

Program Budget Comparison

The following table summarizes the total executive 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	5,080,640	4,991,032	10,075,343	10,071,672	(3,671)	(0.04%)
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	\$9,480,335	\$9,395,232	\$18,125,584	\$18,875,567	\$749,983	4.14%
State Special	8,898,467	9,097,118	9,403,003	9,333,453	17,995,585	18,736,456	740,871	4.12%
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	\$9,480,335	\$9,395,232	\$18,125,584	\$18,875,567	\$749,983	4.14%

Program Description

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

Management:

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

Finance:

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

Program Highlights

Management and Finance Division Major Budget Highlights
<ul style="list-style-type: none"> ◆ The proposed increase to this program's budget is due to statewide present law adjustments ◆ The Governor would add 0.50 FTE to the Legal Unit

Funding

The following table shows program funding, by source for the 2015 biennium as recommended by the Governor.

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	\$18,736,456	\$0	\$1,193,786	\$19,930,242	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	\$18,388,529	\$0	\$946,430	\$19,334,959	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	\$6,361,937	\$0	\$6,361,937	23.8%		
06501 Duplicating Center	\$0	\$153,144	\$0	\$153,144	0.6%		
06502 Equipment Enterprise Fund	\$0	\$5,997,542	\$0	\$5,997,542	22.4%		
06503 F & G Warehouse Inventory	\$0	\$211,251	\$0	\$211,251	0.8%		
Total All Funds	\$18,875,567	\$6,361,937	\$1,537,932	\$26,775,436	100.0%		
Percent - Total All Sources	70.5%	23.8%	5.7%				

The division is primarily funded by general license account revenues, with the remaining 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	94.93%
Statewide PL Adjustments	0	0	0	0.00%	390,528	305,507	696,035	3.69%
Other PL Adjustments	0	0	0	0.00%	107,634	107,552	215,186	1.14%
New Proposals	0	0	0	0.00%	22,855	22,855	45,710	0.24%
Total Budget	\$0	\$0	\$0		\$9,480,335	\$9,395,232	\$18,875,567	

Present Law Adjustments

The “Present Law Adjustments” table shows the changes to the adjusted base budget proposed by the executive. “Statewide Present Law” adjustments are standard categories of adjustments made to all agencies. Decisions on these items were applied globally to all agencies. The other numbered adjustments in the table correspond to the narrative descriptions.

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 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	\$107,634	\$0	\$107,634	0.50	\$0	\$107,552	\$0	\$107,552
Grand Total All Present Law Adjustments	0.50	\$0	\$481,681	\$16,481	\$498,162	0.50	\$0	\$412,131	\$928	\$413,059

DP 901 - Legal Unit - The executive requests funding from state special revenue 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 executive requests state special revenue 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.

New Proposals

New Proposals											
-----Fiscal 2014-----						-----Fiscal 2015-----					
Program	FTE	General Fund	State Special	Federal Special	Total Funds	FTE	General Fund	State Special	Federal Special	Total Funds	
DP 6101 - Professional Development Center Fee Allocation	09	0.00	0	22,855	0	22,855	0.00	0	22,855	0	22,855
Total	0.00	\$0	\$22,855	\$0	\$22,855	0.00	\$0	\$22,855	\$0	\$22,855	

DP 6101 - Professional Development Center Fee Allocation -The executive requests an increase for training services purchased from the Professional Development Center (PDC) of the Department of Administration. This request reflects the difference between the amount paid in the base for PDC services and a fixed cost allocation based on agency FTE counts. Starting in the 2015 biennium and beyond, the executive recommends funding the PDC as a fixed cost item. For a further discussion, see the narrative for the Department of Administration.

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.

Revenues

Revenues are generated from charges on a per page basis for both copying and binding.

Expenses

Expenses recovered in the rates are the personal services of 1.00 FTE, operating expenses, and the raw materials needed for duplicating.

Proposed 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.

This program is funded with an enterprise type proprietary fund. As such, the legislature does not appropriate funds or approve rates for the program. Instead, the legislature reviews the report for the enterprise fund and identifies any concerns with the financial position of the fund. The report for the enterprise fund is available in the appendix.

Expenses

The objective of the vehicle account is to recover (through rates and annual auction sales) sufficient funds to cover administrative costs to operate the program (personal services and operations), fuel and repair costs of fleet, and replacement of fleet vehicles at approximately 120,000 miles. A total of 2.56 FTE are funded in this fund. The two largest costs are fuel and repairs. In FY 2010, the fund spent over \$1.10 million on fuel and \$380,000 on repairs. In FY 2012, the fund spent \$1.36 million on fuel and \$418,000 on repairs. In FY 2012, the department drove just over 6.1

million miles in department vehicles.

Revenues

Due to the proposed rates in FY 2014 and FY 2015, the program anticipates revenues of \$2.8 million in FY 2014 and \$2.9 million in FY 2015.

Proposed Rates

The proposed rates are shown for informational purposes. The legislature does not approve rates for enterprise funds.

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 department's request for vehicle replacement is for 40 vehicles in both FY 2014 and FY 2015. This is based on replacing vehicles after a minimum of 120,000 miles. This replacement schedule does not require a present law adjustment.

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.

Expenses

The expenses associated with the warehouse include personal services, miscellaneous office supplies and expenses for the warehouse worker, and inventory purchased to replenish existing stock.

Revenues

Revenues come from the sales of inventory items to department employees. The department anticipates revenues to be constant at around \$105,000 per year for FY 2014 and FY 2015.

Rate Explanation

The rate requested 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 department is now requesting 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.