



**MONTANA
DEPARTMENT OF
ADMINISTRATION**

**State Financial Services Division
Greg Gianforte, Governor
Misty Ann Giles, Director**

TO: Angus Maciver, Legislative Auditor, Legislative Audit Division
Amy Carlson, Legislative Fiscal Analyst, Legislative Fiscal Division

FROM: Jennifer Thompson, State Accountant, State Financial Services Division

DATE: August 28, 2024

SUBJECT: Modified Deposit Schedules per MCA 17-6-105(9)

As defined in MCA 17-6-105, the Department of Administration and the Board of Investments review proposed modified deposit schedules submitted by agencies. Attached is a report of approved modified deposit schedules, active as of fiscal year-end 2024.

Please contact me if you have any questions regarding this report.

CC Misty Ann Giles
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Katie Guenther

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**Modified Deposit Schedules
Active as of 6/30/2024**

Department/Agency	Revenue Description	Reason For Request	Type	Date Initiated	End Date
Legislative Branch	Publication fee revenue	Publications for MCA's and related items are sporadic, so deposits are done twice per week rather than daily.	Permanent	2/7/2022	None
Office of Public Instruction	Licensure, Advanced Drivers ED, Stars & Stripes	Montana Interactive (MI) is used for these ACH payments. MI has a 72-hour hold before deposits are sent to US Bank.	Permanent	12/16/2021	None
Justice	Helena exam station & Motor Vehicle Headquarters deposits	Unable to make deposits to treasury by 5:00 because of operating hours. Deposit will be done next business day.	Permanent	4/11/2016	None
Fish, Wildlife and Parks	External License Providers Account	Modify requirements to follow a weekly deposit schedule.	Permanent	8/30/2007	None
Fish, Wildlife and Parks	Parks Account	Every other day to weekly deposits based on cash receipts and distance to banks.	Permanent	2/1/2008	None
Fish, Wildlife and Parks	Fishing Access Sites	Many FAS sites charge fees for camping on a first come first serve basis, they pay at the site using an "iron ranger" where the fee is placed in an envelope and dropped into a locked iron tube. Due to the number of sites, how they are disbursed throughout the state, and the distance to banks each of them are, they are not able to deposit daily.	Permanent	8/7/2020	None
Fish, Wildlife and Parks	Campsite Reservations	3rd party vendor processes reservation transactions. 3 party remits funds to MT on a weekly basis	Permanent	8/2/2021	None
Environmental Quality	Various Deposits	Deposit day hours changed to atypical business hours due to processing requirements	Permanent	4/1/2018	None
Environmental Quality	Regulatory & legal settlements	Request 3 day extension with option of requesting longer extensions on a case by case basis.	Permanent	11/8/2016	None
Revenue	Tax Returns	High volume of tax payments during peak season. Renewed annually from April 1 - April 30 only.	Permanent	8/6/2024	None
Administration - Lottery	Vending Machine - Scratch tickets and online tickets	Deposit monthly, bi-monthly, or sporadically based on availability of staff	Permanent	8/2/2021	None
Board of Housing	In-House Mortgage Servicing Checks	Checks that require further actions to make them ready for deposit.	Permanent	1/23/2014	None
Department of Commerce	Loan Servicing	Servicing receives checks that need to be held for various reasons; for example, if a borrower makes their first payment, but the loan is not entered into SV yet, then the payment cannot be posted until the loan is boarded. There are many similar cases for which checks are held. Checks should not be held more than 7 business days.	Permanent	7/10/2015	None
Labor and Industry	Conference registration and training class fees	Third party will remit payment to DLI daily	Permanent	1/13/2016	None
Labor and Industry	Wage Payments	Payments from employers due to employees are held until claims are settled.	Permanent	8/3/2020	None
Health and Human Services	Food and Consumer Safety Program License Renewals	Each year, approximately 13,000 renewals are processed through the BFSB Accounts Receivable section during the months of November through January on top of normal workload. Will deposit within five days.	Permanent	10/28/2022	None
Statewide	PayZang/Electronic Payment Processor	Many agencies use a statewide electronic payment processor to process various payments from the public. The Processor guarantees payment to agencies within three days.	Permanent	11/10/2022	None