



**MONTANA  
DEPARTMENT OF  
ADMINISTRATION**

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**State Financial Services Division**

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TO: Amy Carlson, Legislative Fiscal Analyst  
Legislative Fiscal Division

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Legislative Audit Division

FROM: Jennifer Thompson, State Accountant  
State Financial Services Division

DATE: September 12, 2022

SUBJECT: Modified Deposit Schedules per MCA 17-6-105(9)

As defined in MCA 17-6-105, the Department of Administration and the Board of Investments reviews proposed modified deposit schedules submitted by agencies. Attached is a report of approved modified deposit schedules, active as of fiscal year end 2022.

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

CC Misty Ann Giles  
Cheryl Grey  
Katie Guenther

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**Modified Deposit Schedules  
Active as of 6/30/2022**

Department/Agency	Revenue Description	Reason For Request	Type	Date Initiated	End Date
Environmental Quality	Various Deposits	Deposit day hours changed to atypical business hours due to processing requirements	Permanent	2018	None
Fish, Wildlife and Parks	External License Providers Account	Modify requirements to follow a weekly deposit schedule.	Permanent	8/30/2007	None
Fish, Wildlife and Parks	Parks Account	Every other day to weekly deposits based on cash receipts and distance to banks.	Permanent	2/1/2008	None
Board of Housing	In-House Mortgage Servicing Checks	Checks that require further actions to make them ready for deposit.	Permanent	1/23/2014	None
Department of Commerce	Loan Servicing	Servicing receives checks that need to be held for various reasons; for example, if a borrower makes their first payment, but the loan is not entered into SV yet, then the payment cannot be posted until the loan is boarded. There are many similar cases for which checks are held. Checks should not be held more than 7 business days.	Permanent	7/10/2015	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.	Permanent	10/26/2015	None
Labor and Industry	Conference registration and training class fees	Third party will remit payment to DLI every 2 weeks.	Permanent	1/13/2016	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.	Permanent	4/11/2016	None
Environmental Quality	Regulatory & legal settlements	Request 3 day extension with option of requesting longer extensions on a case by case basis.	Permanent	11/8/2016	None
Labor and Industry	Wage Payments	Payments from employers due to employees are held until claims are settled.	Permanent	8/3/2020	None
Fish, Wildlife and Parks	Fishing Access Sites	Many FAS sites charge fees for camping on a first come first serve basis, they pay at the site using an "iron ranger" where the fee is placed in an envelope and dropped into a locked iron tube. Due to the number of sites, how they are disbursed throughout the state, and the distance to banks each of them are, they are not able to deposit daily.	Permanent	8/7/2020	None
Fish, Wildlife and Parks	Campsite Reservations	3rd party vendor processes reservation transactions. 3 party remits funds to MT on a weekly basis	Permanent	8/2/2021	None
Administration - Lottery	Vending Machine - Scratch tickets and online tickets	Deposit monthly, bi-monthly, or sporadically based on availability of staff	Permanent	8/2/2021	None
Office of Public Instruction	Licensure, Advanced Drivers ED, Stars & Stripes	Montana Interactive (MI) is used for these ACH payments. MI has a 72-hour hold before deposits are sent to US Bank.	Permanent	12/16/2021	None
Revenue	TPE	Montana Interactive (MI) is used to process these funds. MI has a 72-hour hold before deposits are sent to US Bank.	Permanent	12/17/2021	None
Legislative Branch	Publication fee revenue	Publications for MCA's and related items are sporadic, so deposits are done twice per week rather than daily.	Permanent	2/7/2022	None
Environmental Quality	Various Deposits	COVID remote work not allowing for timely deposits	Temporary	3/24/2020	8/24/2022
Health and Human Services	Food and Consumer Safety Program License Renewals	Increased volume of small dollar checks with short staffing to process the payments	Temporary	10/5/2021	2/28/2022
State Fund (CYE)	Online Payments	NIC Montana processes online payments on behalf of MT State Fund. The funds are sent 3 days later	Temporary	12/15/2021	7/1/2022
Administration - GSD	DOA Farmer's Market Booth	GSD will have a Made in MT booth at the farmers market every Tuesday until 6:30 PM (June 14 - Sep 27)	Temporary	5/26/2022	9/28/2022