

Agency Summary And Certification

FY 2025 Request

Agency: Brand Inspection

331

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director:

Kedrick Wills

Date: 09/01/2023

	FY 2023 Total Appropriation	FY 2023 Total Expenditures	FY 2024 Original Appropriation	FY 2024 Estimated Expenditures	FY 2025 Total Request
Appropriation Unit					
Brand Inspection	3,710,900	3,450,600	4,025,800	4,025,800	3,991,500
Total	3,710,900	3,450,600	4,025,800	4,025,800	3,991,500
By Fund Source					
D 22915 Dedicated	3,710,900	3,450,600	4,025,800	4,025,800	3,991,500
Total	3,710,900	3,450,600	4,025,800	4,025,800	3,991,500
By Account Category					
Personnel Cost	3,000,000	2,769,000	3,265,200	3,265,200	3,318,600
Operating Expense	496,700	523,600	546,400	546,400	488,100
Capital Outlay	214,200	158,000	214,200	214,200	184,800
Total	3,710,900	3,450,600	4,025,800	4,025,800	3,991,500
FTP Positions					
FTP Positions	41	41	41	41	41
Total	41	41	41	41	41

Division Description

Request for Fiscal Year: 2025

Agency: Brand Inspection

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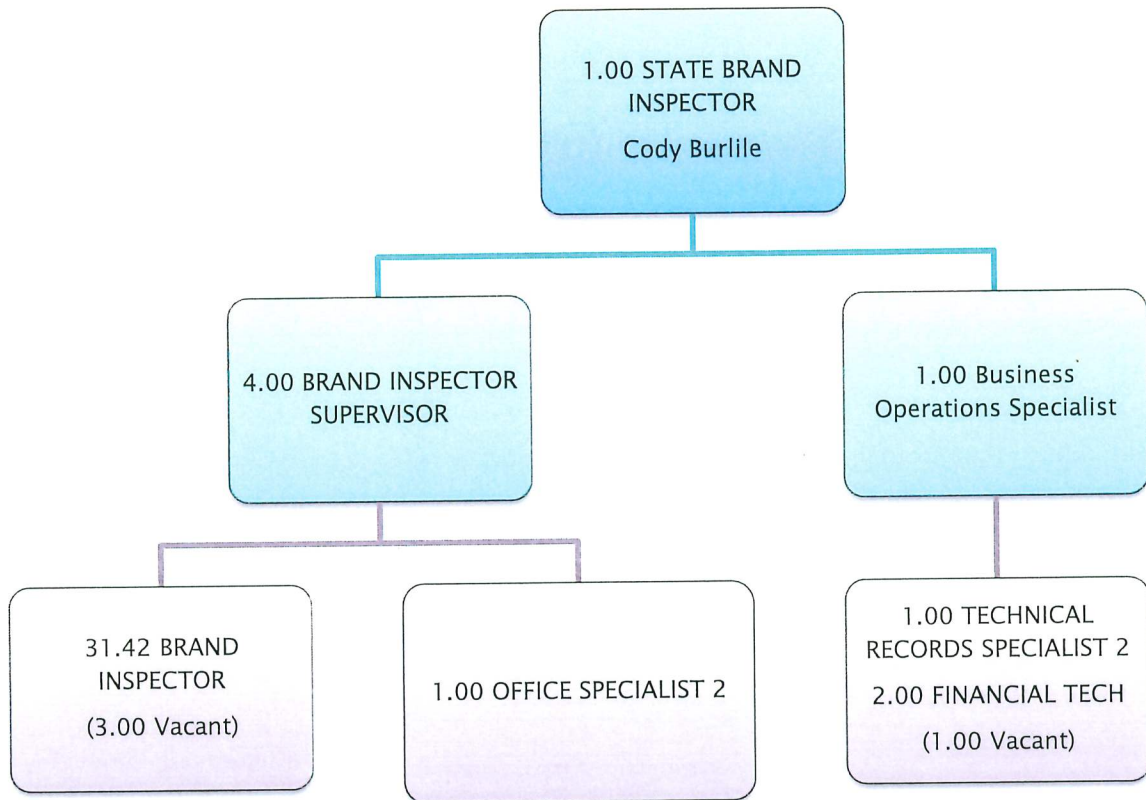
Division: Brand Inspection

BI1

Statutory Authority: Title 25-1161

The Brand Inspection Division provides protection to the livestock industry from losses by theft and illegal slaughter [Statutory Authority: Section 25-1102, Idaho Code].

Idaho State Police
Brands



- Vacancy count as of 8/8/23

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	
Agency	Brand Inspection							331
Division	Brand Inspection							BI1
Appropriation Unit	Brand Inspection							LEAF
FY 2023 Total Appropriation								
1.00	FY 2023 Total Appropriation							LEAF
	H0359							
	22915 Dedicated	41.09	3,000,000	496,700	214,200	0	3,710,900	
		41.09	3,000,000	496,700	214,200	0	3,710,900	LEAF
1.21	Account Transfers							
	FY23 Object Transfers							
	22915 Dedicated	0.00	(60,000)	60,000	0	0	0	
		0.00	(60,000)	60,000	0	0	0	LEAF
1.41	Receipts to Appropriation							
	FY23 Receipt to Appropriation							
	22915 Dedicated	0.00	0	0	35,700	0	35,700	
		0.00	0	0	35,700	0	35,700	LEAF
1.61	Reverted Appropriation Balances							
	FY23 Reverted Appropriation							
	22915 Dedicated	0.00	(171,000)	(33,100)	(6,100)	0	(210,200)	
		0.00	(171,000)	(33,100)	(6,100)	0	(210,200)	LEAF
1.81	CY Executive Carry Forward							
	FY23 Encumbrances							
	22915 Dedicated	0.00	0	0	(85,800)	0	(85,800)	
		0.00	0	0	(85,800)	0	(85,800)	LEAF
FY 2023 Actual Expenditures								
2.00	FY 2023 Actual Expenditures							LEAF
	22915 Dedicated	41.09	2,769,000	523,600	158,000	0	3,450,600	
		41.09	2,769,000	523,600	158,000	0	3,450,600	
FY 2024 Original Appropriation								
3.00	FY 2024 Original Appropriation							LEAF
	22915 Dedicated	41.42	3,265,200	483,300	0	0	3,748,500	
	OT 22915 Dedicated	0.00	0	63,100	214,200	0	277,300	
		41.42	3,265,200	546,400	214,200	0	4,025,800	
FY 2024 Total Appropriation								
5.00	FY 2024 Total Appropriation							LEAF
	22915 Dedicated	41.42	3,265,200	483,300	0	0	3,748,500	
	OT 22915 Dedicated	0.00	0	63,100	214,200	0	277,300	
		41.42	3,265,200	546,400	214,200	0	4,025,800	
FY 2024 Estimated Expenditures								
7.00	FY 2024 Estimated Expenditures							LEAF

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
22915	Dedicated	41.42	3,265,200	483,300	0	0	3,748,500
OT 22915	Dedicated	0.00	0	63,100	214,200	0	277,300
		41.42	3,265,200	546,400	214,200	0	4,025,800
Base Adjustments							
8.41	Removal of One-Time Expenditures						LEAF
	This decision unit removes one-time appropriation for FY 2024.						
OT 22915	Dedicated	0.00	0	(63,100)	(214,200)	0	(277,300)
		0.00	0	(63,100)	(214,200)	0	(277,300)
FY 2025 Base							
9.00	FY 2025 Base						LEAF
22915	Dedicated	41.42	3,265,200	483,300	0	0	3,748,500
OT 22915	Dedicated	0.00	0	0	0	0	0
		41.42	3,265,200	483,300	0	0	3,748,500
Program Maintenance							
10.11	Change in Health Benefit Costs						LEAF
	Change in Health Benefit costs						
22915	Dedicated	0.00	28,000	0	0	0	28,000
		0.00	28,000	0	0	0	28,000
10.12	Change in Variable Benefit Costs						LEAF
	Change in Variable Benefit Costs						
22915	Dedicated	0.00	2,000	0	0	0	2,000
		0.00	2,000	0	0	0	2,000
10.31	Repair, Replacement, or Alteration Costs						LEAF
OT 22915	Dedicated	0.00	0	0	180,000	0	180,000
		0.00	0	0	180,000	0	180,000
10.32	Repair, Replacement, or Alteration Costs						LEAF
OT 22915	Dedicated	0.00	0	4,800	4,800	0	9,600
		0.00	0	4,800	4,800	0	9,600
10.61	Salary Multiplier - Regular Employees						LEAF
	Salary Multiplier-Regular Employees						
22915	Dedicated	0.00	23,400	0	0	0	23,400
		0.00	23,400	0	0	0	23,400
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						LEAF
22915	Dedicated	41.42	3,318,600	483,300	0	0	3,801,900
OT 22915	Dedicated	0.00	0	4,800	184,800	0	189,600
		41.42	3,318,600	488,100	184,800	0	3,991,500
FY 2025 Total							

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
13.00	FY 2025 Total						LEAF
	22915 Dedicated	41.42	3,318,600	483,300	0	0	3,801,900
	OT 22915 Dedicated	0.00	0	4,800	184,800	0	189,600
		41.42	3,318,600	488,100	184,800	0	3,991,500

Agency: Brand Inspection

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimated Revenue	FY 25 Estimated Revenue	Significant Assumptions
Fund 22915 State Regulatory Funds: State Brand Account (Operating)						
410 License, Permits & Fees	2,930,800	3,102,000	2,833,815	2,955,500	2,955,500	average
441 Sales of Goods	800	200	706	0	0	
445 Sale of Land, Buildings & Equipment	13,100	2,200	35,705	0	0	
470 Other Revenue	47,900	35,600	14,866	0	0	
State Regulatory Funds: State Brand Account (Operating) Total	2,992,600	3,140,000	2,885,092	2,955,500	2,955,500	
Fund 22916 State Regulatory Funds: Brand Board Recording Acct (Holding)						
410 License, Permits & Fees	310,500	445,900	446,640	401,000	401,000	average
460 Interest	4,700	4,400	33,590	14,500	14,500	
State Regulatory Funds: Brand Board Recording Acct (Holding) Total	315,200	450,300	480,230	415,500	415,500	
Agency Name Total	3,307,800	3,590,300	3,365,322	3,371,000	3,371,000	

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Brand Inspection

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Fund: State Regulatory Funds: State Brand Account (Operating)

22915

Sources and Uses:

Monies collected in this fund are for livestock inspection fees and reimbursements from the Idaho Beef Council, the Idaho Sheep Commission and the Bureau of Animal Disease and Livestock Control. The brand inspection fee on all cattle shall be \$1.25 per head. The inspection fee on horses, mules and asses shall be \$1.50 per head. There is a minimum fee of \$20.00 for each brand inspection certificate issued, whether for cattle, horses, mules or asses, or a combination thereof. The minimum fee for brand inspection services at any livestock auction is \$50.00 per day (Section 25-1160, Idaho Code). The State Brand Inspector is the collection agent for the Idaho Beef Council, the Idaho Horse Board, the Idaho Sheep Commission and the Bureau of Animal Disease and Livestock Control. The State Brand Inspector shall be reimbursed in an amount determined by the Idaho Beef Council (5%) (Section 25-2907, Idaho Code), and the Idaho Horse Board (10%) (Section 25-2505, Idaho Code), and the Inspector. The Division of Animal Industries is charged an amount to reimburse the State Brand Inspector not to exceed 1-1/4 cents per head (Section 25-232, Idaho Code). Also, transfers are made as needed from the Brand Board Fund Holding account (0229-16).

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	108,700	275,600	159,000	101,422	31,122
02. Encumbrances as of July 1	0	53,400	126,100	85,806	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	108,700	329,000	285,100	187,228	31,122
04. Revenues (from Form B-11)	2,992,600	3,140,000	2,885,092	2,955,500	2,955,500
05. Non-Revenue Receipts and Other Adjustments	0	0	3,194,600	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	235,000	100,000	600,000	800,000	750,000
08. Total Available for Year	3,336,300	3,569,000	6,964,792	3,942,728	3,736,622
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	600	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	3,200,860	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	53,400	126,068	85,806	0
13. Original Appropriation	3,254,300	3,439,300	3,710,900	4,025,800	3,991,500
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	13,100	2,200	35,705	0	0
16. Reversions and Continuous Appropriations	(207,300)	(84,900)	(210,163)	(200,000)	(200,000)
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	(53,400)	(126,100)	(85,806)	0	0
19. Current Year Cash Expenditures	3,006,700	3,230,500	3,450,636	3,825,800	3,791,500
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	3,060,100	3,356,600	3,536,442	3,825,800	3,791,500
20. Ending Cash Balance	329,000	285,100	187,228	31,122	(54,878)
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	53,400	126,100	85,806	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	275,600	159,000	101,422	31,122	(54,878)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	275,600	159,000	101,422	31,122	(54,878)
Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Brand Inspection

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Fund: State Regulatory Funds: Brand Board Recording Acct (Holding)

22916

Sources and Uses:

Fees collected in this fund are for new brand applications and recorded brand renewals. The fee for filing a new brand application is \$50.00 and may be prorated for staggered renewal (§25-1144). Recorded brands shall be renewed every five years. The fee for filing each such renewal application shall be not more than \$100.00 (§25-1145).

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	1,069,000	1,141,600	1,490,800	2,577,519	3,793,019
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	1,069,000	1,141,600	1,490,800	2,577,519	3,793,019
04. Revenues (from Form B-11)	315,200	450,300	480,230	415,500	415,500
05. Non-Revenue Receipts and Other Adjustments	(6,500)	(1,100)	6,489	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	1,377,700	1,590,800	1,977,519	2,993,019	4,208,519
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	236,100	100,000	(600,000)	(800,000)	(750,000)
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	0	0	0	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	0	0	0	0
20. Ending Cash Balance	1,141,600	1,490,800	2,577,519	3,793,019	4,958,519
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
24. Ending Free Fund Balance	1,141,600	1,490,800	2,577,519	3,793,019	4,958,519
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	1,141,600	1,490,800	2,577,519	3,793,019	4,958,519
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Brand Inspection

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Appropriation Unit: Brand Inspection

LEAF

Fund: State Regulatory Funds: State Brand Account (Operating)

22915

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	41.42	2,185,307	569,525	510,368	3,265,200
5.00	FY 2024 TOTAL APPROPRIATION	41.42	2,185,307	569,525	510,368	3,265,200
7.00	FY 2024 ESTIMATED EXPENDITURES	41.42	2,185,307	569,525	510,368	3,265,200
9.00	FY 2025 BASE	41.42	2,185,307	569,525	510,368	3,265,200
10.11	Change in Health Benefit Costs	0.00	0	28,000	0	28,000
10.12	Change in Variable Benefit Costs	0.00	0	0	2,000	2,000
10.61	Salary Multiplier - Regular Employees	0.00	18,500	0	4,900	23,400
11.00	FY 2025 PROGRAM MAINTENANCE	41.42	2,203,807	597,525	517,268	3,318,600
13.00	FY 2025 TOTAL REQUEST	41.42	2,203,807	597,525	517,268	3,318,600

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Brand Inspection

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Appropriation Unit: Brand Inspection

LEAF

Fund: State Regulatory Funds: State Brand Account (Operating)

22915

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	38.00	1,707,611	522,500	452,358	2,682,469
		Total from PCF	38.00	1,707,611	522,500	452,358	2,682,469
		FY 2024 ORIGINAL APPROPRIATION	41.42	2,185,307	569,525	510,368	3,265,200
		Unadjusted Over or (Under) Funded:	3.42	477,696	47,025	58,010	582,731
Adjustments to Wage and Salary							
331001	17C	Veterinarian Medical Offcr Bureau Chief	1.00	36,753	13,750	9,115	59,618
5574	R90						
331001	18C	Brand Inspector 7720	1.00	36,753	0	9,880	46,633
5594	R80						
331001	243C	Office Specialist 2 8810	1.00	27,373	0	6,789	34,162
5615	R90						
Other Adjustments							
	501	Employees - Temp	.00	25,000	0	0	25,000
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	25,000	0	0	25,000
		Permanent Positions	41.00	1,808,490	536,250	478,142	2,822,882
		Estimated Salary and Benefits	41.00	1,833,490	536,250	478,142	2,847,882
Adjusted Over or (Under) Funding							
		Original Appropriation	.42	351,817	33,275	32,226	417,318
		Estimated Expenditures	.42	351,817	33,275	32,226	417,318
		Base	.42	351,817	33,275	32,226	417,318

Part I – Agency Profile

Agency Overview

The Idaho State Brand Board is a self-governing, dedicated fund agency under the umbrella of the Idaho State Police and is solely funded by the livestock industry it serves.

The State Brand Board consists of five (5) members, three (3) of which are engaged in the feeding or production of beef cattle in Idaho, one (1) of which shall be engaged in the operation of a licensed public livestock auction market, and one (1) of which shall be engaged as a dairy milk producer.

There are four (4) district offices located throughout the state (Lewiston, Caldwell, Twin Falls, and Idaho Falls) with the administrative office located in Meridian. State Brand Inspector Cody Burlile is appointed by the Board and serves at its pleasure. The agency has 41.42 full-time employees (which includes 4 district supervisors), 2 part-time benefited positions and 15 part-time employees. All Full-time brand inspectors must attend POST (Peace Officers Standards and Training) Academy.

Recording of brands in Idaho became a state responsibility in 1905. Several different agencies were given the responsibility of recording brands over the years. In 1939, the Legislature established a State Brand Inspector and a Bureau of Brands within the Dept. of Agriculture. Later, in 1943, those duties were transferred to the Dept. of Law Enforcement. In 1947, the State Brand Board was established and assumed official duties regarding brands in Idaho. In 1974, the State Brand Inspector and State Brand Board were once again placed within the Dept. of Law Enforcement, which is now Idaho State Police.

Core Functions/Idaho Code

The purpose of the Idaho State Brand Board is to prevent and, where possible, reduce the theft and loss of livestock in Idaho by inspecting livestock (cattle, horses, mules & asses) when there is a change of ownership, when leaving the state of Idaho, and when going to slaughter (Idaho Code 25-1120).

Brand inspection fees are charged at time of inspection (Idaho Code 25-1160). The Brand Board also collects fees for Idaho Beef Council, Idaho Horse Board, Idaho State Dept. of Agriculture, Idaho Wolf Control Board and Idaho State Sheep Commission.

All Idaho livestock owners wishing to brand their livestock must apply for and record their brand with the Brand Board office and keep their brand in good standing while in use. Brands not renewed are delinquent and may be allotted to any person who may apply (Idaho Code 25-1144 & 25-1145).

A brand book containing all brands recorded in the state of Idaho is published each year with a free copy given to each county sheriff and numerous public libraries throughout the state. Brand books and supplements may be sold outright to the general public (Idaho Code 25-1148).

Deputy Brand Inspectors are authorized to enforce brand inspection laws and may issue citations or arrest anyone violating the brand laws or found with livestock unlawfully in their possession (Idaho Code 25-1182).

Part II – Performance Measures

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Goal – Complete implementation of the electronic Livestock Brand Inspection software platform						
1. Complete platform development, software implementation and staff training to allow for proficiency with the modernized brand inspection software program.	actual	45%	65%	70%	75%	
	target	95%	95%	95%	95%	N/A
Goal – Enhance electronic Livestock Brand Inspection Software to include mobile inspection, online/mobile billing and payment, and improved services for brand recording, brand transfers and livestock dealer licensing.						
2. Complete platform development, software implementation and staff training to allow for proficiency with the modernized brand inspection software program.	actual	---	---	---	---	
	target	---	---	---	---	35%
Goal – Provide prompt service to livestock owners.						
3. Respond to inspection requests from livestock owners within twenty-four (24) hour notice.	actual	96%	97%	98%	97%	
	target	96%	96%	96%	100%	N/A
Goal – Provide consistent and prompt service when processing brand applications.						
4. Process new brand recording applications with ten (10) business days of receipt.	actual	92%	90%	95%	99%	
	target	95%	95%	92%	100%	100%
Goal – Impound proceeds where ownership of livestock is questionable.						
5. Allocate impounded proceeds to rightful owners.	actual	98%	98%	98%	98%	
	target	97%	98%	98%	100%	100%


For More Information Contact

Cody D. Burlile
 State Brand Inspector
 700 S Stratford
 PO Box 1177
 Meridian, ID 83680-1177
 Phone: (208) 884-7070
 E-mail: Cody.Burlile@isp.idaho.gov

Director Attestation for Performance Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Brand Inspector 331


Director's Signature

08/31/2023
Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438

E-mail: info@dfm.idaho.gov



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
LORI A. WOLFF
Administrator

Idaho Personnel Commission
Mike Brasseley, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

August 30, 2023

Kedrick R. Wills
Idaho State Police - Brands

Dear Colonel Wills:

This letter is in response to your FY 2025 Budget request. Idaho State Police - Brands did not request any additional FTP for FY 2025.

This letter attests that Idaho State Police – Brands request(s) are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at Michael.evans@dhr.idaho.gov.

Sincerely,

Mike Evans
Human Resource Manager

Cc: Adam Jarvis, Division of Financial Management