



**MONTANA
DEPARTMENT OF
ADMINISTRATION**

State Financial Services Division

Steve Bullock, Governor
John Lewis, Director

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

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

FROM: Cody Pearce, State Accountant

DATE: August 30, 2020

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 if you have any questions regarding this report.

Attachment

CC: John Lewis
Cheryl Grey
Katie Guenther

**Statewide Accounting
Bureau**
Mitchell Bldg, Rm 255
P.O. Box 200102
Helena, MT 59620
406-444-3092

**Financial Services
Technology Bureau**
Mitchell Bldg, Rm 295
P.O. Box 200102
Helena, MT 59620
406-444-3092

**Local Government
Services**
Mitchell Bldg, Rm 255
P.O. Box 200547
Helena, MT 59620
406-444-9101

**State Procurement
Bureau**
Mitchell Bldg, Rm 165
P.O. Box 200135
Helena, MT 59620
406-444-2575

Prepared by: Kyndra Cozzie
 Date: 8/7/2020

Department/Agency	Revenue Description	Reason For Request	Approved by DOA	Approved by BOI	Temporary/Permanent	Date Initiated	End Date	ServiceNow Request
Revenue	2020 Tax Season	Due to volume these cannot be deposited daily but next day if not, then weekly.	Cody Pearce	Dan Villa	Temporary	2/2/2020	7/31/2020	REQ0031128 & REQ0028085
Environmental Quality	Various Deposits	COVID remote work not allowing for timely deposit day hours changed to atypical business hours due to processing requirements	Cody Pearce	Dan Villa	Permanent - until further notice	3/24/2020	None	REQ0034270
Environmental Quality	Various Deposits	Request 3 day extension with option of req	Cody Pearce	Dan Villa	Permanent	2018	None	REQ0034969
Environmental Quality	Regulatory & legal settlements	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	11/8/2016	None	REQ0034957
Justice	Helena exam station & Motor Vehicle Headquarters deposits	Third party will remit payment to DLI every	Cody Pearce	David Ewer	Permanent	4/11/2016	None	REQ0028103
Labor and Industry	Conference registration and training class fees	Peak processing time exception. Will depo: Checks that require further actions to make them ready for deposit.	Cody Pearce	David Ewer	Permanent	10/15/2015	None	REQ0034970
Health and Human Services	Consumer Safety Program license renewals - 11/1-1/31	Julie Feldman	Julie Feldman	David Ewer	Permanent	1/23/2014	None	REQ0035028
Board of Housing	In-House Mortgage Servicing Checks	Every other day to weekly deposits based on cash receipts and distance to banks. Modify requirements to follow a weekly deposit schedule.	Paul Christofferson	Gayle Moon	Permanent	2/1/2008	None	REQ0035174
Fish, Wildlife and Parks	Parks Account	COVID-19 only allowing for weekly deposits.	Julie Feldman	Gayle Moon	Permanent	8/30/2007	None	REQ0035177
Fish, Wildlife and Parks	External License Providers Account	COVID-19 only allowing for weekly deposits	Cody Pearce	Dan Villa	Temporary	4/9/2020	8/4/2020	REQ0028080 & REQ0028079 duplicate
Administration	Various DOA Deposits	Payments from employers due to employees are held until claims are settled.	Cody Pearce	Dan Villa	Temporary	3/25/2020	12/31/2020	REQ0028104
Justice	MVD Deposits	COVID-19 only allowing for weekly deposits	Cody Pearce	Dan Villa	Temporary	8/3/2020	None	REQ0034706
Labor and Industry	Wage Payments	Delayed deposits due to COVID-19	Cody Pearce	Dan Villa	Permanent	4/1/2020	12/31/2020	REQ0035187
Board of Investments	Investment Payments		Cody Pearce	Dan Villa	Temporary	3/27/2020	12/31/2020	REQ0035216
Architecture and Engineering	Bid Security Checks		Cody Pearce	Dan Villa	Temporary			