

OT Compact Proposed Budget - Draft

Assumes an October 1 through September 30 fiscal year

FY 2023 assumes operations from May through September (five months); FY 2024 is a full 12-month period

This document incorporates estimates for many items that have unknown specifics and/or are still in-process and is subject to change.

Expense Category	FY 2023 Budgeted Amount	FY 2024 Budgeted Amount	Notes
Staff Support			
Salaries and Benefits, or Contractual Services (Secretariat and Executive Director)	\$ 50,000.00	\$ 153,125.00	Average yearly rate for ASMI, beginning in June 2023 (\$150,000 year 1; 5% increase each year thereafter)
Communications			
Technology Access (includes email and Zoom)	\$ -	\$ -	Covered by ASMI
Website Maintenance and Hosting (OTCompact.org)	\$ 833.33	\$ 2,000.00	Placeholder; based on \$180 WordPress hosting and minimal maintenance
Database Maintenance and Hosting* (includes initial purchase of platform/template)	\$ 92,187.00	\$ 50,000.00	Placeholder; in subsequent years this line will be only for cloud/server hosting and ongoing database maintenance
Supplies and Equipment			
Office Supplies and Equipment	\$ 416.67	\$ 1,000.00	printed materials, stationary, check stock; ASMI rate is inclusive of day-to-day operational costs
Other Expenses			
Insurance (D&O policy for Commissioners, Cyber policy)	\$ 4,166.67	\$ 10,000.00	Placeholder; will need to add a cyber security policy once the database is functional and online
Legal and Professional Contractual Services	\$ 13,958.33	\$ 33,500.00	Placeholder; to cover legal (\$26,000) and audit services (\$7,500)
IT Contractual Services* (for building out the database)	\$ 110,312.00	\$ 50,375.00	Placeholder; expenses should decrease over time as the database build is completed and it moves into ongoing maintenance
Travel (staff and commissioners)	\$ -	\$ 5,000.00	Placeholder; for staff and chair/commissioners to meet with prospective and member states
Annual Commission Meeting (conference hosting, travel, printing, etc.)	\$ 1,000.00	\$ 2,000.00	Plan to host annually meeting virtually, until funds allow for an in-person meeting option; could potentially co-locate the annual meeting with AOTA
State Passthroughs			
State Member Fees	\$ -	\$ -	Reserved for future use
Total Expenses	\$ 271,874.00	\$ 300,000.00	

Revenue Category	FY 2023 Budgeted Amount	FY 2024 Budgeted Amount	Notes
Member Fees			
Licensee Compact Privilege Fees	\$ -	\$ -	Reserved for future use
State Member Fees	\$ -	\$ -	Reserved for future use
Late Renewal Fees	\$ -	\$ -	Reserved for future use
Other Revenue			
Allocation from AOTA	\$ 121,874.00	\$ 150,000.00	AOTA revenue adjusted for CSG expenses (Oct 1-Jan 31: \$13,235.84; Feb 1 - June 30: anticipated \$14,890.32)
Allocation from NBCOT	\$ 150,000.00	\$ 150,000.00	
Grants/other funding sources	\$ -	\$ -	
Total Revenue	\$ 271,874.00	\$ 300,000.00	

Change to Fund Balance	\$ -	\$ -	Some amount of surplus can be held in checking and excess amounts can be moved to interest-bearing accounts (CDs, etc.)
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OT Compact Proposed Budget - Accompanying Notes / Highlights

Assumes an October 1 through September 30 fiscal year

FY 2023 assumes operations from May through September (five months); FY 2024 is a full 12-month period

This document incorporates estimates for many items that have unknown specifics and/or are still in-process and is subject to change.

Expense Category	Notes
Communications	
Website Maintenance and Hosting	The amount in the budget is a placeholder and is based on converting the current OTCompact.org site from CSG to ASMI control. The budget reflects an estimate for normal hosting fees and minimal maintenance. It does not include costs for integrating the website with the forthcoming database.
Database Maintenance and Hosting	The current budgeted expense is likely significantly under funded in the short-term. The amount in the budget is a placeholder and is based on conversations with Ray Mollers, Executive Director of the Interstate Commission for EMS Personnel Practice. Initial, non-recurring costs will include the purchase of the platform or template. These costs will likely have a large range, which cannot be determined until the OT Compact Commission completes an RFP process with potential vendors. The functionality and programming language used to develop the database will be primary drivers in the cost. The development services to build and customize the database will be charged in the IT Contractual Services budget line, in the Other Expenses category below. In subsequent years this line will be only for recurring cloud/server hosting fees and ongoing database maintenance.
Other Expenses	
Insurance	The amount in the budget is a placeholder and is based estimates for a Directors and Officers (D&O) policy. We will need to add a cyber security policy once the database is functional and online. It isn't possible to estimate the cost of the cyber policy until the database is developed, since the cost of the cyber policy is largely determined by the functions and security protocol of the database, as well as the number of records and types of information/data housed in the database.
Legal and Professional Contractual Services	The amount in the budget is a placeholder and is based estimates from Nahale Kalfas, informed by the OT Compact's recent legal services workload, and an estimate for an annual audit based on the expense of a member state's OT Board.
IT Contractual Services	The current budgeted expense is likely significantly under funded in the short-term. The amount in the budget is a placeholder and is based on conversations with Ray Mollers, Executive Director of the Interstate Commission for EMS Personnel Practice. Initial, non-recurring costs will include the development services to build and customize the database. These costs will likely have a large range, which cannot be determined until the OT Compact Commission completes an RFP process with potential vendors. The costs to purchase of the platform or template will be charged in the Database Maintenance and Hosting budget line, in the Communications category above. In subsequent years expenses should decrease over time as the database build is completed and it moves into ongoing maintenance.
Travel	The amount in the budget is a very modest placeholder, intended for staff and chair/commissioners to meet with prospective and member states. Each member state is obligated to provide travel for the state's commission member/representative to the Annual Commission Meeting. Expenses may be reduced by hosting meetings on a virtual platform, rather than in-person.
Annual Commission Meeting	The amount in the budget reflects a plan to host the Annual Commission Meeting virtually, until funds allow for an in-person meeting option. Future costs can be reduced by co-locating the annual meeting with AOTA's annual conference.

Revenue Category	Notes
Member Fees	
Licensee Compact Privilege Fees	The fees charged and revenue received for the compact privileges will dictate the future operating budget of the OT Compact Commission. Likewise, our fixed expenses will drive the fee structure we need to use to ensure our mandatory operating responsibilities are met.
State Member Fees	The fees to be charged to member states will need to be announced with enough lead time that member states can adequately budget this new expense. Some compacts use a sliding scale for member states, based on the number of licensees.
Other Revenue	
Allocation from AOTA	AOTA revenue adjusted for CSG expenses: Oct 1-Jan 31: \$13,235.84 Feb 1 - June 30: anticipated \$14,890.32 Beginning in July 2023 we anticipate that ASMI will be fully functioning and no further expenses will be paid to CSG.
Allocation from NBCOT	The full allocation from NBCOT is available to the OT Compact Commission.