



Section E 5% Reduction Plan Summary -- 2013 Biennium

TOTAL FUNDS

Agency	Included in Executive Budget	Not in Executive Budget	Total 5% Reduction Plan	Total FTE Reduction	% Included in EB	% Not in EB
OPI-State Activities	\$229,756	\$764,404	\$994,160	0.00	23.1%	76.9%
OPI-Local Schools	\$0	\$55,108,718	\$55,108,718	0.00	0.0%	100.0%
Board of Pub Ed	\$0	\$0	\$0	0.00		
MSDB	\$154,538	\$429,027	\$583,565	3.26	26.5%	73.5%
Montana Arts Council	\$0	\$0	\$0	0.00		
State Library	\$135,668	\$215,386	\$351,054	2.25	38.6%	61.4%
MT Historical Society	\$310,635	\$21,924	\$332,559	1.31	93.4%	6.6%
MUS	<u>\$10,211,541</u>	<u>\$4,399,603</u>	<u>\$14,611,144</u>	<u>0.97</u>	<u>69.9%</u>	<u>30.1%</u>
Total Section E	<u>\$11,042,138</u>	<u>\$60,939,062</u>	<u>\$71,981,200</u>	<u>7.79</u>	<u>15.3%</u>	<u>84.7%</u>

GENERAL FUND

Agency	Included in Executive Budget	Not in Executive Budget	Total 5% Reduction Plan
OPI-State Activities	\$229,756	\$666,852	\$896,608
OPI-Local Schools	\$0	\$55,108,718	\$55,108,718
Board of Pub Ed	\$0	\$0	\$0
MSDB	\$154,538	\$429,027	\$583,565
Montana Arts Council	\$0	\$0	\$0
State Library	\$135,668	\$135,036	\$270,704
MT Historical Society*	\$310,635	\$12,844	\$323,479
MUS	<u>\$10,211,541</u>	<u>\$4,399,603</u>	<u>\$14,611,144</u>
Total Section E	<u>\$11,042,138</u>	<u>\$60,752,080</u>	<u>\$71,794,218</u>

STATE SPECIAL REVENUE

Agency	Included in Executive Budget	Not in Executive Budget	Total 5% Reduction Plan
OPI-State Activities	\$0	\$97,552	\$97,552
OPI-Local Schools	\$0	\$0	\$0
Board of Pub Ed	\$0	\$0	\$0
MSDB	\$0	\$0	\$0
Montana Arts Council	\$0	\$0	\$0
State Library	\$0	\$80,350	\$80,350
MT Historical Society	\$0	\$9,080	\$9,080
MUS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Section E	<u>\$0</u>	<u>\$186,982</u>	<u>\$186,982</u>

*Historical Society general fund reduction exceeds 5% by \$60,775

MCA 17-7-111. Preparation of state budget – agency program budgets – form distribution and contents. (1) (a) To prepare a state budget, the executive branch, the legislature, and the citizens of the state need information that is consistent and accurate. Necessary information includes detailed disbursements by fund type for each agency and program for the appropriate time period, recommendations for creating a balanced budget, and recommended disbursements and estimated receipts by fund type and fund category.

(b) Subject to the requirements of this chapter, the budget director and the legislative fiscal analyst shall by agreement:

(i) establish necessary standards, formats, and other matters necessary to share information between the agencies and to ensure that information is consistent and accurate for the preparation of the state's budget; and

(ii) provide for the collection and provision of budgetary and financial information that is in addition to or different from the information otherwise required to be provided pursuant to this section.

(2) In the preparation of a state budget, the budget director shall, not later than the date specified in 17-7-112(1), distribute to all agencies the proper forms and instructions necessary for the preparation of budget estimates by the budget director. These forms must be prescribed by the budget director to procure the information required by subsection (3). The forms must be submitted to the budget director by the date provided in 17-7-112(2), or the agency's budget is subject to preparation based upon estimates as provided in 17-7-112(5). The budget director may refuse to accept forms that do not comply with the provisions of this section or the instructions given for completing the forms.

(3) Subject to subsections (7) and (8), the agency budget request must set forth a balanced financial plan for the agency completing the forms for each fiscal year of the ensuing biennium. The plan must consist of:

(a) a consolidated agency budget summary of funds subject to appropriation, as provided in 17-8-101, for the current base budget expenditures, including statutory appropriations, and for each present law adjustment and new proposal request setting forth the aggregate figures of the full-time equivalent personnel positions (FTE) and the budget, showing a balance between the total proposed disbursements and the total anticipated receipts, together with the other means of financing the budget for each fiscal year of the ensuing biennium, contrasted with the corresponding figures for the last-completed fiscal year and the fiscal year in progress;

(b) a schedule of the actual and projected receipts, disbursements, and solvency of each fund for the current biennium and estimated for the subsequent biennium;

(c) a statement of the agency mission and a statement of goals and objectives for each program of the agency. The goals and objectives must include, in a concise form, sufficient specific information and quantifiable information to enable the legislature to formulate an appropriations policy regarding the agency and its programs and to allow a determination, at some future date, on whether the agency has succeeded in attaining its goals and objectives.

(d) actual FTE and disbursements for the completed fiscal year of the current biennium, estimated FTE and disbursements for the current fiscal year, and the agency's request for the ensuing biennium, by program;

(e) actual disbursements for the completed fiscal year of the current biennium, estimated disbursements for the current fiscal year, and the agency's recommendations for the ensuing biennium, by disbursement category;

(f) for agencies with more than 20 FTE, a plan to reduce the proposed base budget for the general appropriations act and the proposed state pay plan to 95% of the current base budget or lower if directed by the budget director. Each agency plan must include base budget reductions that reflect the required percentage reduction by fund type for the general fund and state special revenue fund types. Exempt from the calculations of the 5% target amounts are legislative audit costs, administratively attached entities that hire their own staff under 2-15-121, and state special revenue accounts that do not transfer their investment earnings or fund balances to the general fund. The plan must include:

(i) a prioritized list of services that would be eliminated or reduced;

(ii) for each service included in the prioritized list, the savings that would result from the elimination or reduction; and

(iii) the consequences or impacts of the proposed elimination or reduction of each service.