

State of Maine  
Executive Department  
FINANCIAL ORDER

APPROVED

DEC 28 2017

BY GOVERNOR

COPY



ORDERED,

That the State Controller transfer \$620,000 from the All Other line category to the Capital Expenditures line category within account 010-18A-0057-01, BPI Planning and Construction, for the purpose of funding capital projects; and,

Be it further ordered,  
that the State Controller increase the allotment in account 010-18A-0057-01, BPI Planning and Construction, by \$620,000 in the Capital Expenditures line category, and decrease the allotment in account 010-18A-0057-01, BPI Planning and Construction, by \$620,000 in the All Other line category for the purpose of funding capital projects; and,

Be it further ordered,  
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2018", for which this shall be our sufficient warrant.

Statement of Fact

This financial order provides funding for several critical capital repair projects, including: renovation of the H Building roof on the Dorothea Dix Psychiatric Center; ventilation system upgrades at the Bureau of Motor Vehicles building on Hospital Street; roof system upgrades at the Nash School building; necessary upgrades to fire suppression systems; and, paving projects in the capital district. These projects were initially planned as minor infrastructure improvements and budgeted in the All Other line category. However, as planning proceeded, the work identified increased to the level requiring capitalization. Therefore, the funds are no longer needed in the All Other line category and should be shifted to the Capital Expenditures line category. Without this transfer, the Department would not be able to move forward with these projects, which could ultimately have a detrimental impact on the state's infrastructure and employee safety and health.

Signature of Department Head

ALEXANDER PORTEOUS, COMMISSIONER

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 00 - Governmental Support and Operations

Umbrella: ADM00 - DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Agency Contact: Ron Looman

Agency Phone: (207) 624-7438

ADM00-0013

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12/28/2017  
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State of Maine  
Executive Department  
FINANCIAL ORDER

APPROVED

DEC 28 2017

BY GOVERNOR

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ORDERED,

That the State Controller transfer \$12,892 from the All Other line category to the Capital Expenditures line category within account 010-18F-0002-07, Maine Revenue Services, for the purpose of funding the purchase of capital equipment; and,

Be it further ordered,  
that the State Controller increase the allotment in account 010-18F-0002-07, Maine Revenue Services, by \$12,892 in the Capital Expenditures line category, and decrease the allotment in account 010-18F-0002-07, Maine Revenue Services, by \$12,892 in the All Other line category for the purpose of funding the purchase of capital equipment; and,

Be it further ordered,  
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2018", for which this shall be our sufficient warrant.

Statement of Fact

Maine Revenue Services (MRS) has substantially reduced its reliance on paper processing in recent years, however, it is still necessary to print certain tax materials. This financial order transfers All Other funding to the Capital Expenditures line category in order to fund the purchase of a high quality color printer. This printer will provide better print quality for paper forms, which will improve the scanning process and require less manual processing. The new equipment will provide high volume printing and increased binding capabilities for forms, instructional booklets and pamphlets, which will reduce MRS' reliance on outside commercial printers. The printer will also allow MRS to print high quality training materials for presentation at public forums such as the Tax Practitioner Institute, Maine Tax Forum and other tax workshops and training programs. The efficiencies gained, as well as other savings in the All Other line category, have resulted in MRS' ability to invest in the new printer. This transfer of funding will not result in a shortfall in the All Other line category. Without this transfer, MRS will be unable to further increase efficiencies in tax processing.

Signature of Department Head

ALEXANDER PORTEOUS, COMMISSIONER

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 00 - Governmental Support and Operations

Umbrella: ADM00 - DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Agency Contact: Ron Looman

Agency Phone: (207) 624-7438

ADM00-0014

30 DAY WAIT  
12/28/2017  
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State of Maine  
Executive Department  
FINANCIAL ORDER

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DEC 28 2017

BY GOVERNOR

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ORDERED,

That the State Controller transfer \$22,193 from the All Other line category to the Capital Expenditures line category within account 010-18A-0080-01, BPI Building Operations, for the purpose of funding an equipment purchase; and,

Be it further ordered,  
that the State Controller increase the allotment in account 010-18A-0080-01, BPI Building Operations, by \$22,193 in the Capital Expenditures line category, and decrease the allotment in account 010-18A-0080-01, BPI Building Operations, by \$22,193 in the All Other line category for the purpose of funding the purchase of a tractor to replace equipment that has reached the end of its useful life; and,

Be it further ordered,  
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2018", for which this shall be our sufficient warrant.

Statement of Fact

The Division of Property Management is responsible for mowing lawns and removing snow on walkways on both the East and West campuses in Augusta. The current fleet of tractors designed for this work includes six units that are in fair to poor condition. The oldest of these has been in service for over twenty years and is at the end of its service life. This financial order provides funding to replace one tractor used for mowing and snow removal on the East Campus in Augusta. Funds are no longer required in the All Other line category as savings will be achieved through reductions in service and parts replacement, as well as through general maintenance and repairs. The purchase of the tractor will improve operations and is a high priority for the Division. Failure to approve this financial order will have a detrimental impact on the Division's ability to efficiently maintain campus grounds, resulting in costlier future repairs.



Signature of Department Head

ALEXANDER PORTEOUS, COMMISSIONER

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY



Signature of State Budget Officer

Policy Area: 00 - Governmental Support and Operations

Umbrella: ADM00 - DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Agency Contact: Ron Looman

Agency Phone: (207) 624-7438

ADM00-0015

30 DAY WAIT  
12/21/2017  
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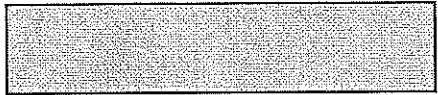
State of Maine  
Executive Department  
FINANCIAL ORDER

APPROVED

DEC 28 2017

BY GOVERNOR

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ORDERED,

That the State Controller increase allotment in account 014-19A-0577-49, Tourism Marketing Promotion Fund, by \$2,677,027 in the All Other line category for the purpose of funding marketing contracts and,

Be it further ordered,  
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2018", for which this shall be our sufficient warrant.

Statement of Fact

This financial order allots a portion of the unencumbered balance forward in account 014-19A-0577-49, Tourism Marketing Promotion Fund, in the All Other line category. Funds are required to encumber contracts to support and expand the marketing campaign, with primary focus on an intensive multimedia advertising drive. Failure to approve this financial order will result in the inability to continue moving forward on the State's tourism branding, marketing, and promotion campaign.

Signature of Department Head

GEORGE GERVAIS, COMMISSIONER

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 01 - Economic Development and Workforce Training

Umbrella: ECC00 - DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Agency Contact: Ron Looman

Agency Phone: (207) 624-7438

ECC00-0006

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State of Maine  
Executive Department  
FINANCIAL ORDER

APPROVED

DEC 28 2017

BY GOVERNOR

**COPY**



**ORDERED,**

That the State Controller transfer \$9,000 from the All Other line category to the Personal Services line category within account 013-05A-Z081-66, Student Support and Academic Enrichment for the purpose of expending funds based on work effort; and,

Be it further ordered,

that the State Controller increase the allotment in account 013-05A-Z081-66, Student Support and Academic Enrichment, by \$9,000 in the Personal Services line category, and decrease the allotment in account 013-05A-Z081-66, Student Support and Academic Enrichment, by \$9,000 in the All Other line category; and,

Be it further ordered,

that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2018", for which this shall be our sufficient warrant.

**Statement of Fact**

This financial order increases allotment in the Personal Services line category and decreases allotment in the All Other line category in the Student Support and Academic Enrichment account in order to properly record payroll charges to federal grants received from the United States Department of Education for an Education Specialist III position. This position serves as a federal grant coordinator performing tasks for multiple federal grants. Funds are no longer required in the All Other line category for the purpose for which they were originally intended due to lower than budgeted contract service expenditures. Approval of this financial order will allow the Department to properly account for payroll charges supported by the Student Support and Academic Enrichment Program grant (CFDA #84.424).

Signature of Department Head

Suzan C. Beaudoin, Deputy Commissioner

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 02 - Education

Umbrella: EDU00 - DEPARTMENT OF EDUCATION

Agency Contact: NICOLE DENIS

Agency Phone: (207) 624-7423

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State of Maine  
Executive Department  
FINANCIAL ORDER

APPROVED

DEC 28 2017

BY GOVERNOR

**COPY**



PRL

ORDERED,

That the State Controller transfer \$10,000 from the All Other line category to the Capital Expenditures line category within account 012-29B-0077-04, Administration Motor Vehicle for the purpose of upgrading scanning equipment and increasing tape drive storage capacity; and,

Be it further ordered,  
that the State Controller increase the allotment in account 012-29B-0077-04, Administration Motor Vehicle, by \$10,000 in the Capital Expenditures line category, and decrease the allotment in account 012-29B-0077-04, Administration Motor Vehicle, by \$10,000 in the All Other line category for the purpose of purchasing scanners and a tape drive; and,

Be it further ordered,  
that the State Controller authorize the expenditure in accordance with the attached "Revision of the Work Program for Fiscal Year ending June 30, 2018", for which this shall be our sufficient warrant.

Statement of Fact

This financial order funds the purchase of scanners, an expansion module and tape drive equipment. The scanning equipment purchased will allow for faster scanning and replace outdated, less efficient scanners. The expansion module and tape drive will replace current tape drive storage units to combine data storage to one unit. The All Other funds are generated from savings of reduced contractor services. Failure to allot these funds will have a detrimental impact on the efficiency of document management and the required capacity of data storage.

Signature of Department Head

MATTHEW DUNLAP, SEC OF STATE

Name and Title

FOR BUREAU OF THE BUDGET USE ONLY

Signature of State Budget Officer

Policy Area: 00 - Governmental Support and Operations

Umbrella: SEC00 - DEPARTMENT OF THE SECRETARY OF STATE

Agency Contact: MATTHEW DUNLAP

Agency Phone: (207) 626-8400

SEC00-0014

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