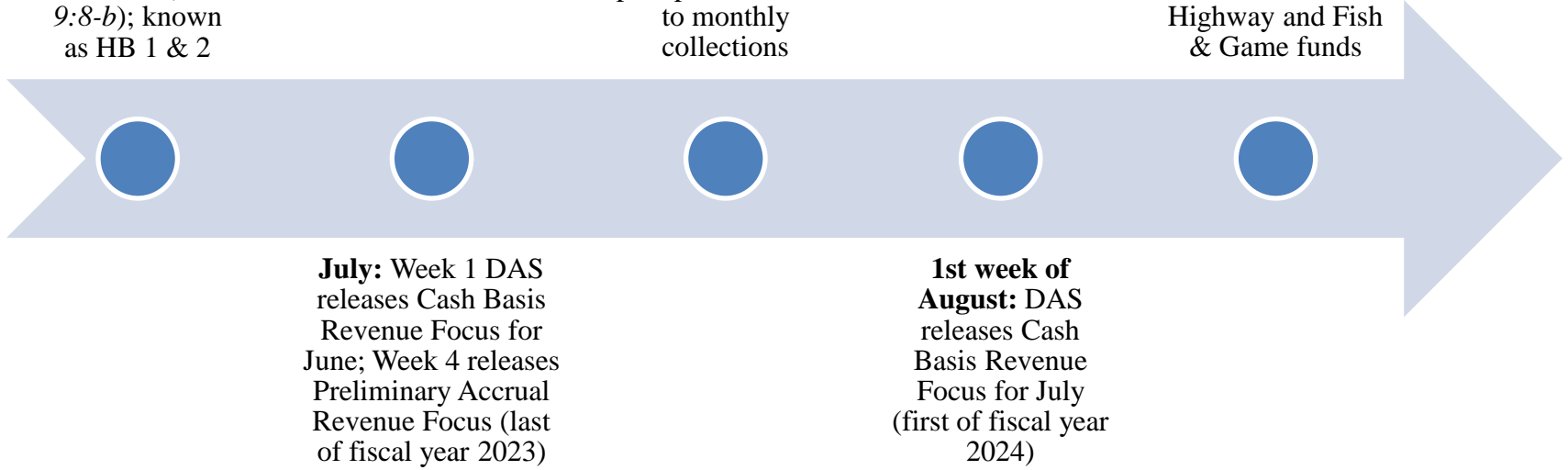
Unrestricted Revenue Reporting

- **Monthly Revenue Focus** – Administrative Services publishes a revenue report at the start of each month, summarizing the cash basis collections of unrestricted general and education trust funds in the previous month, comparing current month and year-to-date collections to both the revenue plan and prior fiscal year amounts. *The report is distributed via email and posted at https://das.nh.gov/accounting/revenue_reports.asp*
- **Revenue Plan** – Each fiscal year, Administrative Services publishes a “Monthly Revenue Plan” which is based on the annual budget for unrestricted revenue per the adopted budget law (HB1), as adjusted by revenue adjustments included in Schedule 2 of the Committee of Conference Surplus Statement. Working with the agencies that collect the revenues, Administrative Services allocates the annual plan amounts to a monthly plan amount, in order to analyze monthly collections as described above. This takes into consideration peak collection times based on historical patterns.
- **Impact of other adopted legislation** – In addition to the adopted budget, other legislation can impact the actual amount or timing of collections of certain revenue sources. If significant, Administrative Services will describe these items in footnotes to the Monthly Revenue Plan.

By July 1st:
Legislative Phase ends, '24-25 budget is adopted as the "Legislatively Enacted" (RSA 9:8-b); known as HB 1 & 2

July: DAS works with state agencies to prepare FY24 "Revenue Plan", allocating annual plan per HB 1 & 2 to monthly collections

August: DAS will release Revenue Plan for General, Education, Highway and Fish & Game funds



July: Week 1 DAS releases Cash Basis Revenue Focus for June; Week 4 releases Preliminary Accrual Revenue Focus (last of fiscal year 2023)

1st week of August: DAS releases Cash Basis Revenue Focus for July (first of fiscal year 2024)

Timeline – Revenue Focus and Revenue Plan ***2024-2025 Biennial Legislative Session***

The Department of Administrative Services, Division of Accounting Services maintains an email distribution list, in addition to posting on the DAS website, for the monthly Revenue Focus and Revenue Plan.

Significant Revenue Sources Tracked Within “Other Revenue”

Collected by Administrative Services:

1. Reimbursement of Statewide Indirect Costs (#403610)
2. Post Retirement Benefits (#403932)

Collected by other agencies:

1. Interest/Surplus Funds (#402778) - Treasury
2. Abandoned Property (#402306) - Treasury
3. Initial Plate Fund & Vanity Plate (#403131) - Safety
4. Corporate Filing Fees (#402460) – Secretary of State
5. Miscellaneous (approx. 100+ revenue sources detailed on slides 10-11)

“Other” Unrestricted Revenues

State of New Hampshire - Department of Administrative Services						1/20/2023
5-Year History and Projection of Other Revenue Sources - FY 2018 through FY 2023						
<i>(in thousands of \$)</i>						
	Actual	Actual	Actual	Actual	Actual	Projected
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Primary Components of "Other":						
Miscellaneous Other Revenue	28,672	31,864	26,965	25,894	37,675	34,372
Reimbursement of Indirect Costs	11,816	12,075	11,001	11,053	15,062	12,915
Post Retirement Benefits Recovery	7,702	11,997	16,093	9,053	7,241	10,500
Abandoned Property (1)	18,114	14,292	11,701	15,551	15,277	18,200
Interest on Surplus Funds (1)	4,801	9,909	5,433	2,152	3,804	-
Office of Professional Licensure and Certification (2)	11,167	-	-	-	-	-
Total	82,272	80,137	71,193	63,703	79,059	75,987
Note: Actuals reflect audited State financial statements						
<i>(1) Projections provided by the State Treasurer</i>						
<i>(2) With the passage of SB 531 (2018 session), as of July 1, 2018 these revenues are now considered dedicated funds</i>						

“Other” Unrestricted Revenues

	A	B	D	E	F	I	J	K	L	
1	State of New Hampshire - Department of Administrative Services						1/20/2023			
2	Analysis of General Fund Other Revenue Sources - FY 2022 Actual / FY 2023 Projected / FY24-25 Budget Estimate									
3	<i>(in thousands of \$, Cash Basis Unaudited other than FY22)</i>									
4										
5										
6		Agency	FY 2022 Annual Plan	FY 2022 ACTUAL*	FY 2023 Annual Plan	FY 2023 Projected		FY 2024 Projected	FY 2025 Projected	
7	Corp Records Fees - 032-401631	Sec of State	708	686	696	708		708	708	
8	Corp Filing Fees - 032-402460	Sec of State	3,081	2,841	3,020	3,081		3,081	3,081	
9	Reimb of Indirect Costs - 014-403610	Admin Svcs	12,539	15,062	10,223	12,915		12,417	12,417	
10	Initial Plate Fund & Vanity Plate 023-403131	Safety	4,900	6,049	5,150	5,150		5,150	5,150	
11	Post Retirement - 014-403932	Admin Svcs	10,500	7,241	12,336	10,500		10,431	10,431	
12	Indigent Representation - 014-407357	Admin Svcs	1,200	718	950	600		600	600	
13	Building Use Allowance - 014-407014	Admin Svcs	1,148	1,148	1,148	1,148		1,148	1,148	
14	Agriculture Econ. Poisons - 018-402434	Agriculture	1,596	1,565	1,744	1,596		1,596	1,596	
15	Agric-Weights-Measures - 018-402435	Agriculture	525	980	612	525		525	525	
17	Restaurant Fees - 095-405263	DHHS	1,250	1,133	1,250	1,250		1,250	1,250	
20	Labor Transfer 026-403624	Labor	980	3,064	2,200	980		980	980	
21	Sale of Real Property 014-405693	Admin Svcs	-	-	-	-		-	-	
22	Penalty Assessment to GF - 010-404995	Judicial	963	1,184	1,048	992		992	992	
23	GF Penalty Assessment - 023-401471	Safety	1,200	974	1,200	1,200		1,200	1,200	
24	Subtotal tracked accounts		40,590	42,645	41,577	40,645		40,078	40,078	
25	ALL OTHERS (untracked) - incl Settlements		8,610	17,333	8,723	17,142		8,500	8,500	
26	Subtotal Non-Treasury accounts		49,200	59,978	50,300	57,787		48,578	48,578	
27										
28	TREASURY									
29	Int/Surplus Funds 038&084-402778**	Treasury	-	3,804	-	-		-	-	
30	Abandoned Property 038-402306	Treasury	16,800	15,277	18,000	18,200		19,400	22,000	
31	TOTAL OTHER REVENUE		66,000	79,059	68,300	75,987		67,978	70,578	
36										
37	* FY22 Actual: represents audited revenue per the State's Financial Statements									
38	** Interest: since a Plan amount has not been established for FY23, actual collected is included in "Untracked" above									

Reimbursement of Statewide Indirect Costs

(Revenue Source #403610)

- Statewide indirect costs are defined as those statewide/central service costs incurred for the benefit of the entire state, while funded with 100% general funds as budgeted/incurred: Enterprise Applications Management, Attorney General's Office, Budget Office, Procurement & Support Services, etc.
- The costs are equitably allocated to all Departments served by the cost center, based on various allocation methods which are developed from metrics established for each service unit. For example, Procurement & Support costs are allocated based on the number of purchase orders generated for each Agency.
- For Federal reimbursement purposes, the annual allocation plan, referred to as SWCAP, is submitted for approval by the U.S. Department of Health and Human Services (**USHHS**, Federal Agency responsible for SWCAP).
- Departments attribute (bill) allocated costs to Federal Programs and other Non-General Funded activities (Highway Fund, Liquor Fund, etc.) under federal costing guidelines on an equitable basis. Amounts recovered are remitted to the General Fund.
- This revenue source is funded by the expenses budgeted and paid by Departments in Class 040 Object Account 500800 (Statewide Cost Allocation Plan –SWCAP).

Post Retirement Benefits (PRB)

(Revenue Source #403932)

- From all Federally-funded programs administered by the State of New Hampshire (unless prohibited by the program) and other non-General Fund programs that do not directly fund retiree health insurance, an estimated amount of net unrecovered retiree health insurance costs are paid by Agencies into the General Fund via the collection of this Unrestricted Revenue.
- An equitable PRB rate is determined as a percentage of expected covered payroll, and approved by USHHS. Federal programs and other programs are charged for this cost by applying the established rate to the program's covered wages. Amounts recovered are remitted to the General Fund.
- This revenue source is directly correlated to the total statewide expenses budgeted by Departments in Class 042 Post Retirement Benefits.
- *Note: The following Programs directly fund the designated share of retiree health insurance: Highway Fund (DOT & Dept of Safety), Turnpike Fund (DOT), Fish & Game Fund & some Other Dedicated/Enterprise Funds. The expense is budgeted in class 064 and the payments for retiree health insurance are not recorded as General Fund Revenue.*

Department of Administrative Services					
Revenue Accounts included in OTHER REVENUE					
REVENUE CATEGORY	AGENCY # - ACCOUNT	REVENUE ACCOUNT DESCRIPTION	REVENUE CATEGORY	AGENCY # - ACCOUNT	REVENUE ACCOUNT DESCRIPTION
					Page 1 of 2
155	038-402426	Thoroughbred Racing Bkg	265	046-402391	Judgements - Recoveries
210	032-401631	Records - Secty State	265	084-402397	Sale of Surplus Property
230	018-402442	Nursery/Nursery Stock Fees	265	032-402429	Justices Of The Peace
230	018-405335	Seed Labeling License Fees	265	032-402432	Notaries Public-Comm Of Deed
235	032-402460	Filing Fees-Annual Ret	265	018-402434	Agriculture Econ.Poisons
240	032/038/084-402778	Int/Surplus Funds	265	018-402435	Agric-Weights - Measures
260	014-403610	State Wide Indirect Cost	265	018-402436	Weighmaster REPAir Lic
262	014-405686	TPR Reimbursement	265	018-402439	Div Markets - Standards
262	014-407357	Indigent Representation	265	042-402443	Credentialing/Personnel In Ecs
264	023-403131	Initial Plate Fd-Increase Fee	265	018-402451	Apiary Inspection Fees
265	084-401111	DRA RIMS Deposit Clearing Acct	265	020-402455	Land Sales Full Disc
265	023-401471	GF Penalty Assessment	265	032-402459	State Dpt Miscfee-Pooled Risk
265	090-401492	Protested Checks	265	023-402476	Detective Agency Lic
265	084-401642	Railroad Co. Taxes	265	018-402491	Agricultural Liming Matr
265	084-401643	Transportation Co Taxes	265	096-402493	Aircraft Oper Fees-Aero
265	032-401670	Hawkers-Peddlers-Ss-Itinerantv	265	090-402498	Bureau Of Food Protection
265	032-401671	Auctioneer Lic-Ss-Auct Out-Sta	265	018-402563	Pesticides Control Forfeiture
265	023-401674	Oil Licensing Fees	265	096-402564	Aeronautics Fines
265	018-401685	Sale Of Animals - Birds	265	018-402565	Animal Industry-Forfeitures
265	018-401686	Livestock Dealers-Agricu	265	023-402566	Default Holding
265	096-401695	Aeronautics License	265	014-402700	Prior Year Refund Of Expenses
265	010-401808	Witenss Fees Coll. by Courts	265	023-403114	License Investigative Fee
265	084-401858	Excavation	265	018-403135	Agricultural Feeds
265	023-401868	Reimbursement of exp.	265	018-403136	Agricultural Fertilizers
265	023-401871	TNC FEES	265	018-403137	Weekly Market Bulletin
265	032-402004	Publications- Ss	265	044-403141	Sewer System Plan Fees
265	046-402176	Corrections Reimbursements	265	044-403142	Waste Mgmt Solid Waste Fees

Other: Detailed Revenue Sources

Department of Administrative Services					
Revenue Accounts included in OTHER REVENUE					
REVENUE CATEGORY	AGENCY # - ACCOUNT	REVENUE ACCOUNT DESCRIPTION	REVENUE CATEGORY	AGENCY # - ACCOUNT	REVENUE ACCOUNT DESCRIPTION
					Page 2 of 2
265	020-403343	AG Settlement	265	095-405445	Administrative Fines/170E-21A
265	023-403513	Protested Check	265	018-405459	Rsa 430:57
265	023-403642	Inspection Stickers	265	052-405481	Dig Safe Violations
265	014-403932	Post Retirement	265	044-405482	Des-Fines - Penalties
265	010-404995	Penalty Assessment to GF	265	018-406483	Phytosanitary Certificate
265	023-405192	Dealer License Fees	265	003-406731	Write-Off Adjustments
265	023-405209	Motor Passenger Carriers	265	023-406829	Plumbing Inspection Fees
265	023-405213	Mc Household Gds 81	265	018-406873	Weights and Measure Inspection Fees
265	023-405220	Explosive Permits	265	038-406933	Abandoned Property Misc Revenue
265	030-405225	Boxing/Wrestling Comm	265	014-407014	Building Use Allowance
265	090-405255	Lab Fees	265	089-407188	Misc Revenue
265	084-405257	Disolution Fees	265	096-407238	Aeronautics Misc
265	090-405263	Restaurant Fees	265	044-407301	Water Well Contractors
265	020-405270	Filing - Registration Fees	265	044-407322	Public Water System Plans
265	090-405282	Water Analysis Fees	265	046-407326	Supervision Fees
265	014-405287	Mediator Fees	265	014-407372	Gal Reimbursements
265	089-405291	Indirect-Cost-Bd Of Tax	265	044-407377	Ust Plan Review Fee
265	018-405310	Pullorum Testing	265	044-407379	Licensed Engineers Fees
265	018-405313	Spec Fertilizer Inspect	265	044-407380	Sewage Discharge Fees
265	032-405339	Commercial Codes-Ss	265	044-407383	Groundwater Fees
265	023-405369	Pistol Permits-Safety	265	018-407386	Organic Certification Fees
265	089-405390	Appeals For Abatement	265	044-407390	Septage Hauler License Fees
265	084-405409	Revenue Admin - Interest	265	046-407434	Criminal Investigation Fees
265	018-405430	Weights - Measures Forfeitures	265	038-407528	Treasury Over - Short
265	084-405438	Substantial Understmt Rsa 21-J	265	090-407582	Shellfish Certificate Fees
265	023-405439	Title Fines	265	092-408187	Impaired Drive Care Mgt Prog
			520	023-403244	Misc. Revenue -- Unrestricted