

# DEPARTMENT OF ADMINISTRATION

KE  
8-30-19

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8/30/19

**TO: Amy Carlson, Legislative Fiscal Analyst  
Legislative Fiscal Division**

**Angus Maciver, Legislative Auditor  
Legislative Audit Division**

**FROM: Cody Pearce, State Accountant**

**DATE: August 30, 2019**

**SUBJECT: Deposit Policy Exemptions**

In accordance with 17-6-105, MCA, the Department of Administration has prepared the attached report regarding deposit policy exemptions.

Please contact me at extension 4609 if you have any questions regarding this report.

Attachment

CC: John Lewis  
Cheryl Grey  
Katie Guenther

Agency	Revenue Description	Reason For Request	Approved by DOA	Approved by BOI	Temporary/ Permanent	Date Initiated	End Date
DEQ	Regulatory & legal settlements	Request extension of preapproved permanent 3 day extension for up to two weeks.	Cody Pearce	Dan Villa	Temporary	10/25/2018	11/9/2018
Health and Human Services	Consumer Safety Pr License Fees	Due to volume these cannot be deposited daily.	Cody Pearce	Dan Villa	Temporary	1/1/2018	1/31/2019
Revenue	2019 Tax Season	Due to volume these cannot be deposited daily but next day if not, then weekly.	Cody Pearce	Dan Villa	Temporary	1/22/2019	4/30/2019
Revenue	MIMP Quarterly Tax	Due to volume these cannot be deposited daily during tax collectin times quarterly.	Cody Pearce	David Ewer	Permanent	10/15/2017	None
Labor & Industry	Conference registration and training class fees	Third party will remit payment to DLI every week.	Cody Pearce	David Ewer	Permanent	1/31/2017	3/31/2017
DEQ	Regulatory & legal settlements	Request 3 day extension with option of requesting longer extensions on a case by case basis.	Cody Pearce	David Ewer	Permanent	11/8/2017	None
OCHE	Deposit schedule for Prior Learning Assessment web page	Deposits every 2 to 3 business days or at least once a week.	Cody Pearce	David Ewer	Permanent	5/31/2016	None
Justice	Helena exam station & Motor Vehicle Headquarters deposits	Unable to make deposits to treasury by 5:00 because of operating hours. Deposit will be done next business day.	Cody Pearce	David Ewer	Permanent	4/11/2016	None
Labor & Industry	Conference registration and training class fees	Third party will remit payment to DLI every 2 weeks.	Cody Pearce	David Ewer	Permanent	1/13/2016	None
Health and Human Services	Consumer Safety Program license renewals - 11/1-1/31	Peak processing time exception. Will deposit within 3 days and all large dollar deposits on the same day.	Cody Pearce	David Ewer	Permanent	10/15/2015	None
Board of Housing	In-House Mortgage Servicing Checks	Checks that require further actions to make them ready for deposit.	Julie Feldman	David Ewer	Permanent	1/23/2014	None
Revenue	Various Revenue Accounts	Due to volume these cannot be deposited daily but will be done weekly.	Paul Christofferson	Carroll South	Permanent	5/16/2008	None
Fish, Wildlife and Parks	Parks Account	Every other day to weekly deposits based on cash receipts and distance to banks.	Paul Christofferson	Gayle Moon	Permanent	2/1/2008	None
Fish, Wildlife and Parks	Drawing Account	Due to volume these cannot be deposited daily but will be done weekly.	Paul Christofferson	Gayle Moon	Permanent	10/12/2007	None
Fish, Wildlife and Parks	External License Providers Account	Modify requirements to follow a weekly deposit schedule.	Julie Feldman	Gayle Moon	Permanent	8/30/2007	None