



**Montana Legislative Services Division**  
**Financial and Human Resource Office**

TO: Members, Legislative Council  
FROM: Jennifer Simmons, Financial Services Manager  
RE: Operating Plans  
DATE: May 16, 2013

A handwritten signature in black ink, appearing to be "J. Simmons", written over the "FROM:" line.

Operating Plan Approvals

The Legislative Services Divisions (LSD) provides functional services to the legislature and the public which are budgeted and accounted for in three programs. Those programs are:

- Program 20, Legislative Services Division, budgeted in HB 2
- Program 21, Legislative Committees and Activities, budgeted in HB 2
- Program 22, LSD's Feed Bill Program, budgeted in HB 1

To ensure an appropriate level of legislative review of program operating plans and amendments in accordance with statutory requirements, division procedures require the LSD to:

1. Seek Legislative Council (LC) approval of the biennial budget prior to August 1 of the new biennium.
2. Seek Legislative Council approval prior to implementation of any first-level operating plan change which would trigger the "substantial compliance" provisions of 17-7-138.
3. Implement, without prior LC approval, operating plan amendments which do not trigger the provisions of 17-7-138. Inform the LC of the implementation of such amendments.
4. Record the initial first-level budget, and subsequent changes, on the statewide accounting, budgeting, and human resource system (SABHRS).
5. If an operating plan change could be considered contrary to legislative intent, it must be approved by the LC before implementation regardless of whether or not it triggers the "substantial compliance" statute.

**Action Item:**

Requesting prior approval for the following Op Plan change that triggers the "substantial compliance" provisions of 17-7-138:

- \$108,000 from Operating Expenses to Equipment  
To appropriately account for purchases of IT assets individually exceeding \$5,000.

In compliance with statute, this operating plan change, if approved today, will be submitted to the Legislative Finance Committee for review at their June meeting, before being implemented.

LEGISLATIVE COUNCIL  
May 16, 2013  
**Exhibit 14**