

Interstate Medical Licensure Compact  
Operating Budget FY 2020

Notes

Applied for HRSA Grant II with  
FSMB - \$250,000 per year for 5  
years

No HRSA Funds for FY2020

REVENUE CODE	REVENUE CATEGORY	FY 2020 BUDGET	FY 2020 - ACTUAL - IMLCC	FY2020 - Member board pass through BUDGET	FY2020 - Member board pass through
<b>5000</b>	<b>Impound</b>				
5001	Reserve Fund	\$ 250,250.00	\$ -	\$ -	\$ -
5002	Carry forward from prior Fiscal Year	\$ 450,000.00	\$ 558,192.33	\$ 600,000.00	\$ 619,215.20
5003	Contribution to Reserve Fund	\$ -	\$ -	\$ -	\$ -
5004	IT Reserve Fund	\$ 10,005.00	\$ -	\$ -	\$ -
5005	Contribution to IT Reserve Fund	\$ 10,000.00	\$ -	\$ -	\$ -
	Carry Forward SUBTOTAL	\$ 440,000.00	\$ 558,192.33	\$ 600,000.00	\$ 619,215.20
<b>5100</b>	<b>Licensing and Renewal Income</b>				
5101	Physician Transaction Fees - Licensing	\$ 725,000.00	\$ -	\$ 2,175,000.00	\$ -
5102	Physician Transaction Fees - Renewals	\$ 22,500.00	\$ -	\$ 277,500.00	\$ -
	SUBTOTAL	\$ 747,500.00	\$ -	\$ 2,452,500.00	\$ -
<b>5200</b>	<b>Grants and Donations</b>				
5201	HRSA Grant Year 1	\$ 250,000.00	\$ -	\$ -	\$ -
5201	HRSA Grant Year 2	\$ 250,000.00	\$ -	\$ -	\$ -
5202	HRSA Grant Year 3	\$ 250,000.00	\$ -	\$ -	\$ -
5203	FSMB Foundation Grant	\$ 25,000.00	\$ -	\$ -	\$ -
5251	Donations	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL	\$ -	\$ -	\$ -	\$ -
<b>5300</b>	<b>Interest and Investment Income</b>				
5301	Interest	\$ 400.00	\$ -	\$ -	\$ -
5302	Reserve Fund Income	\$ 250.00	\$ -	\$ -	\$ -
5303	IT Reserve Fund Income	\$ 5.00	\$ -	\$ -	\$ -
	SUBTOTAL	\$ 655.00	\$ -	\$ -	\$ -
<b>5400</b>	<b>Fines and Assessments</b>				
5401	Fines	\$ -	\$ -	\$ -	\$ -
5402	Assessments	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL	\$ -	\$ -	\$ -	\$ -
<b>5500</b>	<b>Miscellaneous Income</b>				
5501	Pass Through Additional Customer Relations Management (CRM) Board Seats	\$ 3,500.00	\$ -	\$ -	\$ -
5502	Fees Collected on behalf of member boards - pass through upon invoice	\$ -	\$ -	\$ -	\$ -
5503	Other Detail 3	\$ -	\$ -	\$ -	\$ -
5504	Other Detail 4	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL	\$ 3,500.00	\$ -	\$ -	\$ -
	<b>TOTAL REVENUE</b>	<b>\$ 1,191,655.00</b>	<b>\$ 558,192.33</b>	<b>\$ 3,052,500.00</b>	<b>\$ 619,215.20</b>

Budget Committee guidance is that \$250,000 carry over indicates fiscal health and appropriate fee structures

IMLCC authorized \$10,000 per year for 5 years

\$2,900,000 - Total Budget

\$300,000 - Total Budget March 2018 to March 2019 = \$3,290,000

IMLCC = 25%, Member Boards = 75%  
IMLCC = 7.5%, Member boards = 92.5%

Based on current interest rate and balance

Pass through cost see Expense 1604

EXPENSE CODE	EXPENSE CATEGORY	FY 2020 BUDGET	FY 2020 - ACTUAL - IMLCC	FY2020 - Member board pass through BUDGET	FY2020 - Member board pass through
<b>1000</b>	<b>FTEs</b>				
1001	Executive	1.00	0.00	0.00	0.00
1002	Managerial	2.00	0.00	0.00	0.00
1003	Administrative	1.00	0.00	0.00	0.00
	<b>TOTAL STAFF POSITIONS</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Executive Director  
IT Manager and Customer Liaison Manager  
Customer Service Rep (1/2 time) and Bookkeeper (1/2 time)

EXPENSE CODE	EXPENSE CATEGORY	FY 2020 BUDGET	FY 2020 - ACTUAL - IMLCC	FY2020 - Member board pass through BUDGET	FY2020 - Member board pass through
<b>1100</b>	<b>Staff Expenses</b>				
1101	Staff Salaries	\$ 340,000.00	\$ -	\$ -	\$ -
1102	Benefits and Payroll Taxes (20%)	\$ 68,000.00	\$ -	\$ -	\$ -
1103	Other Expenses	\$ -	\$ -	\$ -	\$ -
1104	Contracted Staff	\$ -	\$ -	\$ -	\$ -
1105	Overtime	\$ -	\$ -	\$ -	\$ -
1106	Recruitment	\$ -	\$ -	\$ -	\$ -
1107	Professional/Consulting Services	\$ 10,000.00	\$ -	\$ -	\$ -
1108		\$ -	\$ -	\$ -	\$ -
1109		\$ -	\$ -	\$ -	\$ -
1110		\$ -	\$ -	\$ -	\$ -
	SUBTOTAL	\$ 418,000.00	\$ -	\$ -	\$ -

NOTE: Current IMLCC directive is to use contracts with individuals and vendors to fill positions, but the intention is to move to direct hire during the fiscal year

Executive Director @ \$104,000 per year  
Information Technology Manager @ \$145,600 per year \$70/hour X 2080 hours  
Customer Liaison Manager @ \$72,800 per year (hired January 2020)  
Customer Service Rep @ \$20,800 per year \$35/hour X 1040 hours  
Bookkeeper @ \$31,200 per year \$30/hour X 1040 hours

Total = \$338,000.00

31200

As a general reserve for assistance on projects - CPA or Audit

Represents 39.51% of expenses

0.395100004

EXPENSE CODE	EXPENSE CATEGORY	FY 2020 BUDGET	FY 2020 - ACTUAL - IMLCC	FY2020 - Member board pass through BUDGET	FY2020 - Member board pass through
<b>1200</b>	<b>Contracted/Purchased Services</b>				
1201	Legal Counsel	\$ 60,000.00	\$ -	\$ -	\$ -
1202	Auditing	\$ 6,500.00	\$ -	\$ -	\$ -
1203	Business Insurance	\$ -	\$ -	\$ -	\$ -
1203.1	General Liability	\$ -	\$ -	\$ -	\$ -
1203.2	Errors and Omissions	\$ -	\$ -	\$ -	\$ -
1203.3	Commercial Property	\$ -	\$ -	\$ -	\$ -
1203.4	Non-owned automobile liability	\$ -	\$ -	\$ -	\$ -
1203.5	Directors and Officers	\$ -	\$ -	\$ -	\$ -
1203.6	Industrial Insurance	\$ -	\$ -	\$ -	\$ -
1203.7	Data Breach Insurance	\$ -	\$ -	\$ -	\$ -
1204	Banking and Asset Management	\$ -	\$ -	\$ -	\$ -
1205	Computer Services/Support	\$ 35,000.00	\$ -	\$ -	\$ -
1205.1	P&D - CRM Disciplinary Action Alert Tool	\$ 40,000.00	\$ -	\$ -	\$ -
1205.2	P&D - CRM Daily Notification/Download Tool (IMLCC to boards)	\$ 60,000.00	\$ -	\$ -	\$ -
1205.3	P&D - CRM Migration from DocuSign to MS Dynamics (Retire DocuSign)	\$ 50,000.00	\$ -	\$ -	\$ -
1205.4	P&D - CRM Workforce Data Collection Tool	\$ -	\$ -	\$ -	\$ -

Current level of \$5,000 per month  
Per contract

Tech Committee Request - Ongoing penetration testing, security, etc.

Tech Committee Request - Implement Section 8 & 10 of IMLCC II  
Tech Committee Request - Transmitting applicant and licensee information from IMLCC CRM to member boards

Would be part of HRSA Grant II

Would be part of HRSA Grant II

Tech Committee Request - Will eliminate cost of DocuSign and placing data at risk during transfer from DocuSign to MS Dynamics  
Project contingent of HRSA Grant funding - \$30,000

Would be part of HRSA Grant II  
Would be part of HRSA Grant II

1206	Internet	\$ 24,000.00	\$ -	\$ -	\$ -	Web Page Maintenance			
1206.1	Web Page Redesign	\$ 40,000.00				Major redesign and update is needed to improve navigation, ease of use, content and security	Would be part of HRSA Grant II		
1207	Web/Video Conferencing (Go To Meeting)	\$ 500.00	\$ -	\$ -	\$ -				
1208	Telecommunications	\$ 6,500.00	\$ -	\$ -	\$ -	Will need to acquire internet service and telephones in new office space			
1209	Payroll and Human Resources	\$ -	\$ -	\$ -	\$ -				
1210	CPA (Altruic Advisors)	\$ 6,500.00	\$ -	\$ -	\$ -	Per contract			
1211	CPA Ad Hoc Reports/Data	\$ 500.00	\$ -	\$ -	\$ -	Per contract			
1212	PayPal finance costs	\$ -	\$ -	\$ -	\$ -	Annualized costs			
1213	PayPal Flow Service Charge	\$ 250.00	\$ -	\$ -	\$ -	Represents \$3,290,000 X 3.2%	\$105,280.00		
1214	STRIPE finance costs	\$ 105,000.00	\$ -	\$ -	\$ -				
1215		\$ -	\$ -	\$ -	\$ -				
1299	CRP Miscellaneous	\$ -	\$ -	\$ -	\$ -				
	<b>SUBTOTAL</b>	\$ 434,750.00	\$ -	\$ -	\$ -				
<b>1300</b>	<b>Goods and Supplies</b>								
1301	Building Rent	\$ 9,000.00	\$ -	\$ -	\$ -	\$750 per month for 2 offices with reception area			
1302	Utilities (HVAC, electrical, water, sewer, garbage, shredding, recycling, etc.)	\$ 1,710.00	\$ -	\$ -	\$ -	Calculated as 19% of Rent			
1303	Equipment Rental/Lease	\$ -	\$ -	\$ -	\$ -	Purchase/Lease Office furniture for 3 spaces			
1304	Equipment Purchase	\$ 5,000.00	\$ -	\$ -	\$ -	Annualized costs			
1305	Printing	\$ 1,000.00	\$ -	\$ -	\$ -	Annualized costs			
1306	Postage/Freight	\$ 500.00	\$ -	\$ -	\$ -	Annualized costs			
1307	Office Supplies	\$ 1,000.00	\$ -	\$ -	\$ -	Annualized costs			
1308	Physical Repairs/Maintenance	\$ -	\$ -	\$ -	\$ -				
1309	Consumable supplies	\$ -	\$ -	\$ -	\$ -				
1310	Conference Registrations	\$ -	\$ -	\$ -	\$ -				
1311	Staff Development/Training	\$ -	\$ -	\$ -	\$ -				
1312	Publications/Subscriptions	\$ -	\$ -	\$ -	\$ -				
1313	Accreditation/Professional Memberships	\$ -	\$ -	\$ -	\$ -				
1314	Software Purchase	\$ 25,000.00	\$ -	\$ -	\$ -	Tech Committee Request - Digital Ocean, Google Svapps. Go Daddy, etc.			
1315	Digital Signature Tool	\$ 15,000.00	\$ -	\$ -	\$ -	Moving off DocuSign will reduce this cost from \$30,000. However a digital signature tool will still be required.			
1399	G&S Miscellaneous	\$ -	\$ -	\$ -	\$ -				
	<b>SUBTOTAL</b>	\$ 58,210.00	\$ -	\$ -	\$ -				
<b>1400</b>	<b>Travel</b>								
1401	Staff Travel	\$ 25,000.00	\$ -	\$ -	\$ -	3 trip by ED to each member board = \$18,000			
1402	Commission Member Travel	\$ -	\$ -	\$ -	\$ -				
1403	Invited Guest Travel	\$ -	\$ -	\$ -	\$ -				
1404	New System training - Onsite Visits	\$ -	\$ -	\$ -	\$ -				
1405		\$ -	\$ -	\$ -	\$ -				
1499	Travel Miscellaneous	\$ -	\$ -	\$ -	\$ -				
	<b>SUBTOTAL</b>	\$ 25,000.00	\$ -	\$ -	\$ -				
<b>1500</b>	<b>Commission Meetings/Events</b>					Includes Travel and Registration fees			
1501	Full Commission	\$ 50,000.00	\$ -	\$ -	\$ -	Budget Request from Planning Group	Travel \$30,000.00	Hotel and Food \$15,000.00	Technology \$5,000.00
1502	Executive Committee	\$ 5,000.00	\$ -	\$ -	\$ -				
1503	Audit Committee	\$ 1,000.00	\$ -	\$ -	\$ -				
1504	Budget Committee	\$ 1,000.00	\$ -	\$ -	\$ -				
1505	Bylaws & Rules Committee	\$ 1,000.00	\$ -	\$ -	\$ -				
1506	Communications Committee	\$ 1,000.00	\$ -	\$ -	\$ -				
1507	Personnel Committee	\$ 1,000.00	\$ -	\$ -	\$ -				
1508	Technology Committee	\$ 1,000.00	\$ -	\$ -	\$ -				
1599	Meeting Miscellaneous	\$ -	\$ -	\$ -	\$ -				
	<b>SUBTOTAL</b>	\$ 61,000.00	\$ -	\$ -	\$ -				
<b>1600</b>	<b>Other Expense</b>								
1601	Annual Report	\$ 2,500.00	\$ -	\$ -	\$ -				
1602	Communications/Marketing	\$ 2,000.00	\$ -	\$ -	\$ -				
1603	CRM System Seats	\$ -	\$ -	\$ -	\$ -				
1603.1	CRM IMLCC - purchased user seats	\$ 7,000.00	\$ -	\$ -	\$ -	Tech Committee Request - 2 per board X 35 boards @ \$100 per seat			
1603.2	CRM IMLCC - purchased superuser seats	\$ 39,900.00	\$ -	\$ -	\$ -	Tech Committee Request - 1 per board X 35 boards @ \$1,140 per seat			
1604	CRM Board purchased Seats	\$ 3,500.00	\$ -	\$ -	\$ -	Assume 1 additional seat per board- 35 boards @ \$100 - passthrough costs see Revenue code 5501			
1605	Pass through member board fee payments via invoice	\$ -	\$ -	\$ -	\$ 3,052,500.00	Based on formula above of Fee revenues			
1606	Refunds to applicants	\$ -	\$ -	\$ -	\$ -				
1699	Miscellaneous	\$ -	\$ -	\$ -	\$ -				
	<b>SUBTOTAL</b>	\$ 54,900.00	\$ -	\$ -	\$ -				
	<b>TOTAL EXPENSES</b>	\$ 1,051,860.00	\$ -	\$ -	\$ 3,052,500.00				
<b>1900</b>	<b>Capital Expenditures (Amortized)</b>								
1901	Information & Financial System	\$ -	\$ -	\$ -	\$ -				
1902	Computer Hardware/Servers	\$ -	\$ -	\$ -	\$ -				
1903	Software Purchase	\$ 3,600.00	\$ -	\$ -	\$ -	Tech Committee Request - CRM Cost of \$18,000 amortized over 5 years (Year 2)			
1904	Other Equipment Purchase (Over \$5,000)	\$ 2,500.00	\$ -	\$ -	\$ -	Purchase 2 laptops and 2 desktops, printer/scanner/copier for new office space \$7,500 over 3 years (Year 1)	3 year replacement cycle		
1905		\$ -	\$ -	\$ -	\$ -				
1906		\$ -	\$ -	\$ -	\$ -				
	<b>TOTAL AMORTIZED CAPITAL EXPENDITURES</b>	\$ 6,100.00	\$ -	\$ -	\$ -				
		<b>FY 2020 BUDGET</b>	<b>FY 2020 - ACTUAL - IMLCC</b>	<b>FY2020 - Member board pass through BUDGET</b>	<b>FY2020 - Member board pass through</b>				
	Total Revenue	\$ 1,191,655.00	\$ 558,192.33	\$ 3,052,500.00	\$ 619,215.20	\$418,000.00	\$324,500.00	39.51%	28.39%
	Total Expenses	\$ 1,057,960.00	\$ -	\$ 3,052,500.00	\$ -	Personnel Costs = 39.51%	IT Costs = 28.39%		
	<b>TOTAL REVENUE LESS OPERATING EXPENSES</b>	\$ 133,695.00	\$ 558,192.33	\$ -	\$ 619,215.20				

FY2019 Budget  
\$ 491,900.00