

Department of Livestock **Centralized Services Division**

Finance & Accounting & Expense Report



August 2018

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**MONTANA DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE REPORT
JUNE 30, 2018**

**DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE COMPARISON FY 2018**

	FY 2017 as of June 30, 2017	FY 2018 as of June 30, 2018	Difference June 30 FY17 & FY18	Budgeted Revenue FY 2018
Fund Description				
02425 Brands				
New Brands & Transfers	\$ 206,142	\$ 255,080	\$ 48,938	\$ 250,455
Re-Recorded Brands	464,706	464,705	(1)	464,705
Security Interest Filing Fee	44,626	58,947	14,321	45,253
Livestock Dealers License	76,764	114,289	37,525	76,764
Local Inspections	333,338	302,691	(30,647)	333,338
Market Inspection Fees	1,671,659	1,688,212	16,553	1,671,659
Investment Earnings	29,566	54,855	25,289	29,638
Other Revenues	72,037	131,681	59,644	104,453
Total Brands Division Revenue	\$ 2,898,838	\$ 3,070,460	\$ 171,622	\$ 2,976,265
02426 Per Capita Fee				
Livestock Taxes - Per Capita Fees	\$ 4,809,570	\$ 9,750,524	\$ 4,940,954	\$ 4,809,627
Non Federal Indirect Cost Recovery	154,047	277,793	123,746	154,000
Federal Indirect Cost Recovery	146,393	198,002	51,609	146,400
Investment Earnings	53,579	115,691	62,112	25,000
Other Revenues	4,194	2,111	(2,083)	4,000
Total Per Capita Fee Revenue	\$ 5,167,783	\$ 10,344,121	\$ 5,176,338	\$ 5,139,027
02427 Animal Health				
Books	\$ 8,688	\$ 8,109	\$ (579)	\$ 8,600
Animal Health Licenses & Permits	8,377	8,302	(75)	8,300
Other Revenues	17,721	21,192	3,471	1,000
Total Animal Health Revenue	\$ 34,786	\$ 37,603	\$ 2,817	\$ 17,900
02701 Milk Inspection				
Inspectors Assessment	\$ 378,410	\$ 386,592	\$ 8,182	\$ 347,704
Total Milk Inspection	\$ 378,410	\$ 386,592	\$ 8,182	\$ 347,704
02262 EGG GRADING				
Inspectors Assessment	\$ 124,410	\$ 131,136	\$ 6,726	\$ 150,000
Total EGG GRADING	\$ 124,410	\$ 131,136	\$ 6,726	\$ 150,000
06026 Diagnostic Lab Fees (FY 2017 amount is from Fund 02427) as of June 2018				
Lab Fees	\$ -	\$ 1,043,630	\$ 1,043,630	\$ 1,181,581
Other Revenues	388	1,324	936	\$ 17,317
Lab Fees (Fund 02427)	1,032,287	-	(1,032,287)	-
	\$ 1,032,675	\$ 1,044,954	\$ 12,279	\$ 1,181,581
Combined State Special Revenue Total	\$ 9,636,902	\$ 15,014,866	\$ 5,377,964	\$ 9,812,477

Security interest filing fees revenue is significantly higher than the same period FY 2017. This was due to the Department re-evaluating the unearned revenue in FY 2017 and adjusting the balance.

Beginning in calendar year 2016, per capita fees are collected in May. Prior to 2016, per capita fees were collected in November, which accounts for the significant difference in the two year comparisons. PCF revenue was deferred FY 2016 and 2017. Per 2017 audit, PCF revenue is to be recognized in the period collected. FY 2018 Per Capita Fee revenue includes revenue that would have been deferred to FY 2019 prior to the audit. The amount collected in calendar year 2018 was \$4,808,384.

**MONTANA DEPARTMENT OF LIVESTOCK
2018 BUDGET CHANGES
JUNE 30, 2018**

**MONTANA DEPARTMENT OF LIVESTOCK
FY 2018 BUDGET CHANGES
JUNE 30, 2018**

	GENERAL FUND	SHELDDED EGG FUND	MILK & EGG INSPECTION FUND	PER CAPITA FUND	MILK CONTROL BOARD FUND	LAB FEE FUND
CENTRAL SERVICES - PER CAPITA				A 189,500		
CSD-RESTRICTED FOR RENT				E 2,165		
MILK CONTROL BOARD						
MCB-RESTRICTED FOR RENT					E (2,165)	
ANIMAL HEALTH IMPORT OFFICE				A (17,725)		
DIAGNOSTIC LABORATORY	D (215,000)			B 21,509		C 200,000
MILK INSPECTION			A (90,000)			
			B (21,509)			
EGG GRADING		A (226,000)				
MEAT INSPECTION	D 215,000					
BRANDS ENFORCEMENT				A 144,225		

A Shielded Egg Grading, Milk & Egg Inspection and Animal Health authority was reduced by \$90,000, \$226,000 and \$17,725 respectively. Central services and Brands Enforcement authority was increased by \$189,500 and \$144,225, respectively. Cash was not moved with the authority.

B Milk Inspection 2016 carryforward authority was reduced by \$21,509 and Diagnostic Laboratory 2016 carryforward authority was increased by same amount. Cash was not moved with the authority.

C Diagnostic Lab Fees was increased by \$200,000. This was fund balance/cash from prior years.

D Diagnostic Lab General Fund was decreased by \$215,000 and Meat Inspection General Fund was increased by same amount.

The 2018-19 budgeting process restricted authority for capitol rent and ITSD services. Since the Milk Control Board moved to a new location and rent is lower, MCB has excess restricted authority that cannot be used except for rent paid by the department. CSD was not appropriately budgeted for rent. MCB restricted authority for rent was decreased by \$2,165 and CSD restricted rent authority was increased by same amount. Cash was not moved with the authority.

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK**

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2018 Budget	Year-End Budget Changes	FY 2018 Adjusted Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE	135.62						
61000 PERSONAL SERVICES							
61100 SALARIES	\$ 5,856,233	\$ 81,572	\$ 5,937,805	\$ 5,817,246	\$ 5,768,712	\$ 48,534	\$ 120,559
61200 OVERTIME	100,023	39,500	139,523	137,557	114,744	22,813	1,966
61300 OTHER/PER DIEM	5,942	-	5,942	4,275	4,700	(425)	1,667
61400 BENEFITS	2,432,534	20,869	2,453,403	2,380,726	2,579,126	(198,400)	72,677
TOTAL PERSONAL SERVICES	<u>8,394,732</u>	<u>141,941</u>	<u>8,536,673</u>	<u>8,339,804</u>	<u>8,467,282</u>	<u>(127,478)</u>	<u>196,869</u>
62000 OPERATIONS							
62100 CONTRACT	1,569,732	(50,728)	1,519,004	1,490,180	1,143,053	347,127	28,824
62200 SUPPLY	859,863	(114,508)	745,355	715,144	678,721	36,423	30,211
62300 COMMUNICATION	230,495	(5,157)	225,338	195,719	205,378	(9,659)	29,619
62400 TRAVEL	185,725	(24,125)	161,600	146,603	158,388	(11,785)	14,997
62500 RENT	433,496	109,570	543,066	533,800	447,028	86,772	9,266
62600 UTILITIES	60,456	(1,360)	59,096	52,340	52,290	50	6,756
62700 REPAIR & MAINT	188,728	(2,783)	185,945	170,405	176,794	(6,389)	15,540
62800 OTHER EXPENSES	590,473	79,137	669,610	660,016	463,421	196,595	9,594
TOTAL OPERATIONS	<u>4,118,968</u>	<u>(9,954)</u>	<u>4,109,014</u>	<u>3,964,207</u>	<u>3,325,073</u>	<u>639,134</u>	<u>144,807</u>
63000 EQUIPMENT							
63100 EQUIPMENT	15,000	4,967	19,967	16,100	-	16,100	3,867
TOTAL EQUIPMENT	<u>15,000</u>	<u>4,967</u>	<u>19,967</u>	<u>16,100</u>	<u>-</u>	<u>16,100</u>	<u>3,867</u>
68000 TRANSFERS							
68000 TRANSFERS	346,481	62,992	409,473	413,834	356,360	57,474	(4,361)
TOTAL TRANSFERS	<u>346,481</u>	<u>62,992</u>	<u>409,473</u>	<u>413,834</u>	<u>356,360</u>	<u>57,474</u>	<u>(4,361)</u>
69000 CAPITAL LEASES							
69000 LEASES	13,836	54	13,890	13,882	14,105	(223)	8
TOTAL LEASES	<u>13,836</u>	<u>54</u>	<u>13,890</u>	<u>13,882</u>	<u>14,105</u>	<u>(223)</u>	<u>8</u>
TOTAL	<u>\$ 12,889,017</u>	<u>\$ 200,000</u>	<u>\$ 13,089,017</u>	<u>\$ 12,747,827</u>	<u>\$ 12,162,820</u>	<u>\$ 585,007</u>	<u>\$ 341,190</u>
FUND							
01100 GENDERAL FUND	\$ 2,366,696	\$ -	2,366,696	\$ 2,309,898	\$ 2,545,044	\$ (235,146)	\$ 56,798
02262 SHIELDED EGG GRADING FEES	394,706	(226,000)	168,706	124,795	143,650	(18,855)	43,911
02425 BRAND INSPECTION FEES	2,898,924	-	2,898,924	2,898,717	2,543,536	355,181	207
02426 PER CAPITA FEE	3,378,848	339,674	3,718,522	3,608,352	3,606,693	1,659	110,170
02427 ANIMAL HEALTH	6,597	-	6,597	6,597	1,042,480	(1,035,883)	-
02701 MILK INSPECTION FEES	495,818	(111,509)	384,309	355,712	275,140	80,572	28,597
02817 MILK CONTROL	389,682	(2,165)	387,517	360,108	274,029	86,079	27,409
03209 MEAT & POULTRY INSPECTION-FED	906,965	-	906,965	906,948	828,154	78,794	17
03032-2 SHELL EGG FEDERAL INSPECTION	22,978	-	22,978	18,406	22,037	(3,631)	4,572
03427 AH FEDERAL UMBRELLA	801,659	-	801,659	767,287	828,234	(60,947)	34,372
03673 FEDERAL ANIMAL HEALTH DISEASE GRAN	46,569	-	46,569	31,309	53,823	(22,514)	15,260
06026 DIAGNOSTIC LABORATORY FEES	1,179,575	200,000	1,379,575	1,359,698	-	1,359,698	19,877
TOTAL BUDGET FUNDING	<u>\$ 12,889,017</u>	<u>\$ 200,000</u>	<u>\$ 13,089,017</u>	<u>\$ 12,747,827</u>	<u>\$ 12,162,820</u>	<u>\$ 585,007</u>	<u>\$ 341,190</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

Per 17-7-304 MCA (4)(a), the department may carryforward up to 30% of the prior two years of unused appropriations. The Department had carryforward in the amount of \$288,619 and 345,430 for FY 2016 & FY 2017, respectively. Unused FY 2017 carryforward may be carryforward and used in FY 2019.

The Department of Livestock is budgeted for \$12,889,017 and 135.62 FTE in FY 2018. Personal services budget is 98% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$127,478 lower than June 2017. Operations are 96% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$639,134 higher than June 2017. Overall, Department of Livestock total expenditures were \$585,007 higher than the same period last year. With 100% of the budget year lapsed, 97% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

DIVISION: CENTRALIZED SERVICES
PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 13.00

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES							
61100 SALARIES	\$ 621,603	\$ 27,397	\$ 649,000	\$ 645,402	\$ 754,960	\$ (109,558)	\$ 3,598
61300 OTHER/PER DIEM	3,750	-	3,750	2,575	2,750	(175)	1,175
61400 BENEFITS	191,330	33,903	225,233	229,986	271,822	(41,836)	(4,753)
TOTAL PERSONAL SERVICES	816,683	61,300	877,983	877,963	1,029,532	(151,569)	20
62000 OPERATIONS							
62100 CONTRACT	263,173	20,952	284,125	276,759	106,693	170,066	7,366
62200 SUPPLY	107,697	-	107,697	87,784	60,876	26,908	19,913
62300 COMMUNICATION	34,907	29,994	64,901	64,807	20,940	43,867	94
62400 TRAVEL	21,323	-	21,323	15,890	13,150	2,740	5,433
62500 RENT	142,265	2,735	145,000	144,761	155,111	(10,350)	239
62700 REPAIR & MAINT	1,308	292	1,600	1,601	1,009	592	(1)
62800 OTHER EXPENSES	19,805	-	19,805	14,637	12,550	2,087	5,168
TOTAL OPERATIONS	590,478	53,973	644,451	606,239	370,329	235,910	38,212
68000 TRANSFERS							
68000 TRANSFERS	106,481	77,992	184,473	194,977	95,326	99,651	(10,504)
TOTAL TRANSFERS	106,481	77,992	184,473	194,977	95,326	99,651	(10,504)
TOTAL EXPENDITURES	\$ 1,513,642	\$ 193,265	\$ 1,706,907	\$ 1,679,179	\$ 1,495,187	\$ 183,992	\$ 27,728
<u>BUDGETED FUNDS</u>							
02426 PER CAPITA	\$ 1,513,642	\$ 193,265	\$ 1,706,907	\$ 1,679,179	\$ 1,495,187	\$ 183,992	\$ 27,728
TOTAL BUDGETED FUNDS	\$ 1,513,642	\$ 193,265	\$ 1,706,907	\$ 1,679,179	\$ 1,495,187	\$ 183,992	\$ 27,728

Personal Services were higher in FY 2017 than FY 2018. The difference was the former Executive Officer payout.

Contract services are higher in FY 2018 than FY 2017. During 2017 Legislative Session, all of SITSD (State Information Technology Services Division) was budgeted in CSD. In prior years, SITSD was expensed to the other divisions and bureaus.

While the report shows \$27,728 left in authority, the legislative audit has not billed the department for the balance of the 2017 audit. This is expected to be \$26,590 and will be paid during FY 2019. This is a Biennium budget item which means it can extend into the second year of the biennium.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available	Percent Budget Expended
		1.00							
HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES									
61000 PERSONAL SERVICES									
61100 SALARIES	\$ 57,043	\$ -	\$ 57,043	\$ 56,375	\$ 57,141	\$ (766)	\$ 668	99%	
61300 OTHER/PER DIEM	608	-	608	350	400	(50)	258	58%	
61400 BENEFITS	17,511	3,986	21,497	20,829	22,570	(1,741)	668	97%	
TOTAL PERSONAL SERVICE:	<u>75,162</u>	<u>3,986</u>	<u>79,148</u>	<u>77,554</u>	<u>80,111</u>	<u>(2,557)</u>	<u>1,594</u>	<u>98%</u>	
62000 OPERATIONS									
62100 CONTRACT	669	(584)	85	85	1,080	(995)	-	100%	
62200 SUPPLY	775	(457)	318	318	1,296	(978)	-	100%	
62300 COMMUNICATION	1,484	(1,251)	233	233	2,563	(2,330)	-	100%	
62400 TRAVEL	1,525	(1,525)	-	-	1,903	(1,903)	-	-	
62500 RENT	5,361		5,361	5,361	5,510	(149)	-	100%	
62700 REPAIR & MAINT	75	(75)	-	-	38	(38)	-	-	
62800 OTHER EXPENSES	422	(94)	328	328	812	(484)	-	100%	
TOTAL OPERATIONS	<u>10,311</u>	<u>(3,986)</u>	<u>6,325</u>	<u>6,325</u>	<u>13,202</u>	<u>(6,877)</u>	<u>-</u>	<u>100%</u>	
TOTAL EXPENDITURES	<u>\$ 85,473</u>	<u>\$ -</u>	<u>\$ 85,473</u>	<u>\$ 83,879</u>	<u>\$ 93,313</u>	<u>\$ (9,434)</u>	<u>\$ 1,594</u>	<u>98%</u>	
BUDGETED FUNDS									
01100 GENERAL FUND	\$ 85,473	\$ -	\$ 85,473	\$ 83,879	\$ 93,313	\$ (9,434)	\$ 1,594	98%	
TOTAL BUDGETED FUNDS	<u>\$ 85,473</u>	<u>\$ -</u>	<u>\$ 85,473</u>	<u>\$ 83,879</u>	<u>\$ 93,313</u>	<u>\$ (9,434)</u>	<u>\$ 1,594</u>	<u>98%</u>	

Under direction of the Budget Director, the Department submitted a plan to reduce General Fund programs by 10%. The reduction is established by 17-7-140, MCA. The amount of the reduction for the Livestock Loss Board is \$9,185, which reduced beginning budget to \$85,473.

In FY 2017, the Livestock Loss Board is budgeted \$82,253 with 1.00 FTE funded with general fund. The personal services budget is 98% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$2,557 lower than June 2017. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$6,877 lower than June 2017. Overall, Livestock Loss Board total expenditures were \$9,434 lower than the same period last year. With 100% of the budget year lapsed, 98% of the budget is expended.

The balance of budget remaining in the amount of \$1,594 is FY 2017 carryforward authority. This will be available for FY 2019 expenditures.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU**

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 3.00

HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 181,135	\$ -	\$ 181,135	\$ 164,166	\$ 162,613	\$ 1,553	\$ 16,969
61300 OTHER/PER DIEM	1,584	-	1,584	1,350	1,550	(200)	234
61400 BENEFITS	63,725	-	63,725	60,168	64,954	(4,786)	3,557
TOTAL PERSONAL SERVICES	<u>246,444</u>	<u>-</u>	<u>246,444</u>	<u>225,684</u>	<u>229,117</u>	<u>(3,433)</u>	<u>20,760</u>

62000 OPERATIONS

62100 CONTRACT	111,613	-	111,613	107,170	16,234	90,936	4,443
62200 SUPPLY	3,092	-	3,092	1,271	5,153	(3,882)	1,821
62300 COMMUNICATION	3,676	-	3,676	1,715	4,002	(2,287)	1,961
62400 TRAVEL	4,359	-	4,359	6,636	6,098	538	(2,277)
62500 RENT	17,300	(2,165)	15,135	9,031	9,597	(566)	6,104
62700 REPAIR & MAINT	191	-	191	187	147	40	4
62800 OTHER EXPENSES	3,007	-	3,007	8,414	3,681	4,733	(5,407)
TOTAL OPERATIONS	<u>143,238</u>	<u>(2,165)</u>	<u>141,073</u>	<u>134,424</u>	<u>44,912</u>	<u>89,512</u>	<u>6,649</u>
TOTAL EXPENDITURES	<u>\$ 389,682</u>	<u>\$ (2,165)</u>	<u>\$ 387,517</u>	<u>\$ 360,108</u>	<u>\$ 274,029</u>	<u>\$ 86,079</u>	<u>\$ 27,409</u>

BUDGETED FUNDS

02817 MILK CONTROL	\$ 389,682	\$ (2,165)	\$ 387,517	\$ 360,108	\$ 274,029	\$ 86,079	\$ 27,409
TOTAL BUDGETED FUNDS	<u>\$ 389,682</u>	<u>\$ (2,165)</u>	<u>\$ 387,517</u>	<u>\$ 360,108</u>	<u>\$ 274,029</u>	<u>\$ 86,079</u>	<u>\$ 27,409</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2017, The Milk Control Bureau is budgeted \$389,682 and has 3.00 FTE. The bureau is funded with milk industry fees. The personal services budget is 92% expended with 100% of payrolls complete. Personal services expended as of June 2018 were \$3,433 lower than June 2017. Operations are 95% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$89,512 higher than June 2017. Overall, Milk Control Bureau total expenditures were \$86,079 higher than the same period last year. With 100% of the budget year lapsed, 93% of the budget is expended.

The 2018-19 budgeting process restricted capitol rent and those appropriations cannot be used for non-restricted purposes. CSD's restricted rent appropriations was not adequately funded. Rent appropriations was transferred from Milk Control to CSD. Milk Control unused restricted capitol rent authority is \$8,504.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: STATE VETERINARIAN IMPORT OFFICE

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE				8.50			
61000 PERSONAL SERVICES							
61100 SALARIES	\$ 453,211	\$ (38,099)	\$ 415,112	\$ 399,581	\$ 428,270	\$ (28,689)	\$ 15,531
61400 BENEFITS	176,101	(19,626)	156,475	150,107	173,229	(23,122)	6,368
TOTAL PERSONAL SERVICES	<u>629,312</u>	<u>(57,725)</u>	<u>571,587</u>	<u>549,688</u>	<u>601,499</u>	<u>(51,811)</u>	<u>21,899</u>
62000 OPERATIONS							
62100 CONTRACT	16,881	-	16,881	14,754	31,442	(16,688)	2,127
62200 SUPPLY	9,355	2,500	11,855	11,145	18,511	(7,366)	710
62300 COMMUNICATION	21,914	-	21,914	11,804	38,164	(26,360)	10,110
62400 TRAVEL	4,592	13,500	18,092	16,995	13,281	3,714	1,097
62500 RENT	3,913	10,000	13,913	12,095	10,056	2,039	1,818
62700 REPAIR & MAINT	6,277	-	6,277	1,769	1,764	5	4,508
62800 OTHER EXPENSES	7,352	14,000	21,352	19,621	13,257	6,364	1,731
TOTAL OPERATIONS	<u>70,284</u>	<u>40,000</u>	<u>110,284</u>	<u>88,183</u>	<u>126,475</u>	<u>(38,292)</u>	<u>22,101</u>
TOTAL	<u>\$ 699,596</u>	<u>\$ (17,725)</u>	<u>\$ 681,871</u>	<u>\$ 637,871</u>	<u>\$ 727,974</u>	<u>\$ (90,103)</u>	<u>\$ 44,000</u>
FUND							
02426 PER CAPITA FEE	\$ 699,596	\$ (17,725)	\$ 681,871	\$ 637,871	\$ 723,022	\$ (85,151)	\$ 44,000
02427 ANIMAL HEALTH FEES	-	-	-	-	4,952	(4,952)	-
TOTAL BUDGET FUNDING	<u>\$ 699,596</u>	<u>\$ (17,725)</u>	<u>\$ 681,871</u>	<u>\$ 637,871</u>	<u>\$ 727,974</u>	<u>\$ (90,103)</u>	<u>\$ 44,000</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

The State Veterinarian Office includes Import and Alternative Livestock. In FY 2018, the State Veterinarian Import Office is budgeted \$699,596 with 8.50 FTE funded with per capita fees. The personal services budget is 96% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$51,811 lower than June 2017. Operations are 80% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$38,292 lower than June 2017. The repair and maintenance includes a contract for the USA Herds system of \$25,000. The total budget is 94% expended with 100% of the year lapsed. This is \$90,103 less than the same period in FY 2016.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: DESIGNATED SURVEILLANCE AREA (DSA)

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE				2.00			
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES							
61000 PERSONAL SERVICES							
61100 SALARIES	\$ 117,326	\$ (1,526)	\$ 115,800	\$ 115,031	\$ 117,326	\$ (2,295)	\$ 769
61400 BENEFITS	44,376	(4,000)	40,376	40,263	44,376	(4,113)	113
TOTAL PERSONAL SERVICES	<u>161,702</u>	<u>(5,526)</u>	<u>156,176</u>	<u>155,294</u>	<u>161,702</u>	<u>(6,408)</u>	<u>882</u>
62000 OPERATIONS							
62100 CONTRACT	562,388	5,526	567,914	569,675	541,896	27,779	(1,761)
62200 SUPPLY	2,082	-	2,082	489	2,724	(2,235)	1,593
62300 COMMUNICATION	2,958	-	2,958	2,232	3,398	(1,166)	726
62400 TRAVEL	6,108	-	6,108	3,843	4,851	(1,008)	2,265
62700 REPAIR & MAINT	566	-	566	50	521	(471)	516
62800 OTHER EXPENSES	3,579	-	3,579	5,065	813	4,252	(1,486)
TOTAL OPERATIONS	<u>577,681</u>	<u>5,526</u>	<u>583,207</u>	<u>581,354</u>	<u>554,203</u>	<u>27,151</u>	<u>1,853</u>
TOTAL EXPENDITURES	<u>\$ 739,383</u>	<u>\$ -</u>	<u>\$ 739,383</u>	<u>\$ 736,648</u>	<u>\$ 715,905</u>	<u>\$ 20,743</u>	<u>\$ 2,735</u>
BUDGETED FUNDS							
01100 GENERAL FUND	\$ 739,383	\$ -	\$ 739,383	\$ 736,648	\$ 715,905	\$ 20,743	\$ 2,735
TOTAL BUDGETED FUNDS	<u>\$ 739,383</u>	<u>\$ -</u>	<u>\$ 739,383</u>	<u>\$ 736,648</u>	<u>\$ 715,905</u>	<u>\$ 20,743</u>	<u>\$ 2,735</u>

Under direction of the Budget Director, the Department submitted a plan to reduce General Fund programs by 10%. The reduction is established by 17-7-140, MCA. The amount of the reduction for the DSA is \$83,685, which reduced the budget to \$739,383.

Contract services are higher in FY 2018 than FY 2017. There has been an increase in testing over the prior year.

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

The Designated Surveillance Area (DSA) is budgeted for \$739,383 and 2.00 FTE in FY 2018 and is funded with general funds. The personal services budget is 99% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$6,408 lower than June 2017. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$27,151 higher than June 2017. Overall, DSA total expenditures were \$20,743 higher than the same period last year with 100% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: FEDERAL ANIMAL HEALTH DISEASE GRANTS**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT				Year-to-Date Actual Expenses June FY 2018		Same Period Prior Year Actual Expenses June FY 2017			
	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available		

BUDGETED FTE	3.75
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HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES								
61100 SALARIES	\$ 152,675	\$ (29,000)	\$ 123,675	\$ 122,696	\$ 149,997	\$ (27,301)	\$ 979	
61400 BENEFITS	66,914	(15,229)	51,685	46,920	62,714	(15,794)	4,765	
TOTAL PERSONAL SERVICES	<u>219,589</u>	<u>(44,229)</u>	<u>175,360</u>	<u>169,616</u>	<u>212,711</u>	<u>(43,095)</u>	<u>5,744</u>	
62000 OPERATIONS								
62100 CONTRACT	212,637	35,000	247,637	246,734	212,592	34,142	903	
62200 SUPPLY	18,463	12,229	30,692	23,109	14,115	8,994	7,583	
62300 COMMUNICATION	6,538	-	6,538	6,066	6,629	(563)	472	
62400 TRAVEL	15,330	-	15,330	11,799	8,832	2,967	3,531	
62500 RENT	51,364	-	51,364	48,785	63,465	(14,680)	2,579	
62700 REPAIR & MAINT	10,490	-	10,490	5,281	10,400	(5,119)	5,209	
62800 OTHER EXPENSES	27,248	12,000	39,248	37,038	38,456	(1,418)	2,210	
TOTAL OPERATIONS	<u>342,070</u>	<u>59,229</u>	<u>401,299</u>	<u>378,812</u>	<u>354,489</u>	<u>24,323</u>	<u>22,487</u>	
68000 TRANSFERS								
68000 TRANSFERS	240,000	(15,000)	225,000	218,857	261,034	(42,177)	6,143	
TOTAL TRANSFERS	<u>240,000</u>	<u>(15,000)</u>	<u>225,000</u>	<u>218,857</u>	<u>261,034</u>	<u>(42,177)</u>	<u>6,143</u>	
TOTAL EXPENDITURES	<u>\$ 801,659</u>	<u>\$ -</u>	<u>\$ 801,659</u>	<u>\$ 767,285</u>	<u>\$ 828,234</u>	<u>\$ (60,949)</u>	<u>\$ 34,374</u>	
BUDGETED FUNDS								
03427 AH FEDERAL UMBRELLA	\$ 801,659	\$ -	\$ 801,659	\$ 767,285	\$ 828,234	\$ (60,949)	\$ 34,374	
TOTAL BUDGETED FUNDS	<u>\$ 801,659</u>	<u>\$ -</u>	<u>\$ 801,659</u>	<u>\$ 767,285</u>	<u>\$ 828,234</u>	<u>\$ (60,949)</u>	<u>\$ 34,374</u>	

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

The Federal Animal Health Disease Grants are budgeted for \$756,893 and 3.75 FTE in FY 2018 funded with Animal Health Federal Umbrella grants. The 3.75 FTE are bison workers. Personal services budget is 97% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$43,095 lower than June 2017. Operations are 94% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$24,323 higher than June 2017. Overall, Federal Animal Health Disease Grants total expenditures were \$60,949 lower than the same period last year with 96% of the budget expended.

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**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: MAIN LAB**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-End		Year-to-Date		Same Period		Balance of Budget Available
	FY 2018 Budget	Budget Changes	FY 2018 Budget	Actual Expenses June FY 2018	Prior Year Actual Expenses June FY 2017	Year to Year Comparison	
BUDGETED FTE				20.01			
HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES							
61000 PERSONAL SERVICES							
61100 SALARIES	\$ 949,412	\$ 40,000	\$ 989,412	\$ 935,080	\$ 834,298	\$ 100,782	\$ 54,332
61400 BENEFITS	367,176	4,110	371,286	336,913	369,137	(32,224)	34,373
TOTAL PERSONAL SERVICES	<u>1,316,588</u>	<u>44,110</u>	<u>1,360,698</u>	<u>1,271,993</u>	<u>1,203,435</u>	<u>68,558</u>	<u>88,705</u>
62000 OPERATIONS							
62100 CONTRACT	98,558	(7,622)	90,936	81,065	76,582	4,483	9,871
62200 SUPPLY	490,598	(53,000)	437,598	450,423	407,377	43,046	(12,825)
62300 COMMUNICATION	37,817	-	37,817	25,310	32,505	(7,195)	12,507
62400 TRAVEL	7,527	-	7,527	4,486	7,216	(2,730)	3,041
62500 RENT	2,109	-	2,109	-	1,816	(1,816)	2,109
62600 UTILITIES	49,890	-	49,890	42,192	42,136	56	7,698
62700 REPAIR & MAINT	93,823	18,000	111,823	110,829	93,544	17,285	994
62800 OTHER EXPENSES	124,245	-	124,245	124,464	107,078	17,386	(219)
TOTAL OPERATIONS	<u>904,567</u>	<u>(42,622)</u>	<u>861,945</u>	<u>838,769</u>	<u>768,254</u>	<u>70,515</u>	<u>23,176</u>
63000 EQUIPMENT							
63100 EQUIPMENT	15,000	4,967	19,967	16,100	-	16,100	3,867
TOTAL EQUIPMENT	<u>15,000</u>	<u>4,967</u>	<u>19,967</u>	<u>16,100</u>	<u>-</u>	<u>16,100</u>	<u>3,867</u>
69000 CAPITAL LEASES							
69000 LEASES	13,836	54	13,890	13,882	14,105	(223)	8
TOTAL LEASES	<u>13,836</u>	<u>54</u>	<u>13,890</u>	<u>13,882</u>	<u>14,105</u>	<u>(223)</u>	<u>8</u>
TOTAL	<u>\$ 2,249,991</u>	<u>\$ 6,509</u>	<u>\$ 2,256,500</u>	<u>\$ 2,140,744</u>	<u>\$ 1,985,794</u>	<u>\$ 154,950</u>	<u>\$ 115,756</u>
BUDGETED FUNDS							
01100 GENERAL FUND	\$ 535,192	\$ (215,000)	\$ 320,192	\$ 278,573	\$ 628,593	\$ (350,020)	\$ 41,619
02426 PER CAPITA FEE	487,775	21,509	509,284	470,284	266,616	203,668	39,000
02427 ANIMAL HEALTH LAB FEES	880	-	880	880	1,036,762	(1,035,882)	-
03673 FEDERAL ANIMAL HEALTH DISEASE GRANTS	46,569	-	46,569	31,309	53,823	(22,514)	15,260
06026 DIAGNOSTIC LABORATORY FEES	1,179,575	200,000	1,379,575	1,359,698	-	1,359,698	19,877
TOTAL BUDGET FUNDING	<u>\$ 2,249,991</u>	<u>\$ 6,509</u>	<u>\$ 2,256,500</u>	<u>\$ 2,140,744</u>	<u>\$ 1,985,794</u>	<u>\$ 154,950</u>	<u>\$ 115,756</u>

Under direction of the Budget Director, the Department submitted a plan to reduce General Fund programs by 10%. The reduction is established by 17-7-140, MCA. The amount general fund reduced from the diagnostic laboratory budget is \$70,577. This includes the milk laboratory reduction requirement.

The Department's retirement payouts for the diagnostic laboratory for FY 2018 was \$80,637.

During the 2017 legislative session, legislation was passed which created a proprietary fund for the Diagnostic Laboratory fees. To compare the current year to prior year, Fund 02427 Animal Health Lab Fees expenses are similar to the 06026 Diagnostic Laboratory Fees.

Proprietary funds (06026 Diagnostic Laboratory Fees) include accrued pension expense. Governmental Funds (general fund, state special revenue funds, etc) do not include accrued expenses until those expenses are paid.

The main lab is budgeted for \$2,249,991 and 20.01 FTE in FY 2018. It is funded with 01100 general fund of \$535,192, 02426 per capita fee of \$487,775, federal funds of \$46,569, and 06026 diagnostic laboratory fees of \$1,179,575. Personal services are 93% expended with 100% of payrolls complete. Personal services expended as of June 2018 were \$68,558 higher than June 2017. Operations are 97% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$70,515 higher than June 2017. Overall, Main Lab total expenditures were \$154,950 higher than the same period last year. With 100% of the budget year lapsed, 95% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: MILK LABORATORY**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	1.50
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 78,639	\$ 70,637	\$ 62,341	\$ 8,296	\$ 8,002
61400 BENEFITS	28,978	30,458	29,173	1,285	(1,480)
TOTAL PERSONAL SERVICES	<u>107,617</u>	<u>101,095</u>	<u>91,514</u>	<u>9,581</u>	<u>6,522</u>
62000 OPERATIONS					
62100 CONTRACT	4,075	4,390	5,257	(867)	(315)
62200 SUPPLY	25,711	15,509	37,825	(22,316)	10,202
62300 COMMUNICATION	695	133	945	(812)	562
62400 TRAVEL	1,253	977	2,007	(1,030)	276
62500 RENT	-	4,855	-	4,855	(4,855)
62600 UTILITIES	2,706	3,648	3,654	(6)	(942)
62700 REPAIR & MAINT	8,913	8,472	12,142	(3,670)	441
62800 OTHER EXPENSES	4,386	9,834	8,990	844	(5,448)
TOTAL OPERATIONS	<u>47,739</u>	<u>47,818</u>	<u>70,820</u>	<u>(23,002)</u>	<u>(79)</u>
TOTAL	<u>\$ 155,356</u>	<u>\$ 148,913</u>	<u>\$ 162,334</u>	<u>\$ (13,421)</u>	<u>\$ 6,443</u>
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 87,619	\$ 86,778	\$ 158,212	\$ (71,434)	\$ 841
02701 MILK INSPECTION FEES	67,737	62,135	4,122	58,013	5,602
TOTAL BUDGETED FUNDS	<u>\$ 155,356</u>	<u>\$ 148,913</u>	<u>\$ 162,334</u>	<u>\$ (13,421)</u>	<u>\$ 6,443</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2018, the Milk Laboratory budget is \$155,356, and has 1.50 FTE funded with milk inspection fees and general fund. Personal services budget is 94% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$9,581 higher than June 2017. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$23,002 lower than June 2017. Overall, milk lab total expenditures were \$13,421 lower than the same period last year. The total milk lab budget is 96% expended with 100% of the budget year complete. Although the Milk Lab is over-budget, it is combined with the Diagnostic Laboratory for final budgetary analysis. In FY 2017, it was deemed appropriate that the Milk Laboratory was charged for it's portion of utilities and recharges. While this increases the Milk Lab's expenses, it decreased the Diagnostic Lab's expenses by equal amount. These expenses were not in the Milk Lab's budget.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: MILK & EGG INSPECTION BUREAU
PROGRAM: MILK AND EGG INSPECTION**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available

BUDGETED FTE 4.75

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES							
61100 SALARIES	\$ 206,449	\$ (16,200)	\$ 190,249	\$ 188,512	\$ 171,783	\$ 16,729	\$ 1,737
61400 BENEFITS	88,478	(15,300)	73,178	73,084	73,751	(667)	94
TOTAL PERSONAL SERVICES	294,927	(31,500)	263,427	261,596	245,534	16,062	1,831
62000 OPERATIONS							
62100 CONTRACT	18,258	(10,000)	8,258	4,193	4,008	185	4,065
62200 SUPPLY	18,045	(5,000)	13,045	9,724	8,320	1,404	3,321
62300 COMMUNICATION	16,935	(10,000)	6,935	4,778	5,457	(679)	2,157
62400 TRAVEL	45,865	(34,000)	11,865	11,092	12,206	(1,114)	773
62500 RENT	14,923	(9,000)	5,923	5,294	4,534	760	629
62700 REPAIR & MAINT	4,799	(2,000)	2,799	2,225	2,535	(310)	574
62800 OTHER EXPENSES	37,307	(10,009)	27,298	12,791	10,462	2,329	14,507
TOTAL OPERATIONS	156,132	(80,009)	76,123	50,097	47,522	2,575	26,026
TOTAL	\$ 451,059	\$ (111,509)	\$ 339,550	\$ 311,693	\$ 293,056	\$ 18,637	\$ 27,857
<u>BUDGETED FUNDS</u>							
02701 MILK INSPECTION FEES	\$ 428,081	\$ (111,509)	\$ 316,572	\$ 293,287	\$ 271,019	\$ 22,268	23,285
03032-2 SHELL EGG FEDERAL INSPECTION	22,978	-	22,978	18,406	22,037	(3,631)	4,572
TOTAL BUDGET FUNDING	\$ 451,059	\$ (111,509)	\$ 339,550	\$ 311,693	\$ 293,056	\$ 18,637	\$ 27,857

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2018, the Milk and Egg Inspection program is budgeted \$451,059 with 4.75 FTE. It is mainly funded with Milk Inspection Fees of \$428,081 and Shell Egg Federal Inspection Fees of \$22,978. The personal services budget is 99% expended with % of payrolls complete. Personal services expended as of June 2018 was \$16,062 higher than June 2017. Operations are 66% expended with 100% of the budget year lapsed. Overall, operation expenses as of June 2018 were \$2,575 higher than June 2017. Total Milk Inspection expenditures were \$18,637 higher than the same period last year. With 100% of the budget year lapsed, 92% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

DIVISION: MILK & EGG INSPECTION BUREAU
PROGRAM: SHIELDED EGG GRADING PROGRAM

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		2.50						
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES								
61000 PERSONAL SERVICES								
61100 SALARIES	\$	180,088	\$ (100,000)	\$ 80,088	\$ 62,919	\$ 81,946	\$ (19,027)	\$ 17,169
61102 OVERTIME		2,771		2,771	1,773	1,452	321	998
61400 BENEFITS		75,649	(26,000)	49,649	25,233	33,910	(8,677)	24,416
TOTAL PERSONAL SERVICES		<u>258,508</u>	<u>(126,000)</u>	<u>132,508</u>	<u>89,925</u>	<u>117,308</u>	<u>(27,383)</u>	<u>42,583</u>
62000 OPERATIONS								
62100 CONTRACT		128,683	(95,000)	33,683	32,619	25,161	7,458	1,064
62200 SUPPLY		3,237	(2,400)	837	761	462	299	76
62800 OTHER EXPENSES		4,278	(2,600)	1,678	1,490	719	771	188
TOTAL OPERATIONS		<u>136,198</u>	<u>(100,000)</u>	<u>36,198</u>	<u>34,870</u>	<u>26,342</u>	<u>8,528</u>	<u>1,328</u>
TOTAL	\$	<u>394,706</u>	<u>(226,000)</u>	<u>168,706</u>	<u>124,795</u>	<u>143,650</u>	<u>(18,855)</u>	<u>43,911</u>
BUDGETED FUNDS								
02262 SHIELDED EGG GRADING FEES	\$	394,706	\$ (226,000)	\$ 168,706	\$ 124,795	\$ 143,650	\$ (18,855)	\$ 43,911
TOTAL BUDGET FUNDING	\$	<u>394,706</u>	<u>(226,000)</u>	<u>168,706</u>	<u>124,795</u>	<u>143,650</u>	<u>(18,855)</u>	<u>43,911</u>

The Shielded Egg Grading Program is budgeted \$394,706 with 2.50 FTE in FY 2018 funded with Egg Grading fees. Personal services budget is 68% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$27,383 lower than June 2017. Operations are 96% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$8,528 higher than June 2017. Overall, the Egg Grading program total expenditures were \$18,855 lower than the same period last year with 74% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: MEAT & POULTRY INSPECTION PROGRAM
PROGRAM: MEAT INSPECTION**

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 24.50

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES							
61100 SALARIES	\$ 902,400	\$ 13,000	\$ 915,400	\$ 914,932	\$ 883,796	\$ 31,136	\$ 468
61102 OVERTIME	16,643	19,000	35,643	35,144	8,014	27,130	499
61400 BENEFITS	397,654	22,380	420,034	415,430	440,859	(25,429)	4,604
TOTAL PERSONAL SERVICES	1,316,697	54,380	1,371,077	1,365,506	1,332,669	32,837	5,571
62000 OPERATIONS							
62100 CONTRACT	41,449	17,000	58,449	57,626	35,624	22,002	823
62200 SUPPLY	11,062	2,500	13,562	13,540	14,654	(1,114)	22
62300 COMMUNICATION	16,911	1,100	18,011	17,975	15,408	2,567	36
62400 TRAVEL	38,700	10,900	49,600	49,048	44,334	4,714	552
62500 RENT	116,598	40,000	156,598	156,405	126,063	30,342	193
62700 REPAIR & MAINT	12,547	5,000	17,547	15,090	14,465	625	2,457
62800 OTHER EXPENSES	277,747	85,000	362,747	361,495	199,676	161,819	1,252
TOTAL OPERATIONS	515,014	161,500	676,514	671,179	450,224	220,955	5,335
TOTAL EXPENDITURES	\$ 1,831,711	\$ 215,880	\$ 2,047,591	\$ 2,036,685	\$ 1,782,893	\$ 253,792	\$ 10,906
BUDGETED FUNDS							
01100 GENERAL FUND	\$ 919,029	\$ 215,000	\$ 1,134,029	\$ 1,124,020	\$ 949,021	\$ 174,999	\$ 10,009
02427 ANIMAL HEALTH FEES	5,717	880	6,597	5,717	5,718	(1)	880
03209 MEAT & POULTRY INSPECTION-FED	906,965	-	906,965	906,948	828,154	78,794	17
TOTAL BUDGET FUNDING	\$ 1,831,711	\$ 215,880	\$ 2,047,591	\$ 2,036,685	\$ 1,782,893	\$ 253,792	\$ 10,906

Under direction of the Budget Director, the Department submitted a plan to reduce General Fund programs by 10%. The reduction is established by 17-7-140, MCA. The amount of the reduction for the Meat and Poultry Inspection program is \$91,735. This could affect the 50-50 federal matching program and cause a reduction of a similar amount of federal funds. The federal fund matching reduction is not shown in the adjusted budget shown above.

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2018, Meat Inspection is budgeted \$1,831,711 with 24.50 FTE. The bureau is funded with general fund of \$919,029, Meat & Poultry Inspection-Fed of \$906,965 and \$5,717 animal health fees levied from licensing as per 81-9-201(1)MCA. Personal services budget is 100% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$32,837 higher than June 2017. Operations are 99% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$220,955 higher than June 2017. Overall, Meat Inspection total expenditures were \$253,792 higher than the same period last year with 99% of the budget expended. The total budget is 99% expended with 100% of the budget year lapsed.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2018**

**DIVISION: BRANDS ENFORCEMENT DIVISION
PROGRAM: BRANDS ENFORCEMENT**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2018 Budget	Year-End Budget Changes	FY 2018 Budget	Year-to-Date Actual Expenses June FY 2018	Same Period Prior Year Actual Expenses June FY 2017	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE				53.11			
HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES							
61000 PERSONAL SERVICES							
61100 SALARIES	\$ 1,956,252	\$ 186,000	\$ 2,142,252	\$ 2,141,915	\$ 2,070,645	\$ 71,270	\$ 337
61200 OVERTIME	80,609	20,500	101,109	100,640	105,278	(4,638)	469
61400 BENEFITS	914,642	36,645	951,287	951,336	995,961	(44,625)	(49)
TOTAL PERSONAL SERVICES	<u>2,951,503</u>	<u>243,145</u>	<u>3,194,648</u>	<u>3,193,891</u>	<u>3,171,884</u>	<u>22,007</u>	<u>757</u>
62000 OPERATIONS							
62100 CONTRACT	111,348	(16,000)	95,348	94,912	86,646	8,266	436
62200 SUPPLY	169,746	(70,000)	99,746	99,669	107,408	(7,739)	77
62300 COMMUNICATION	86,660	(25,000)	61,660	60,666	71,939	(11,273)	994
62400 TRAVEL	39,143	(13,000)	26,143	25,866	37,904	(12,038)	277
62500 RENT	79,663	68,000	147,663	147,408	77,666	69,742	255
62600 UTILITIES	7,860	(1,360)	6,500	6,500	6,500	-	-
62700 REPAIR & MAINT	49,739	(24,000)	25,739	24,901	40,229	(15,328)	838
62800 OTHER EXPENSES	81,097	(19,160)	61,937	64,839	67,131	(2,292)	(2,902)
TOTAL OPERATIONS	<u>625,256</u>	<u>(100,520)</u>	<u>524,736</u>	<u>524,761</u>	<u>495,423</u>	<u>29,338</u>	<u>(25)</u>
TOTAL	<u>\$ 3,576,759</u>	<u>\$ 142,625</u>	<u>\$ 3,719,384</u>	<u>\$ 3,718,652</u>	<u>\$ 3,667,307</u>	<u>\$ 51,345</u>	<u>\$ 732</u>
BUDGETED FUNDS							
02425 BRAND INSPECTION FEES	\$ 2,898,924	\$ -	\$ 2,898,924	\$ 2,898,717	\$ 2,543,536	\$ 355,181	\$ 207
02426 PER CAPITA FEES	677,835	142,625	820,460	819,935	1,123,771	(303,836)	525
TOTAL BUDGET FUNDING	<u>\$ 3,576,759</u>	<u>\$ 142,625</u>	<u>\$ 3,719,384</u>	<u>\$ 3,718,652</u>	<u>\$ 3,667,307</u>	<u>\$ 51,345</u>	<u>\$ 732</u>

At fiscal year end, invoices for June expenses are received in July. Although the invoices are received in July, they are appropriately recorded in June of the prior fiscal year. Subsequently, however, invoices are recorded in the month they are received and approved. For example, July's expenses are recorded in August when the invoices are due to be paid. This leads to expenditures being recorded in the month following the date the expense had occurred. Due to the lag in recording expenses, it may appear that expenses double in June. This is because May and June's expenses are both recorded in June.

In FY 2018, Brands Enforcement is budgeted for \$3,576,759 with 53.11 FTE. It is funded with Brand Inspection Fees of \$2,898,924 and Per Capita Fees of \$677,835. Personal services budget is 100% expended with 100% of payrolls complete. Personal services expended as of June 2018 was \$22,007 higher than June 2017. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2018 were \$29,338 higher than June 2017. Overall, Brands Enforcement total expenditures were \$51,345 higher than the same period last year. With 100% of the budget year lapsed, 100% of the budget has been expended.

**MONTANA DEPARTMENT OF LIVESTOCK
2019 BUDGET COMPARISON
JUNE 30, 2018**

**MONTANA DEPARTMENT OF LIVESTOCK
2019 BUDGET TO 2018 ACTUALS COMPARISON**

**DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK**

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2019 Budget	FY 2017 Carryforward	Estimated FY 2018 Carryforward	FY 2019 Budget & Carryforward Authority	Adjusted Year- to-Date Actual Expenses June FY 2018	Balance of Budget Available
BUDGETED FTE	135.62		135.62			
61000 PERSONAL SERVICES						
61100 SALARIES	\$ 5,800,000	\$ 69,681	\$ 38,437	\$ 5,908,118	\$ 5,817,246	\$ 90,872
61200 OVERTIME	140,000	-	-	140,000	137,557	2,443
61300 OTHER/PER DIEM	4,500	-	-	4,500	4,275	225
61400 BENEFITS	2,350,314	34,320	18,932	2,403,566	2,380,726	22,840
TOTAL PERSONAL SERVICES	<u>8,294,814</u>	<u>104,001</u>	<u>57,369</u>	<u>8,456,184</u>	<u>8,339,804</u>	<u>116,380</u>
62000 OPERATIONS						
62100 CONTRACT	1,390,616	16,236	20,437	1,427,289	1,395,180	32,109
62200 SUPPLY	712,805	8,323	10,475	731,603	715,144	16,459
62300 COMMUNICATION	195,079	2,278	2,867	200,224	195,719	4,505
62400 TRAVEL	146,123	1,706	2,147	149,976	146,603	3,373
62500 RENT	532,054	6,212	7,819	546,085	533,800	12,285
62600 UTILITIES	52,169	609	767	53,545	52,340	1,205
62700 REPAIR & MAINT	169,848	1,983	2,496	174,327	170,405	3,922
62800 OTHER EXPENSES	657,857	7,681	9,668	675,206	660,016	15,190
TOTAL OPERATIONS	<u>3,856,551</u>	<u>45,028</u>	<u>56,676</u>	<u>3,958,255</u>	<u>3,869,207</u>	<u>89,048</u>
68000 TRANSFERS						
68000 TRANSFERS	384,481	-	-	384,481	315,834	68,647
TOTAL TRANSFERS	<u>384,481</u>	<u>-</u>	<u>-</u>	<u>384,481</u>	<u>315,834</u>	<u>68,647</u>
69000 CAPITAL LEASES						
69000 LEASES	13,882	-	-	13,882	13,882	-
TOTAL LEASES	<u>13,882</u>	<u>-</u>	<u>-</u>	<u>13,882</u>	<u>13,882</u>	<u>-</u>
TOTAL	<u>\$ 12,549,728</u>	<u>\$ 149,029</u>	<u>\$ 114,045</u>	<u>\$ 12,812,802</u>	<u>\$ 12,538,727</u>	<u>\$ 274,075</u>
FUND						
01100 GENERAL FUND	\$ 2,306,098	\$ 43,077	\$ 17,039	2,366,214	\$ 2,309,898	\$ 56,316
02262 SHIELDED EGG GRADING FEES	346,050	41,615	13,173	400,838	124,795	276,043
02425 BRAND INSPECTION FEES	3,058,368	207	62	3,058,637	3,058,637	-
02426 PER CAPITA FEE	3,176,799	15,935	33,375	3,226,109	3,491,478	(265,369)
02427 ANIMAL HEALTH	5,717	-	-	5,717	6,597	(880)
02701 MILK INSPECTION FEES	424,370	22,561	8,579	455,510	355,712	99,798
02817 MILK CONTROL	293,717	3,167	5,671	302,555	265,108	37,447
03209 MEAT & POULTRY INSPECTION	929,014	-	5	929,019	906,948	22,071
03032-2 SHELL EGG FEDERAL INSPECTION FEES	21,000	1,391	1,372	23,763	18,406	5,357
03427 AH FEDERAL UMBRELLA	775,316	21,076	10,313	806,705	767,287	39,418
03673 FEDERAL ANIMAL HEALTH DISEASE GRANTS	30,606	-	4,578	35,184	31,309	3,875
06026 DIAGNOSTIC LABORATORY FEES	1,182,673	-	19,878	1,202,551	1,202,552	(1)
TOTAL BUDGET FUNDING	<u>\$ 12,549,728</u>	<u>\$ 149,029</u>	<u>\$ 114,045</u>	<u>\$ 12,812,802</u>	<u>\$ 12,538,727</u>	<u>\$ 274,075</u>

Per 17-7-304 MCA (4)(a), the department may carryforward up to 30% of the prior two years of unused appropriations. The Department had carryforward in the amount of \$149,029 and estimated \$114,045 for FY 2017 & FY 2018, respectively.

The proprietary fund, 06026, is subject to HB 576 and it's unspent authority is not limited to the 30% carryforward rules of 17-7-304 MCA (4)(a). Proprietary funds can spend all of it's revenues and cash balances.

The adjusted year to date actuals do not include the savings actions that the department had implemented during FY 2018 to mitigate the various budget issues.

The adjusted Year to Date Actuals for fiscal year 2018 includes a reduction of \$16,100 in the Proprietary Fund for equipment purchase. This is because equipment purchase authority was not approved for FY 2019.

The adjusted Year to Date Actuals for fiscal year 2018 includes a reduction of \$98,000 in the Per Capita Fee Fund. This is because PCF revenue collection fee of 2% was paid twice in FY 2018. This was to pay for the double collection of PCF revenue.

The adjusted Year to Date Actuals for fiscal year 2018 includes a reduction of \$95,000 in contract services expense in the Milk Control Fund. This is because MCB had a one time only expense for milk pricing study that was materially complete in FY 2018.