

Program Budget Comparison

The following table summarizes the total legislative budget for the program by year, type of expenditure, and source of funding.

Program Budget Comparison								
Budget Item	Base Fiscal 2012	Approp. Fiscal 2013	Budget Fiscal 2014	Budget Fiscal 2015	Biennium Fiscal 12-13	Biennium Fiscal 14-15	Biennium Change	Biennium % Change
FTE	65.12	65.12	65.62	65.62	65.12	65.62	0.50	0.77%
Personal Services	3,855,366	3,892,201	4,222,276	4,226,781	7,747,567	8,449,057	701,490	9.05%
Operating Expenses	4,978,633	5,096,710	5,065,364	4,975,683	10,075,343	10,041,047	(34,296)	(0.34%)
Equipment & Intangible Assets	12,640	13,526	12,640	12,640	26,166	25,280	(886)	(3.39%)
Capital Outlay	0	0	0	0	0	0	0	n/a
Grants	0	0	0	0	0	0	0	n/a
Transfers	112,679	163,829	164,779	164,779	276,508	329,558	53,050	19.19%
Total Costs	\$8,959,318	\$9,166,266	\$9,465,059	\$9,379,883	\$18,125,584	\$18,844,942	\$719,358	3.97%
State Special	8,898,467	9,097,118	9,387,727	9,318,104	17,995,585	18,705,831	710,246	3.95%
Federal Special	60,851	69,148	77,332	61,779	129,999	139,111	9,112	7.01%
Other	0	0	0	0	0	0	0	n/a
Total Funds	\$8,959,318	\$9,166,266	\$9,465,059	\$9,379,883	\$18,125,584	\$18,844,942	\$719,358	3.97%

Program Description

The division is made up of two sections. The two sections' responsibilities are as follows:

Management:

- Overall department direction regarding policy, planning, program development, guidelines, and budgets
- Liaison with the Governor's Office and the Legislature
- Interaction with the Fish, Wildlife and Parks Commission
- Liaison with Montana's Indian tribes and with other state and federal agencies
- Legal
- Human resource management
- Real estate functions

Finance:

- Department-wide support for accounting
- Fiscal management
- Purchasing and property management
- Federal aid administration
- Sale of hunting, fishing, and other recreational licenses

Program Highlights

Management and Finance Division Major Budget Highlights
<ul style="list-style-type: none"> ◆ The legislatively approve budget increased primarily due to statewide present law adjustments and present law adjustments including: <ul style="list-style-type: none"> ● \$110,000 funding for the legal unit for increased workload ● \$104,000 for search and rescue funding

Funding

The following table shows program funding by source of authority for the 2015 biennium as adopted by the legislature.

Total Department Of Fish, Wildlife & Parks Funding by Source of Authority 2015 Biennium Budget - Management And Finance							
Funds	HB 2	Non-Budgeted Proprietary	Statutory Appropriation	Total All Sources	% Total All Funds	MCA Reference	Statutory Category
State Special Total	\$18,705,831	\$0	\$1,193,786	\$19,899,617	74.4%		
02086 Mountain Sheep Account	\$60,000	\$0	\$0	\$60,000	0.2%		
02112 Moose Auction	\$2,600	\$0	\$0	\$2,600	0.0%		
02176 Mountain Goat Auction	\$4,600	\$0	\$0	\$4,600	0.0%		
02408 Coal Tax Trust Account	\$26,436	\$0	\$0	\$26,436	0.1%		
02409 General License	\$18,357,904	\$0	\$946,430	\$19,304,334	72.2%	87-1-230	Direct
02411 State Parks Miscellaneous	\$0	\$0	\$76,190	\$76,190	0.3%	87-1-230	Direct
02469 Habitat Trust Interest	\$45,887	\$0	\$171,166	\$217,053	0.8%	87-1-230	Direct
02547 Search & Rescue	\$199,304	\$0	\$0	\$199,304	0.7%		
02559 Mule Deer Auction	\$4,500	\$0	\$0	\$4,500	0.0%		
02560 Elk Auction	\$4,600	\$0	\$0	\$4,600	0.0%		
Federal Special Total	\$139,111	\$0	\$344,146	\$483,257	1.8%	87-1-230	Direct
03097 Fedl Fish(w/b) Wildlife(p/r)	\$139,111	\$0	\$344,146	\$483,257	1.8%		
Proprietary Total	\$0	\$6,362,147	\$0	\$6,362,147	23.8%		
06501 Duplicating Center	\$0	\$153,144	\$0	\$153,144	0.6%		
06502 Equipment Enterprise Fund	\$0	\$5,997,752	\$0	\$5,997,752	22.4%		
06503 F & G Warehouse Inventory	\$0	\$211,251	\$0	\$211,251	0.8%		
Total All Funds	\$18,844,942	\$6,362,147	\$1,537,932	\$26,745,021	100.0%		
Percent - Total All Sources	70.5%	23.8%	5.8%				

The division is primarily funded by general license account revenues, with the remaining funding from miscellaneous special revenue funds and federal funds.

Budget Summary by Category

The following summarizes the total budget by base, present law adjustments, and new proposals.

Budget Item	-----General Fund-----				-----Total Funds-----			
	Budget Fiscal 2014	Budget Fiscal 2015	Biennium Fiscal 14-15	Percent of Budget	Budget Fiscal 2014	Budget Fiscal 2015	Biennium Fiscal 14-15	Percent of Budget
Base Budget	0	0	0	0.00%	8,959,318	8,959,318	17,918,636	95.08%
Statewide PL Adjustments	0	0	0	0.00%	390,528	305,507	696,035	3.69%
Other PL Adjustments	0	0	0	0.00%	115,213	115,058	230,271	1.22%
New Proposals	0	0	0	0.00%	0	0	0	0.00%
Total Budget	\$0	\$0	\$0		\$9,465,059	\$9,379,883	\$18,844,942	

Present Law Adjustments

The “Present Law Adjustments” table shows the changes to the base budget adopted by the legislature.

Present Law Adjustments	-----Fiscal 2014-----				-----Fiscal 2015-----					
	FTE	General Fund	State Special	Federal Special	Total Funds	FTE	General Fund	State Special	Federal Special	Total Funds
Personal Services					484,986					489,771
Vacancy Savings					(173,610)					(173,808)
Inflation/Deflation					8,055					15,982
Fixed Costs					71,097					(26,438)
Total Statewide Present Law Adjustments		\$0	\$374,047	\$16,481	\$390,528		\$0	\$304,579	\$928	\$305,507
DP 50 - Initial Motion to FY 2012 Base	0.00	0	(374,047)	(16,481)	(390,528)	0.00	0	(304,579)	(928)	(305,507)
DP 51 - Adjustment for Statewide Personal Services	0.00	0	298,378	12,998	311,376	0.00	0	315,001	962	315,963
DP 52 - Adjustment for Statewide Operations	0.00	0	83,248	3,483	86,731	0.00	0	(2,916)	(34)	(2,950)
DP 901 - Legal Unit	0.50	0	55,534	0	55,534	0.50	0	55,452	0	55,452
DP 902 - Search and Rescue	0.00	0	52,100	0	52,100	0.00	0	52,100	0	52,100
Total Other Present Law Adjustments	0.50	\$0	\$115,213	\$0	\$115,213	0.50	\$0	\$115,058	\$0	\$115,058
Grand Total All Present Law Adjustments	0.50	\$0	\$489,260	\$16,481	\$505,741	0.50	\$0	\$419,637	\$928	\$420,565

DP 50 - Initial Motion to FY 2012 Base - The legislature adopted a motion to establish the starting point for budget deliberations as the FY 2012 base. This adjustment removes statewide present law adjustments for personal services, vacancy savings, fixed costs, and inflation/deflation.

DP 51 - Adjustment for Statewide Personal Services - This adjustment funds statewide personal services and vacancy savings.

DP 52 - Adjustment for Statewide Operations - This adjustment establishes the fixed cost and inflation/deflation rates as approved by the General Government subcommittee.

DP 901 - Legal Unit - The legislature approved funding from the general license account and an additional 0.5 FTE due to increased work load from litigation in state, federal, and water courts; and for increased legal work in the acquisition, monitoring, and enforcement of conservation easements for fish and wildlife habitat.

DP 902 - Search and Rescue - The legislature approved funding from the search and rescue account each year of the biennium to re-establish authority for a transfer to the Department of Military Affairs for costs incurred by search and rescue clubs when searching for hunters, anglers, or trappers. The revenue source for these funds is \$0.25 for each conservation license sold, which is statutorily dedicated for this purpose.

Proprietary Rates

Proprietary Program Description

The General Services Division provides the following functions funded with proprietary funds. These programs are described separately along with a discussion of the program expenses, revenues, and rates being requested to finance the program:

- Duplicating Center
- Vehicle Fund
- Supply Warehouse

Duplicating Center*Proprietary Program Description*

The department's duplicating center provides duplicating and bindery services to department employees. The Duplicating Center has 1.00 FTE and whenever the demand for services becomes too great or a particular job is considered too large, the excess jobs are taken to Publications and Graphics in the Department of Administration to be completed.

Approved Rates**Duplicating Services Rates**

Item	FY 2012	FY2013	FY 2014	FY 2015
Copies				
1-20	\$0.065	\$0.070	\$0.070	\$0.075
21-100	\$0.050	\$0.055	\$0.055	\$0.060
101-1,000	\$0.045	\$0.050	\$0.050	\$0.056
1,001-5,000	\$0.040	\$0.045	\$0.045	\$0.050
Color - per sheet	\$0.25	\$0.25	\$0.25	\$0.25
Binding				
Collating (per sheet)	\$0.010	\$0.010	\$0.010	\$0.010
Hand Stapling (per set)	\$0.020	\$0.020	\$0.020	\$0.020
Saddle stitch (per set)	\$0.035	\$0.035	\$0.035	\$0.035
Folding (per sheet)	\$0.010	\$0.010	\$0.010	\$0.010
Punching (per sheet)	\$0.005	\$0.005	\$0.005	\$0.005
Cutting (per minute)	\$0.600	\$0.600	\$0.600	\$0.600

Equipment Enterprise Fund*Proprietary Program Description*

The department's equipment fund provides a fleet of vehicles to department employees. The users are department employees, mostly enforcement wardens, fish and wildlife biologists, and park employees. Every month, users are charged for the miles driven during the previous month.

Approved Rates

Description	FY 2012	FY2013	FY 2014	FY 2015
Per Mile Rates:				
Sedans	\$0.46	\$0.46	\$0.46	\$0.46
Vans	\$0.53	\$0.53	\$0.53	\$0.53
Utilities	\$0.58	\$0.58	\$0.58	\$0.58
Pickup 1/2 Ton	\$0.53	\$0.53	\$0.53	\$0.53
Pickup 3/4 Ton	\$0.61	\$0.61	\$0.61	\$0.61

Vehicles will be assessed a minimum overhead charge in addition to the regular rates if not driven a minimum number of miles.

Significant Present Law Adjustments

Each year, department employees drive over 6.1 million miles in department owned vehicles. The department currently has a fleet of over 450 vehicles, which are mainly used by enforcement officers, fish and wildlife biologists and parks employees. The rate includes funding for vehicle replacement of 40 vehicles in both FY 2014 and FY 2015. This is based on replacing vehicles after a minimum of 120,000 miles.

Warehouse Inventory

Proprietary Program Description

The department's warehouse contains mainly uniform items (both for wardens and non-wardens) and items specifically related to the duties of the department such as gill nets for the fisheries biologists. Overhead costs are recovered by charging a predetermined fixed percentage to all sales.

Rate Explanation

The rate approved for the warehouse is an overhead rate that is added to the cost of the inventory items. The overhead rate is expected to generate sufficient revenue to cover the administrative costs of the program.

The FY 2012 rate was 24% and the FY 2013 rate was 24%. Due to a substantial increase to inventory, the department currently has a \$27,000 loan from another fund. This loan is necessary to maintain a positive cash balance in this fund. In order to reduce this loan, the legislature approved a warehouse overhead rate of 25% in FY 2014 and 25% in FY 2015. The rate is calculated by estimating the support costs required to maintain the warehouse function such as personal services, office supplies, and other miscellaneous office costs. Based on estimated warehouse sales, a fixed overhead percentage is determined that allows the department to recover the warehouse support costs. This rate is also adjusted for any previous over or under collections. Due to the size of this operation, a simple warehouse overhead rate has been considered the most logical.