

EXPENDITURES

Costs are incurred for such functions as these, based upon whether the authority and responsibility are retained or delegated:

Examination

Licensure: including individuals and firms; initial and renewal; tracking CPE & PR

Enforcement

Administration: including Payroll; Personnel; Accounting; Risk Management; Strategic Planning; IT Planning; Disaster Recovery Planning; Budgeting; Public Records Requests; Administrative Procedures; etc.

PERSONNEL COSTS: Approximately 60% of Total Expenditures

Salary

Benefits, such as Health & Life Insurance; Workers Comp; Retirement; Unemployment Tax; FICA; Leave

OPERATING EXPENSES: Approximately 35-39% of Total Expenditures

Communications, such as

Postal

Phones & Fax (Video or Conference Calling too)

Data Lines (ie internet connections)

Employee Development, such as

Publications

Subscriptions

Training

Professional Services, such as

Auditing

Legal Services

Repair and Maintenance Services, such as

Building Services

Computer Hardware & Software Maintenance

Printing and Photocopying Services

Computer Services

Staff and Board Travel Expenses, such as

Airfare

Mileage

Subsistence and Lodging

Refreshments

Rental Vehicles

Shuttles and Taxis

OPERATING EXPENSES (continued)

Office Supplies, including non-capital outlay equipment

Computer Software and Supplies

Insurance, such as

Liability

Property

Office Equipment Leases, such as copiers, computers, phones

Office Space Lease or Purchase Payments

Credit Card Fees, if absorbed rather than passing on

Governmental Overhead, if items such as these are from centralized source

Legal Services, if DAGs are used

Payroll

Accounting

Act and Rules

Investigative Expenses

Non-Employee Expenses for Committees, such as

Investigative

CPE

Peer Review

Awards and Recognition

CAPITAL OUTLAY: Approximately 1-5% of Total Expenditures (Initial start-up costs will be higher.)

Office Furniture

Computers, Servers, Routers

Copiers, Scanners, & Faxes

Phone System

REVENUE

Income is typically tied to these areas. The approximate breakdown of revenue sources shown below reflect a State Board that:

- 1) collects a processing fee for the exam, but allows a 3rd party (NASBA) to collect actual testing fees.
- 2) handles all licensing activity
- 3) retains its fees and fines income
- 4) registers firms, but at a nominal cost

LICENSE	85%
EXAM	8
FINES	3
FIRM REGISTRATION	3
MISC	1
Total	<hr/> 100%

NOTE: Self-Governing agencies have to be aware of financial considerations, such as:

Appropriation Levels

Receiving Dedicated vs. General Funds

Setting Fee and Fine Levels (and whether Fines are retained vs. reverting to General Fund)

Possible "sweeping" of Dedicated Funds to offset General Fund shortages