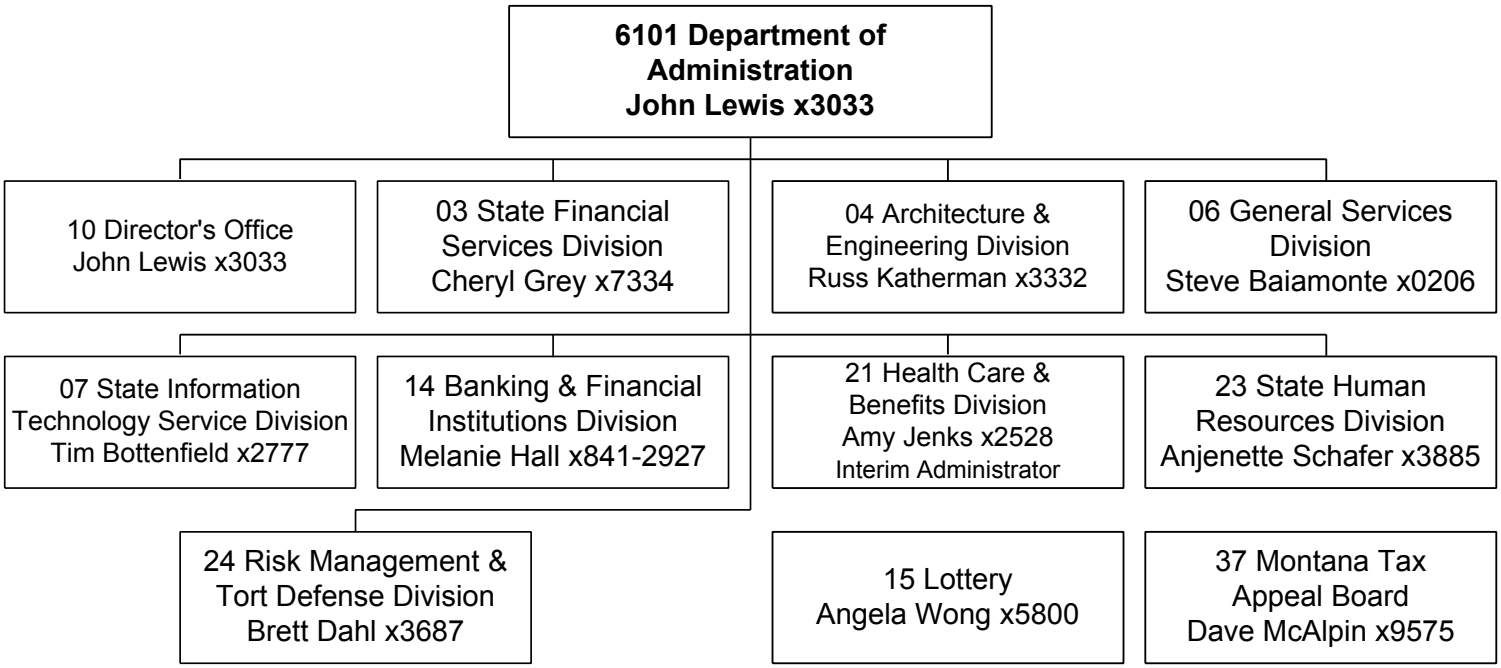
Department of Administration - 61010



Mission Statement - The Department of Administration's mission is serving state government to benefit the citizens of Montana.

Statutory Authority - Title 2, Chapters 7, 9, 15, 17 and 18; Title 10, Chapter 4; Title 15, Chapter 2; Title 17; Title 18; Title 19,Chapter 1; Title 23, Chapter 7; Title 31; Title 32; and Title 39, Chapter 71 MCA.

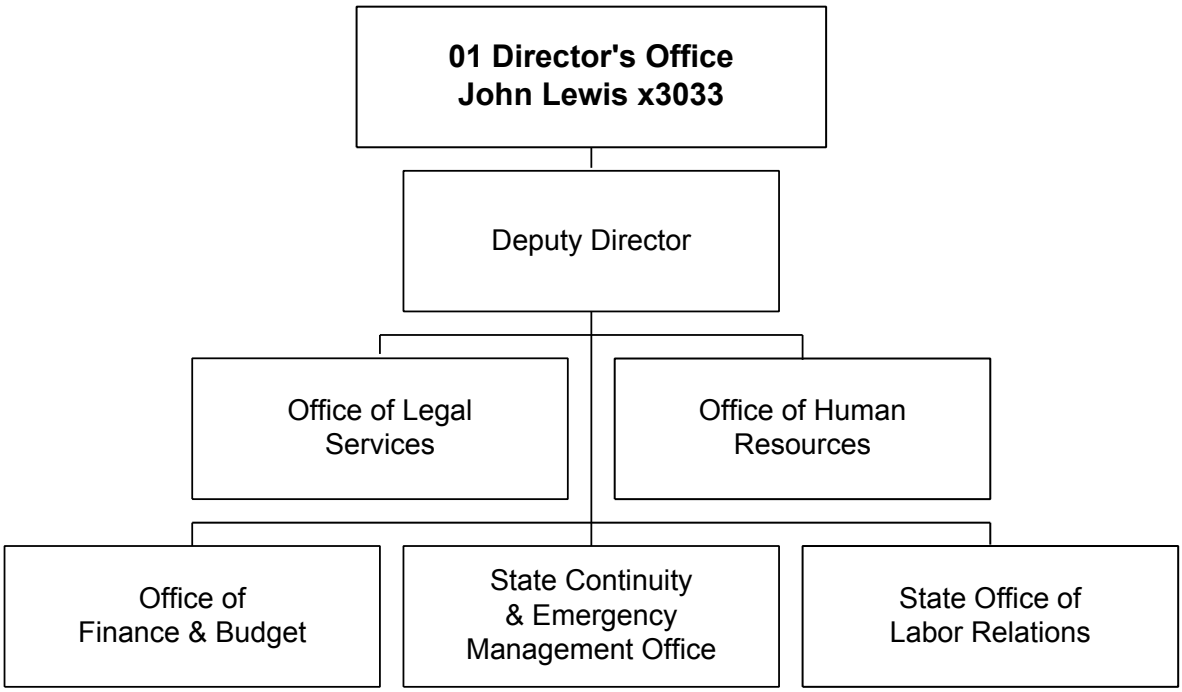
Agency Proposed Budget Budget Item	Total Exec. Budget Fiscal 2022	Total Exec. Budget Fiscal 2023	Total Exec. Budget 2023 Biennium
FTE	154.66	154.66	
Personal Services	13,272,197	13,319,881	26,592,078
Operating Expenses	6,839,932	6,624,152	13,464,084
Equipment & Intangible Assets	50,000	50,000	100,000
Local Assistance	28,979	28,979	57,958
Transfers	8,589,879	8,941,581	17,531,460
Debt Service	6,917	6,917	13,834
Total Costs	**$28,787,904**	**$28,971,510**	**$57,759,414**
General Fund	14,949,857	15,247,225	30,197,082
State/Other Special	7,490,095	7,511,589	15,001,684
Proprietary Funds	6,329,417	6,194,161	12,523,578
Federal Spec. Rev. Funds	18,535	18,535	37,070
Total Funds	**$28,787,904**	**$28,971,510**	**$57,759,414**

Department of Administration - 61010

Agency Appropriated Biennium to Biennium Comparison								
Program	2021 Biennium Appropriated Budget		2023 Biennium Requested Budget		Biennium to Biennium Difference (dollars)		Biennium to Biennium Difference (percent)	
	General Fund	Total Funds	General Fund	Total Funds	General Fund	Total Funds	General Fund	Total Funds
01 - Director's Office	1,160,190	1,181,204	18,752,692	18,778,106	17,592,502	17,596,902	1,516.35 %	1,489.74 %
03 - State Financial Services Division	5,786,053	6,274,701	6,204,278	6,782,848	418,225	508,147	7.23 %	8.10 %
04 - Architecture & Engineering Pgm	0	4,794,643	0	4,877,746	0	83,103	0.00 %	1.73 %
07 - State Information Technology Division	6,709,153	7,605,377	385,661	1,247,731	(6,323,492)	(6,357,646)	(94.25)%	(83.59)%
14 - Banking and Financial Institutions Division	0	8,588,774	0	8,859,430	0	270,656	0.00 %	3.15 %
15 - Montana State Lottery	0	12,113,843	0	12,359,102	0	245,259	0.00 %	2.02 %
23 - State Human Resources Division	3,395,948	3,395,948	3,464,623	3,464,623	68,675	68,675	2.02 %	2.02 %
37 - Montana Tax Appeal Board	1,362,080	1,362,080	1,389,828	1,389,828	27,748	27,748	2.04 %	2.04 %
Agency Total	**$18,413,424**	**$45,316,570**	**$30,197,082**	**$57,759,414**	**$11,783,658**	**$12,442,844**	**63.99 %**	**27.46 %**

Department of Administration - 61010

Director's Office - 01



Program Description - The Director's Office provides overall leadership and management support to the Department of Administration's divisions and offers administrative support to attached boards and commissions. The office acts as a liaison among the agency's divisions, administratively-attached boards and commissions, the cabinet, the legislature, and the Governor's Office.

The Director's Office has 4.50 FTE funded through HB 2 and 26.51 FTE funded by the revenues generated from the internal fees charged to the Department of Administration's divisions and its attached-to agencies. These FTE provide services in the areas of legal, human resources, financial management, labor relations, project management and communications, continuity of government, emergency management, and homeland security.

- The Office of Legal Services advises the divisions on legal matters.
- The staff of the Office of Human Resources partner with DOA leadership and employees to enhance agency performance through strategic human resource programs and effective administrative processes (e.g., payroll administration, talent acquistion, policy development, etc.).
- The Office of Finance and Budget prepares and presents the biennial budget, processes budget change documents, monitors approved budgets for compliance with state law and legislative intent, and provides accounting assistance.
- Labor Relations provides labor relations services for managers and human resource officers and is the Governor's designated representative in collective bargaining.
- The State Continuity and Emergency Management Office provides leadership and support for the enterprise continuity of government, emergency management, and homeland security programs.
- The Office of Program and Information Management provides communication and project management services.

The customers served are internal to the department and its attached-to agencies, with the exception of the Office of Labor Relations and the State Continuity and Emergency Management Office, which serve the enterprise.

Department of Administration - 61010

Director's Office - 01

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	4.50	0.00	4.50	0.00	4.50	
Personal Services	485,000	(23,592)	461,408	(22,324)	462,676	924,084
Operating Expenses	73,555	110,821	184,376	36,039	109,594	293,970
Local Assistance	14,296	0	14,296	0	14,296	28,592
Transfers	0	8,589,879	8,589,879	8,941,581	8,941,581	17,531,460
Total Costs	$572,851	**$8,677,108**	**$9,249,959**	**$8,955,296**	**$9,528,147**	**$18,778,106**
General Fund	560,144	8,677,108	9,237,252	8,955,296	9,515,440	18,752,692
Federal Spec. Rev. Funds	12,707	0	12,707	0	12,707	25,414
Total Funds	$572,851	**$8,677,108**	**$9,249,959**	**$8,955,296**	**$9,528,147**	**$18,778,106**

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	(23,592)	(23,592)	(22,324)	(22,324)
SWPL - 2 - Fixed Costs	111,096	111,096	36,319	36,319
Total Statewide Present Law Adjustments	*$87,504*	*$87,504*	*$13,995*	*$13,995*
Present Law Adjustments				
PL - 103 - General Fund Transfer to Capital Development Authority	5,766,789	5,766,789	8,208,051	8,208,051
PL - 104 - Establish Minimum Funding for Major Repair Projects	8,589,879	8,589,879	8,941,581	8,941,581
PL - 4 - Allocate Department Indirect/Administrative Costs	701	701	696	696
PL - 5 - ServiceNow	(976)	(976)	(976)	(976)
Total Present Law Adjustments	*$14,356,393*	*$14,356,393*	*$17,149,352*	*$17,149,352*
New Proposals				
NP - 107 - Adjust Transfer for Capital Development Account	(5,766,789)	(5,766,789)	(8,208,051)	(8,208,051)
Total New Proposals	*($5,766,789)*	*($5,766,789)*	*($8,208,051)*	*($8,208,051)*
Total Budget Adjustments	**$8,677,108**	**$8,677,108**	**$8,955,296**	**$8,955,296**

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	($23,592)	($23,592)
FY 2023	($22,324)	($22,324)

SWPL - 1 - Personal Services -
The budget includes adjustments in FY 2022 and FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	$111,096	$111,096
FY 2023	$36,319	$36,319

SWPL - 2 - Fixed Costs -
The request includes adjustments in FY 2022 and FY 2023 to provide the funding required in the budget to pay fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

Department of Administration - 61010

Director's Office - 01

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$5,766,789	$5,766,789
FY 2023	$8,208,051	$8,208,051

PL - 103 - General Fund Transfer to Capital Development Authority -
This change package provides for a transfer of general fund to the Capital Developments Long-Range Building Program account as required by 17-7-208, MCA. This present law increase is for $5,766,789 in FY 2022 and $8,208,051 in FY 2023.

	General Fund Total	Total Funds
FY 2022	$8,589,879	$8,589,879
FY 2023	$8,941,581	$8,941,581

PL - 104 - Establish Minimum Funding for Major Repair Projects -
This change package provides for a transfer of general fund to the Major Repair Long-Range Building Program Account as required by 17-7-222, MCA. This present law increase is for $$8,589,879 in FY 2022 and $8,941,581 in FY 2023.

	General Fund Total	Total Funds
FY 2022	$701	$701
FY 2023	$696	$696

PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

	General Fund Total	Total Funds
FY 2022	($976)	($976)
FY 2023	($976)	($976)

PL - 5 - ServiceNow -
OBPP has approved the purchase of ServiceNow licenses and programs for the 2023 biennium. Due to the projected operating efficiencies and other savings achieved using ServiceNow, the operating budget has been reduced.

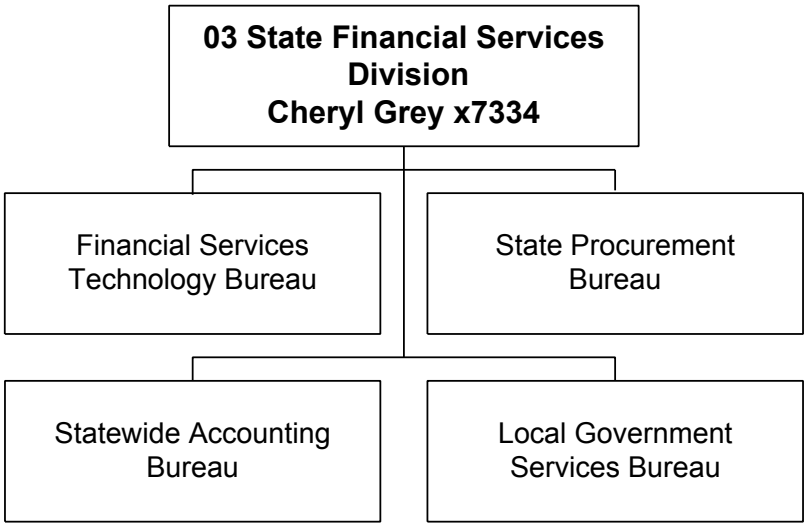
----------New Proposals----------

	General Fund Total	Total Funds
FY 2022	($5,766,789)	($5,766,789)
FY 2023	($8,208,051)	($8,208,051)

NP - 107 - Adjust Transfer for Capital Development Account -
Change package PL 103 provides for a transfer of general fund to the Capital Developments Long-Range Building Program account as required by 17-7-208, MCA. This new proposal decreases the transfer to the Capiital Development account as the funding will instead be used for debt service related to the bonding proposal in HB 14.

Department of Administration - 61010

State Financial Services Division - 03



Program Description - The State Financial Services Division performs many centralized functions and administers state and federal programs to state agencies, local government entities, and Montana citizens and businesses. The division consists of four bureaus – Statewide Accounting, State Procurement, SABHRS Financial Services Technology, and Local Government Services, which includes the State Social Security Administrator. The Division Strategies and Solutions Team (DSST) provides resources at the division level and focuses on operational business strategies and technology solutions to support division-wide initiatives.

The Statewide Accounting Bureau (SAB) prepares and publishes the state's annual comprehensive financial report (CAFR) and maintains a statewide accounting structure with related policies and procedures to allow all branches of government to meet their individual reporting needs. The Daily Operations Unit includes both the Treasury and Warrant Writer services. The Treasury responsibilities include central banking functions and maintaining accountability of all money and securities belonging to or held in trust by the state. The Warrant Writer services include management of the state payment processes and state vendor files, and issuance of 1099 miscellaneous and 1042 forms. The bureau also serves as the process owner of the SABHRS financial modules and assists state agencies in operating the state's accounting system. The Department of Administration (DOA) and the Board of Investments (BOI) work jointly to manage the State of Montana's cash effectively. The Treasury within DOA reconciles the state's banking activity/movement of cash, manages bank contracts, and supports BOI and other agencies.

The Local Government Services Bureau (LGSB) works with local governments (counties, cities & towns, school districts, and special districts) to support uniform financial accountability and to assist the local governments in complying with their statutory, financial, and budgetary reporting requirements, including provisions of the Montana Single Audit Act. LGSB receives and makes the local government financial, budget, and audit reports available to the public. The State Social Security Administrator is responsible for administering Section 218 of the Social Security Act by providing education and outreach and ensuring proper application of Social Security coverage to all state and local government employees.

The SABHRS Financial Services Technology Bureau (FSTB) provides system analysis, support, configuration, development, and maintenance of the state's enterprise accounting and budgeting systems. The bureau also manages system architecture and provides database administration for the entire Statewide Accounting Budgeting & Human Resources System (SABHRS) application. FSTB partners with the Statewide Accounting Bureau, Governor's Office of Budget and Program Planning, Legislative Fiscal Division, and the State Human Resources Division to gather business requirements and develop application strategies. In addition, the FSTB supports the electronic Montana Acquisition and Contracting System (eMACS).

The State Procurement Bureau (SPB) provides professional procurement services to all state agencies for the acquisition of supplies and services. SPB advocates for compliance with all state statutes and procurement requirements, establishes statewide contracts for commonly used goods and services, manages the state's fuel and procurement card programs,

and offers procurement and contract management training to state agencies. Also, the SPB promotes compliance with the Montana Procurement Act (MCA Title 18-4) and is the business process owner of the eMACS. The SPB strives to assist the state in receiving the maximum value for taxpayer dollars.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	28.92	0.00	28.92	0.00	28.92	
Personal Services	2,388,363	203,646	2,592,009	217,040	2,605,403	5,197,412
Operating Expenses	761,076	28,802	789,878	28,670	789,746	1,579,624
Debt Service	2,906	0	2,906	0	2,906	5,812
Total Costs	$3,152,345	**$232,448**	**$3,384,793**	**$245,710**	**$3,398,055**	**$6,782,848**
General Fund	2,908,920	187,148	3,096,068	199,290	3,108,210	6,204,278
State/Other Special	186,625	14,083	200,708	15,105	201,730	402,438
Proprietary Funds	55,373	26,816	82,189	26,914	82,287	164,476
Federal Spec. Rev. Funds	1,427	4,401	5,828	4,401	5,828	11,656
Total Funds	$3,152,345	**$232,448**	**$3,384,793**	**$245,710**	**$3,398,055**	**$6,782,848**

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	181,384	199,245	193,452	212,639
SWPL - 2 - Fixed Costs	4,632	10,649	4,751	10,510
SWPL - 3 - Inflation Deflation	(96)	(102)	(60)	(64)
Total Statewide Present Law Adjustments	*$185,920*	*$209,792*	*$198,143*	*$223,085*
Present Law Adjustments				
PL - 301 - Treasury Position Funding Adjustment	(16,679)	0	(16,729)	0
PL - 303 - Increase CMIA authority	0	4,401	0	4,401
PL - 4 - Allocate Department Indirect/Administrative Costs	24,179	24,917	24,148	24,886
PL - 5 - ServiceNow	(6,272)	(6,662)	(6,272)	(6,662)
Total Present Law Adjustments	*$1,228*	*$22,656*	*$1,147*	*$22,625*
Total Budget Adjustments	**$187,148**	**$232,448**	**$199,290**	**$245,710**

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$181,384	$199,245
FY 2023	$193,452	$212,639

SWPL - 1 - Personal Services -
The budget includes adjustments in FY 2022 and FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	$4,632	$10,649
FY 2023	$4,751	$10,510

SWPL - 2 - Fixed Costs -
The request includes adjustments in FY 2022 and FY 2023 to provide the funding required in the budget to pay for fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	($96)	($102)
FY 2023	($60)	($64)

SWPL - 3 - Inflation Deflation -
This change package includes adjustments in FY 2022 and FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	($16,679)	$0
FY 2023	($16,729)	$0

PL - 301 - Treasury Position Funding Adjustment -
This request represents a funding shift between the general fund and proprietary fund for a position in the division. The funding shift of $16,679 in FY 2022 and $16,729 in FY 2023 will ensure that this position is fully funded in the proprietary fund.

	General Fund Total	Total Funds
FY 2022	$0	$4,401
FY 2023	$0	$4,401

PL - 303 - Increase CMIA authority -
This request is to increase spending authority to cover expenditures related to the federal Cash Management Improvement Act (CMIA) agreement. The federal government reimburses the costs for staff time spent reviewing the CMIA agreement.

	General Fund Total	Total Funds
FY 2022	$24,179	$24,917
FY 2023	$24,148	$24,886

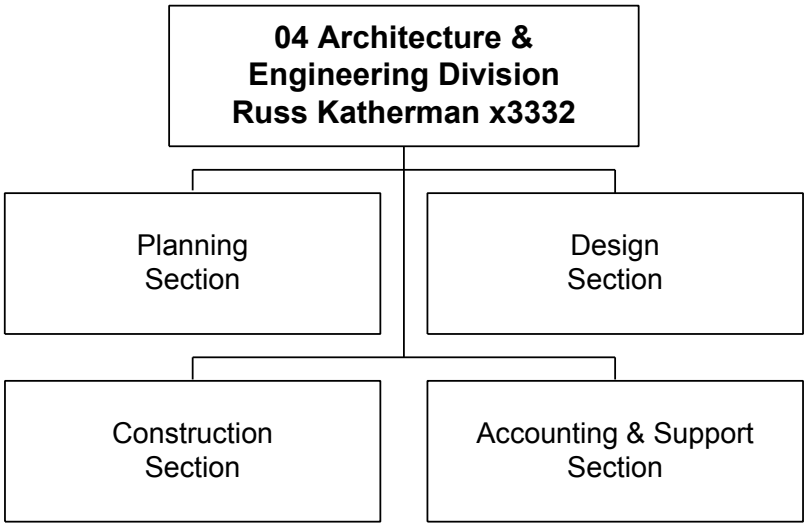
PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

	General Fund Total	Total Funds
FY 2022	($6,272)	($6,662)
FY 2023	($6,272)	($6,662)

PL - 5 - ServiceNow -
OBPP has approved the purchase of ServiceNow licenses and programs for the 2023 biennium. Due to the projected operating efficiencies and other savings achieved using ServiceNow, the operating budget has been reduced.

Department of Administration - 61010

Architecture & Engineering Pgm - 04



Program Description - The Architecture and Engineering Division manages remodeling and construction of state buildings. Its functions include planning new projects and remodeling projects; advertising, bidding, and awarding construction contracts; administering contracts with architects, engineers, and contractors; disbursing building construction payments; and providing design services for small projects. The division also formulates a long-range building plan for legislative consideration each session. This division operates under the authority found in Titles 17 and 18, MCA, as well as other state mandates.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	17.50	0.00	17.50	0.00	17.50	
Personal Services	1,771,150	(1,496)	1,769,654	4,942	1,776,092	3,545,746
Operating Expenses	634,187	26,911	661,098	33,175	667,362	1,328,460
Debt Service	1,770	0	1,770	0	1,770	3,540
Total Costs	$2,407,107	**$25,415**	**$2,432,522**	**$38,117**	**$2,445,224**	**$4,877,746**
State/Other Special	2,407,107	25,415	2,432,522	38,117	2,445,224	4,877,746
Total Funds	$2,407,107	**$25,415**	**$2,432,522**	**$38,117**	**$2,445,224**	**$4,877,746**

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	0	(1,496)	0	4,942
SWPL - 2 - Fixed Costs	0	(56,496)	0	(59,685)
SWPL - 3 - Inflation Deflation	0	(3,608)	0	(2,263)
Total Statewide Present Law Adjustments	*$0*	*($61,600)*	*$0*	*($57,006)*
Present Law Adjustments				
PL - 4 - Allocate Department Indirect/Administrative Costs	0	11,616	0	11,595
PL - 5 - ServiceNow	0	(3,795)	0	(3,795)
Total Present Law Adjustments	*$0*	*$7,821*	*$0*	*$7,800*
New Proposals				
NP - 401 - Facility Condition Software	0	79,194	0	87,323
Total New Proposals	*$0*	*$79,194*	*$0*	*$87,323*
Total Budget Adjustments	**$0**	**$25,415**	**$0**	**$38,117**

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$0	($1,496)
FY 2023	$0	$4,942

SWPL - 1 - Personal Services -
The budget includes a reduction of $1,496 in FY 2022 and an increase of $4,942 in FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	$0	($56,496)
FY 2023	$0	($59,685)

SWPL - 2 - Fixed Costs -
The request includes a reduction of $56,496 in FY 2022 and a reduction of $59,685 in FY 2023 to provide the funding required in the budget to pay fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	$0	($3,608)
FY 2023	$0	($2,263)

SWPL - 3 - Inflation Deflation -
This change package includes a reduction of $3,608 in FY 2022 and a reduction of $2,263 in FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$0	$11,616
FY 2023	$0	$11,595

PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

	General Fund Total	Total Funds
FY 2022	$0	($3,795)
FY 2023	$0	($3,795)

PL - 5 - ServiceNow -

OBPP has approved the purchase of ServiceNow licenses and programs for the 2023 biennium. Due to the projected operating efficiencies and other savings achieved using ServiceNow, the operating budget has been reduced.

Department of Administration - 61010

Architecture & Engineering Pgm - 04

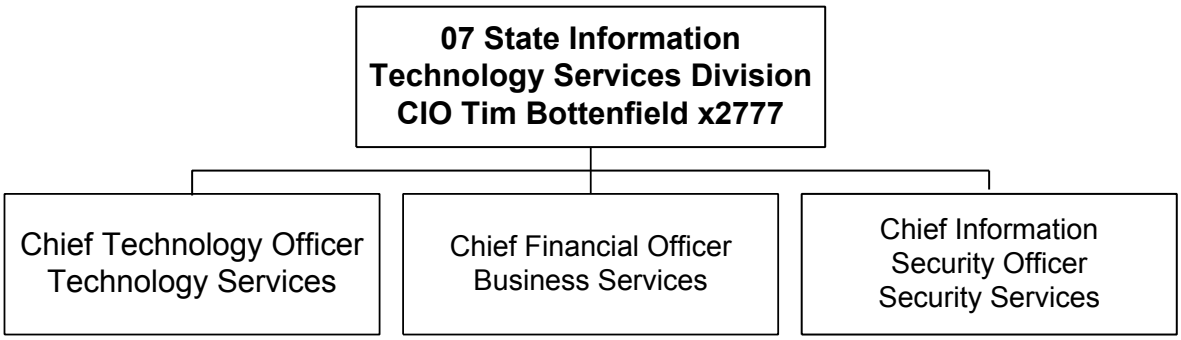
----------New Proposals----------

	General Fund Total	Total Funds
FY 2022	$0	$79,194
FY 2023	$0	$87,323

NP - 401 - Facility Condition Software -
Section 17-7-202, MCA, mandates the Architecture & Engineering Division to provide, as part of the Long-Range Building Program: 1) the location, agency, and usage of the entirety of buildings within the state's ~5,000 building inventory; and, 2) provide a statewide facility condition assessment for all buildings that are eligible for LRBP dollars. The statute further requires that the condition assessments be provided in an itemized format of the deficiencies in every building, a calculation of the deferred maintenance backlog for each building, and the deficiency ratios for each building. This data is to be delivered to the Governor's Budget Office and the Legislative Finance Committee before September 1 of every even numbered year. There are currently no platforms available within the Enterprise Services Offering or other agencies that can provide this functionality and A&E has selected the Archibus platform as the most economical and efficient tool readily available to meet the statute's requirements. The annual licensure and subscription costs for this software is anticipated to be $79,194 for FY 2022 and $87,323 for FY 2023. These costs are requested to be built into A&E's base budget.

Department of Administration - 61010

State Information Technology Division - 07



Program Description - The State Information Technology Services Division (SITSD) is a proprietary program that provides central computing, data network, and telecommunications services to more than 100 government customers throughout the state. SITSD manages two state-of-the-art data centers, a statewide data network, and provides information technology services to all branches of state government, the Office of Public Instruction, and various city and county municipalities.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	14.49	0.00	14.49	0.00	14.49	
Personal Services	1,441,849	(1,018,735)	423,114	(1,017,689)	424,160	847,274
Operating Expenses	2,354,608	(2,154,132)	200,476	(2,154,627)	199,981	400,457
Equipment & Intangible Assets	0	0	0	0	0	0
Total Costs	$3,796,457	**($3,172,867)**	**$623,590**	**($3,172,316)**	**$624,141**	**$1,247,731**
General Fund	3,346,592	(3,153,871)	192,721	(3,153,652)	192,940	385,661
State/Other Special	449,865	(18,996)	430,869	(18,664)	431,201	862,070
Total Funds	$3,796,457	**($3,172,867)**	**$623,590**	**($3,172,316)**	**$624,141**	**$1,247,731**

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	(127,736)	(157,970)	(127,037)	(156,296)
SWPL - 2 - Fixed Costs	(1,620)	4,708	(1,573)	4,116
SWPL - 3 - Inflation Deflation	(271)	(271)	(170)	(170)
Total Statewide Present Law Adjustments	*($129,627)*	*($153,533)*	*($128,780)*	*($152,350)*
Present Law Adjustments				
PL - 4 - Allocate Department Indirect/Administrative Costs	(3,479)	1,431	(3,479)	1,427
Total Present Law Adjustments	*($3,479)*	*$1,431*	*($3,479)*	*$1,427*
New Proposals				
NP - 703 - Move SITSD Cybersecurity to Proprietary	(3,020,765)	(3,020,765)	(3,021,393)	(3,021,393)
Total New Proposals	*($3,020,765)*	*($3,020,765)*	*($3,021,393)*	*($3,021,393)*
Total Budget Adjustments	**($3,153,871)**	**($3,172,867)**	**($3,153,652)**	**($3,172,316)**

Department of Administration - 61010

State Information Technology Division - 07

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	($127,736)	($157,970)
FY 2023	($127,037)	($156,296)

SWPL - 1 - Personal Services -
The budget includes adjustments in FY 2022 and FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	($1,620)	$4,708
FY 2023	($1,573)	$4,116

SWPL - 2 - Fixed Costs -
The request includes adjustments in FY 2022 and FY 2023 to provide the funding required in the budget to pay for fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	($271)	($271)
FY 2023	($170)	($170)

SWPL - 3 - Inflation Deflation -
This change package includes adjustments in FY 2022 and FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	($3,479)	$1,431
FY 2023	($3,479)	$1,427

PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

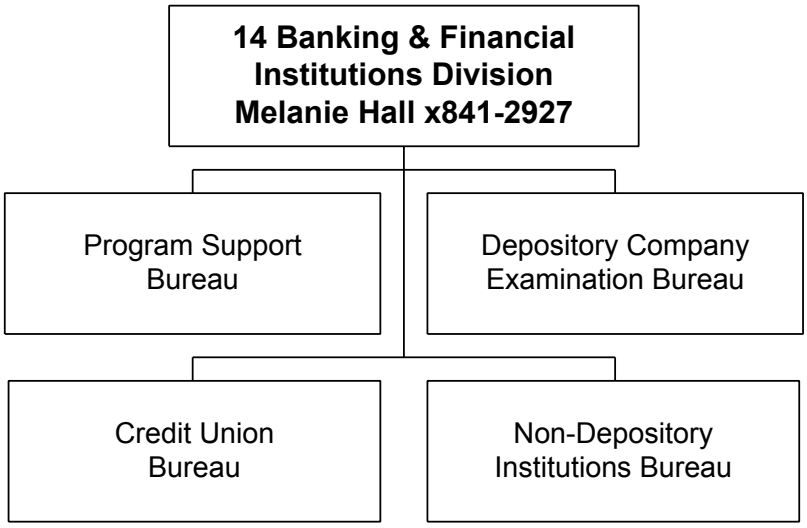
----------New Proposals----------

	General Fund Total	Total Funds
FY 2022	($3,020,765)	($3,020,765)
FY 2023	($3,021,393)	($3,021,393)

NP - 703 - Move SITSD Cybersecurity to Proprietary -
The 2019 legislature provided an appropriation for cybersecurity projects to improve the safety of the state's IT infrastructure. HB 2 from the last session included the following language: "It is the intent of the legislature that funding for the Montana Cybersecurity Enhancement Project be moved to the State Information Technology Services Division's proprietary rates in the 2023 biennium if the project is successful." This change package reduces the general fund and the funding is moved to the program's proprietary fund.

Department of Administration - 61010

Banking and Financial Institutions Division - 14



Program Description - The Division of Banking and Financial Institutions licenses, supervises, regulates, and examines financial institutions doing business in Montana. Those institutions include 39 banks and trust companies, with 469 branch banks, 10 credit unions, 335 consumer finance companies, 161 sales finance companies, and 8 escrow businesses. The division also licenses and examines 5,245 residential mortgage loan service providers. All program functions are statutorily mandated in Title 32, Chapters 1-11, and Title 31, Chapter 1, Parts 2 & 7, MCA.

The State Banking Board is administratively attached to the division. The board is responsible for making final determinations on applications for new bank charters and trust companies, hearing appeals of division decisions on branch bank, merger, or relocation applications, and may also act in an advisory capacity with respect to the duties and powers given by statute to the department when requested by the division.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	34.00	0.00	34.00	0.00	34.00	
Personal Services	3,360,846	59,341	3,420,187	70,897	3,431,743	6,851,930
Operating Expenses	950,944	53,001	1,003,945	48,883	999,827	2,003,772
Equipment & Intangible Assets	0	0	0	0	0	0
Debt Service	1,864	0	1,864	0	1,864	3,728
Total Costs	$4,313,654	**$112,342**	**$4,425,996**	**$119,780**	**$4,433,434**	**$8,859,430**
State/Other Special	4,313,654	112,342	4,425,996	112,014	4,433,434	8,859,430
Total Funds	$4,313,654	**$112,342**	**$4,425,996**	**$112,014**	**$4,433,434**	**$8,859,430**

Department of Administration - 61010

Banking and Financial Institutions Division - 14

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	0	59,341	0	70,897
SWPL - 2 - Fixed Costs	0	43,890	0	37,379
SWPL - 3 - Inflation Deflation	0	(6,528)	0	(4,094)
Total Statewide Present Law Adjustments	*$0*	*$96,703*	*$0*	*$104,182*
Present Law Adjustments				
PL - 1401 - Contracted Rent Increase	0	7,766	0	7,766
PL - 4 - Allocate Department Indirect/Administrative Costs	0	15,247	0	15,206
PL - 5 - ServiceNow	0	(7,374)	0	(7,374)
Total Present Law Adjustments	*$0*	*$15,639*	*$0*	*$15,598*
Total Budget Adjustments	**$0**	**$112,342**	**$0**	**$119,780**

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$0	$59,341
FY 2023	$0	$70,897

SWPL - 1 - Personal Services -
The budget includes an increase of $59,341 in FY 2022 and an increase of $70,897 in FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	$0	$43,890
FY 2023	$0	$37,379

SWPL - 2 - Fixed Costs -
The request includes an increase of $43,890 in FY 2022 and an increase of $37,379 in FY 2023 to provide the funding required in the budget to pay for fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	$0	($6,528)
FY 2023	$0	($4,094)

SWPL - 3 - Inflation Deflation -
This change package includes a reduction of $6,528 in FY 2022 and a reduction of $4,094 in FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

Department of Administration - 61010

Banking and Financial Institutions Division - 14

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$0	$7,766
FY 2023	$0	$7,766

PL - 1401 - Contracted Rent Increase -
This change package adjusts for a rent increase effective December 1, 2020. The Banking and FInancial Institutions Division leases office space at 301 S. Park in Helena. The current contract term is December 1, 2019 through November 30, 2039, with an incremental rate increase beginning in year two and then occurring every fifth year for the duration of the agreement.

	General Fund Total	Total Funds
FY 2022	$0	$15,247
FY 2023	$0	$15,206

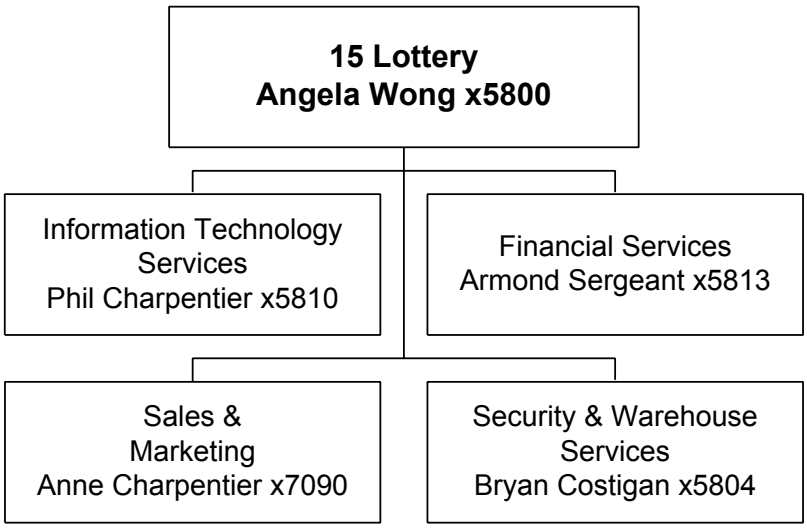
PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

	General Fund Total	Total Funds
FY 2022	$0	($7,374)
FY 2023	$0	($7,374)

PL - 5 - ServiceNow -
OBPP has approved the purchase of ServiceNow licenses and programs for the 2023 biennium. Due to the projected operating efficiencies and other savings achieved using ServiceNow, the operating budget has been reduced.

Department of Administration - 61010

Montana State Lottery - 15



Program Description - The Montana State Lottery was created in November 1986 by a referendum vote of the people of Montana. The general purpose is to allow lottery games in which players purchase from the state, through the administration of the lottery, a chance to win a prize. A five-member Lottery Commission, appointed by the Governor, sets policy and oversees program activities and procedures. Lottery's operations are accounted for in an enterprise fund. Lottery is required to transfer its net revenue of up to $12.3 million to the general fund on a quarterly basis. Net revenues above $12.3 million are transferred to the Montana University System for scholarships. The Montana State Lottery is attached to the Department of Administration for administrative purposes only.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	35.00	1.00	36.00	1.00	36.00	
Personal Services	2,665,616	87,488	2,753,104	94,861	2,760,477	5,513,581
Operating Expenses	3,244,041	200,083	3,444,124	57,356	3,301,397	6,745,521
Equipment & Intangible Assets	50,000	0	50,000	0	50,000	100,000
Total Costs	$5,959,657	**$287,571**	**$6,247,228**	**$152,217**	**$6,111,874**	**$12,359,102**
Proprietary Funds	5,959,657	287,571	6,247,228	152,217	6,111,874	12,359,102
Total Funds	$5,959,657	**$287,571**	**$6,247,228**	**$152,217**	**$6,111,874**	**$12,359,102**

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	0	3,811	0	11,244
SWPL - 2 - Fixed Costs	0	184,160	0	41,472
SWPL - 3 - Inflation Deflation	0	(11)	0	(7)
Total Statewide Present Law Adjustments	*$0*	*$187,960*	*$0*	*$52,709*
Present Law Adjustments				
PL - 4 - Allocate Department Indirect/Administrative Costs	0	15,934	0	15,891
Total Present Law Adjustments	*$0*	*$15,934*	*$0*	*$15,891*
New Proposals				
NP - 1501 - Make Modified Lottery Position Permanent	0	83,677	0	83,617
Total New Proposals	*$0*	*$83,677*	*$0*	*$83,617*
Total Budget Adjustments	**$0**	**$287,571**	**$0**	**$152,217**

Department of Administration - 61010

Montana State Lottery - 15

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$0	$3,811
FY 2023	$0	$11,244

SWPL - 1 - Personal Services -
The budget includes an increase of $3,811 in FY 2022 and an increase of $11,244 in FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	$0	$184,160
FY 2023	$0	$41,472

SWPL - 2 - Fixed Costs -
The request includes an increase of $184,160 in FY 2022 and an increase of $41,472 in FY 2023 to provide the funding required in the budget to pay for fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	$0	($11)
FY 2023	$0	($7)

SWPL - 3 - Inflation Deflation -
This change package includes a reduction of $11 in FY 2022 and a reduction of $7 in FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$0	$15,934
FY 2023	$0	$15,891

PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

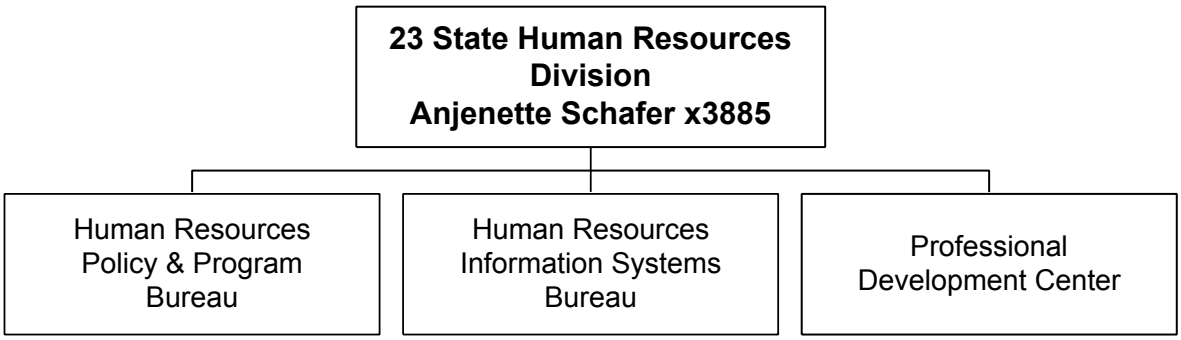
----------New Proposals----------

	General Fund Total	Total Funds
FY 2022	$0	$83,677
FY 2023	$0	$83,617

NP - 1501 - Make Modified Lottery Position Permanent -
The 2019 Legislature provided funding but eliminated the FTE for the Montana Lottery's Network Administrator position. The position is responsible for the administration of network and computer systems, user support, system operation, documentation and testing in support of the Lottery. The position manages the network infrastructure, computer systems and information technology equipment; and provides technical support and training to all Lottery users. The IT Department at the Lottery is made up of five people with only one position dedicated to network support that is essential to the function and support of daily business. This change package restores the FTE for this mission critical position.

Department of Administration - 61010

State Human Resources Division - 23



Program Description - The State Human Resources Division provides statewide human resource services and programs under the authority of Title 2, Chapter 18, and 39-31-301, MCA. The division houses:

- The Human Resources Policy and Programs Bureau, which establishes the human resource rules, policies, and standards for Montana's executive branch.
- The Professional Development Center, offering training and other professional development services to Montana state government and other organizations.
- The Human Resources Information Systems Bureau, which processes the biweekly payroll, and other human resources information systems, for all branches of state government.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	13.75	0.00	13.75	0.00	13.75	
Personal Services	1,265,494	72,619	1,338,113	78,049	1,343,543	2,681,656
Operating Expenses	440,115	(49,051)	391,064	(48,966)	391,149	782,213
Debt Service	377	0	377	0	377	754
Total Costs	$1,705,986	**$23,568**	**$1,729,554**	**$29,083**	**$1,735,069**	**$3,464,623**
General Fund	1,705,986	23,568	1,729,554	29,083	1,735,069	3,464,623
Total Funds	$1,705,986	**$23,568**	**$1,729,554**	**$29,083**	**$1,735,069**	**$3,464,623**

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	72,619	72,619	78,049	78,049
SWPL - 2 - Fixed Costs	(51,556)	(51,556)	(51,470)	(51,470)
SWPL - 3 - Inflation Deflation	(41)	(41)	(26)	(26)
Total Statewide Present Law Adjustments	*$21,022*	*$21,022*	*$26,553*	*$26,553*
Present Law Adjustments				
PL - 4 - Allocate Department Indirect/Administrative Costs	5,420	5,420	5,404	5,404
PL - 5 - ServiceNow	(2,874)	(2,874)	(2,874)	(2,874)
Total Present Law Adjustments	*$2,546*	*$2,546*	*$2,530*	*$2,530*
Total Budget Adjustments	**$23,568**	**$23,568**	**$29,083**	**$29,083**

Department of Administration - 61010

State Human Resources Division - 23

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$72,619	$72,619
FY 2023	$78,049	$78,049

SWPL - 1 - Personal Services -
The budget includes adjustments in FY 2022 and FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	($51,556)	($51,556)
FY 2023	($51,470)	($51,470)

SWPL - 2 - Fixed Costs -
The request includes adjustments in FY 2022 and FY 2023 to provide the funding required in the budget to pay for fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	($41)	($41)
FY 2023	($26)	($26)

SWPL - 3 - Inflation Deflation -
This change package includes adjustments in FY 2022 and FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$5,420	$5,420
FY 2023	$5,404	$5,404

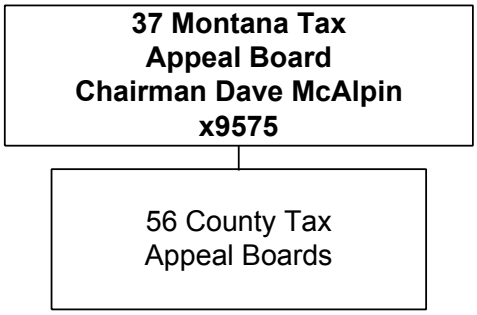
PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

	General Fund Total	Total Funds
FY 2022	($2,874)	($2,874)
FY 2023	($2,874)	($2,874)

PL - 5 - ServiceNow -
OBPP has approved the purchase of ServiceNow licenses and programs for the 2023 biennium. Due to the projected operating efficiencies and other savings achieved using ServiceNow, the operating budget has been reduced.

Department of Administration - 61010

Montana Tax Appeal Board - 37



Program Description - The Montana Tax Appeal Board (MTAB) was established by the authority granted in Article VIII, Section 7 of the Montana Constitution and operates under statutes found in 15-2-101, MCA. MTAB is an administrative court independent of the Montana Department of Revenue. The board consists of three members, who hear appeals as full-time state employees, with two support staff. Board members are appointed by the Governor to rotating six-year terms and are subject to legislative confirmation after a hearing before the Senate Taxation Committee and a recorded vote of the full Montana Senate.

MTAB executes the only state tax appeal system for citizens to dispute any action of the Montana Department of Revenue or other state agencies with taxing authority. It is the only fact-finding court of record in tax disputes, and holds formal hearings in cases to resolve disputes through written opinions which can be appealed to Montana District Courts. The board hears appeals from decisions of the 56 county tax appeal boards, primarily involving residential and commercial property valuation and classification. It also takes original jurisdiction cases in matters involving income taxes, corporate taxes, severance taxes, centrally-assessed property, new industry property, motor fuels taxes, vehicle taxes, and cabin site leases.

The duties of the board also include funding, administering, and training the County Tax Appeal Boards required by the Montana Constitution. The Montana Tax Appeal Board trains and supports the 56 County Tax Appeal Boards, reimbursing counties for expenses associated with the county tax appeal function. Specifically, secretary wages, office supplies, and mileage/per diem for county board members are reimbursed from the MTAB budget approved by the legislature.

Program Proposed Budget Budget Item	Starting Point Fiscal 2021	Budget Adjustments Fiscal 2022	Total Exec. Budget Fiscal 2022	Budget Adjustments Fiscal 2023	Total Exec. Budget Fiscal 2023	Executive Budget Request 2023 Biennium
FTE	5.50	0.00	5.50	0.00	5.50	
Personal Services	515,926	(1,318)	514,608	(139)	515,787	1,030,395
Operating Expenses	152,778	12,193	164,971	12,318	165,096	330,067
Local Assistance	14,683	0	14,683	0	14,683	29,366
Total Costs	$683,387	**$10,875**	**$694,262**	**$12,179**	**$695,566**	**$1,389,828**
General Fund	683,387	8,154	694,262	9,458	695,566	1,389,828
Total Funds	$683,387	**$8,154**	**$694,262**	**$9,458**	**$695,566**	**$1,389,828**

Department of Administration - 61010

Montana Tax Appeal Board - 37

Program Proposed Budget Adjustments	Budget Adjustments Fiscal 2022		Budget Adjustments Fiscal 2023	
	General Fund	Total Funds	General Fund	Total Funds
Statewide Present Law Adjustments				
SWPL - 1 - Personal Services	(1,318)	(1,318)	(139)	(139)
SWPL - 2 - Fixed Costs	10,152	10,152	10,273	10,273
SWPL - 3 - Inflation Deflation	(29)	(29)	(18)	(18)
Total Statewide Present Law Adjustments	*$8,805*	*$8,805*	*$10,116*	*$10,116*
Present Law Adjustments				
PL - 4 - Allocate Department Indirect/Administrative Costs	542	542	535	535
PL - 5 - ServiceNow	(1,193)	(1,193)	(1,193)	(1,193)
Total Present Law Adjustments	*($651)*	*($651)*	*($658)*	*($658)*
New Proposals				
NP - 37 - NRIS/GIS Fixed Costs	2,721	2,721	2,721	2,721
Total New Proposals	*$2,721*	*$2,721*	*$2,721*	*$2,721*
Total Budget Adjustments	**$10,875**	**$10,875**	**$12,179**	**$12,179**

----------Statewide Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	($1,318)	($1,318)
FY 2023	($139)	($139)

SWPL - 1 - Personal Services -
The budget includes a reduction of $1,318 in FY 2022 and a reduction of $139 in FY 2023 to annualize various personal services costs including FY 2021 statewide pay plan, benefit rate adjustments, longevity adjustments related to incumbents in each position at the time of the snapshot, and vacancy savings.

	General Fund Total	Total Funds
FY 2022	$10,152	$10,152
FY 2023	$10,273	$10,273

SWPL - 2 - Fixed Costs -
The request includes an increase of $10,152 in FY 2022 and an increase of $10,273 in FY 2023 to provide the funding required in the budget to pay for fixed costs assessed by other agencies within state government for the services they provide. Examples of fixed costs include liability and property insurance, legislative audit, warrant writer, payroll processing, and others. The rates charged for these services are approved in a separate portion of the budget.

	General Fund Total	Total Funds
FY 2022	($29)	($29)
FY 2023	($18)	($18)

SWPL - 3 - Inflation Deflation -
This change package includes a reduction of $29 in FY 2022 and a reduction of $18 in FY 2023 to reflect budgetary changes generated from the application of inflation to specific expenditure accounts. Affected accounts include those associated with the statewide Motor Pool operated by the Department of Transportation.

Department of Administration - 61010

Montana Tax Appeal Board - 37

----------Present Law Adjustments----------

	General Fund Total	Total Funds
FY 2022	$542	$542
FY 2023	$535	$535

PL - 4 - Allocate Department Indirect/Administrative Costs -
This change package includes adjustments in FY 2022 and FY 2023 to provide the funding to pay the Department of Administration's (DOA) indirect costs. These costs are charged to the department's programs for services provided by DOA employees, including accounting, human resources, and legal issues.

	General Fund Total	Total Funds
FY 2022	($1,193)	($1,193)
FY 2023	($1,193)	($1,193)

PL - 5 - ServiceNow -
OBPP has approved the purchase of ServiceNow licenses and programs for the 2023 biennium. Due to the projected operating efficiencies and other savings achieved using ServiceNow, the operating budget has been reduced.

----------New Proposals----------

	General Fund Total	Total Funds
FY 2022	$2,721	$2,721
FY 2023	$2,721	$2,721

NP - 37 - NRIS/GIS Fixed Costs -
This request is for $2,721 in each year of the 2023 biennium for a new proposed NRIS/GIS usage fixed cost to be paid to the Montana State Library. This action is in line with the Legislative Finance Committee proposal to include these costs in the statewide fixed cost adjustments.