

## Notes to Budget – 2015

The notes contain an explanation for only those budget items that have changed from the 2013 or require further explanation in order to understand the line item.

### Revenue

<b>Membership Fees</b>	Although the College currently has 653 members, we know at this point that 2 members have resigned. We have budgeted for 654 at \$1,700 per member to account for other potential resignations.
<b>Application Fees</b>	34 new members. I have budgeted 34 x \$200.00 and 4 x \$500.00 on the assumption that the new application fees will be approved at the February Council meeting.
<b>Examination Fees</b>	34 new members x \$1600.00 = \$54,400.(this includes the Michener students and those who apply from out-of-province). In terms of the supplemental examination, the budgeted line item includes:  3 - written component      \$1,500.00 (3 x \$500.00)  3 – OSCE                              \$4,800      (3 x \$1,600.00)  10 jurisprudence              \$2,500      (10 x \$250.00)
<b>Incorporation Fees</b>	98 corporations x \$475.00 renewal fee (\$46,550.00) plus 11 new corporations at an initial fee of \$950.00 (\$10,450.00). Commencing in September 2015, the renewal fee for the first year will be prorated so it was impossible to accurately estimate the income; therefore it is based it on a straight \$475.00 renewal fee.
<b>First Time Registrants</b>	34 new members x \$850.00. The by-law stipulates that the \$850.00 applies if the applicants pay their first time fees after July 1 <sup>st</sup> . This number represents the Michener graduates as well as out of-province candidates.
<b>Late Fee penalty</b>	23 members x \$200.00 = \$4,600.00

### Other Revenue

<b>Interest</b>	The amount budgeted is the same as the 2014 forecast amount. This could increase if our expenses decrease over 2015. This interest arises from the College's GICs.
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## **Legal Recovery**

\$38,000.00 plus \$16,500 for total of \$54,500 owing by Mr. Quereshi and \$15,000 owing by Ms. Frizzell for a grand total of \$69,500. No provision is made in the budget for any recoveries of ongoing or referral cases. These recoveries will be reflected in the years received.

## **Expenses**

### **Committees**

#### **Council**

The budget amount is based on the 2014 forecast plus the requirement to sometimes rent space outside of the office building. The per diem is 3 meetings x 8 members billing x \$150.00 /day = \$3,600.00.

#### **Discipline**

There are currently 5 referrals to discipline thus far for 2015. This could increase over the year so I have estimated a total of 15 hearing days.

The breakdown is as follows:

1. Lodgings - 5 panel members x \$200.00/night x 15 = \$15,000
2. Per diem – 4 x \$150.00/day x 15 = \$9,000 + \$1,000 for decision writing for a total of \$10,000.
3. Meeting room - \$500.00/day per room x 2 breakout rooms (the first one is \$175.00/day and the second \$300/day including) x 15 days = \$14,625. plus water, coffee, tea and lunch for discipline panel estimated to be \$175 per day = \$2,625 for a grand total of \$17,250.
4. Court Reporter's time is included in the rental of the premises
5. Legal fees – included in overall legal fees

### **Special Projects**

#### **HPRAC Review**

The majority of the work was completed in 2014 but there is still a follow up to be done. Since the stakeholder consultation is to be completed in March 2015, the review from a cost perspective should theoretically only consume 4-6 months of the year.

#### **Registration Examination**

This amount is based on a number of items. The contract price with Dr. Harley from January 1, 2015 – January 31, 2016 is \$50,700, plus tax and disbursements. In 2013, the cost of the OSCE for Dr. Harley's services was \$18,320 including consulting and disbursement costs. This line item in the budget also includes the Committee members' expenses for meetings, preparing new questions, assessment at the OSCE examination and supplemental Angoff meetings. It also includes space rental at the Michener for

the OSCE examination and supplemental as well as other space for the written portion of the examination and actors who are needed at the OSCE.

**Consulting - General**

This budget line includes any small projects that might arise during the year. For example, we will probably be engaging a consultant in relation to the inhalation regulation.

**Salaries and Benefits**

This line item includes all salaries and benefits for the Registrar, administrative assistant, and complaints officer. Since Sheila is retiring effective June 26, 2015, there will be some overlap for training the new person. There is a substantial decrease in the cost of the benefit plan commencing March 1, 2015. We have added \$10,000 in the event we need additional part-time staff to assist during the year. Details are as follows:

Salaries including part-time and transition	\$ 267,000
RRSP, group health, CPP and EI contributions	46,000
Total	\$ 313,300

**Legal Fees**

**General Administration**

The budgeted amount is based on 2014 forecast and an increased amount relates to advice that will be needed through the HPRAC review.

**Council and Other Committees**

This amount is based on the 2014 forecast.

**Complaints and Discipline**

Forecasted amounts in 2014 represents the busiest year the College has experienced in at least in the past 10 years for ICRC and discipline. The amount budgeted is based on the 2014 forecasted amount. It is impossible to accurately forecast the amount for legal fees as it is completely dependent on the number and type of complaints the College receives and how many referrals are made to discipline.

Currently there are 5 referrals to discipline. This is based on 15 days of hearing as follows:

15 days of hearing in total x 2 lawyers (discipline counsel and Independent counsel to the tribunal), combined \$765.00/hourly rate x 8 hours x 15 days = \$91,800, plus 4 total days preparation time x 8 hours at \$765/hour = \$24,480 plus disbursements of \$5,000 and HST of \$15,766 for a total of \$137,046, rounded to \$140,000.

In addition ICRC costs have been budgeted at \$110,000 plus HST of \$14,300 = \$124,300,

Total of discipline hearings and ICRC are \$265,000.

### General Administration

#### **Credit Card Charges**

Based on 2014 charges of \$20,000 and increase in revenues is almost 50%% compared to 2014; budget is set at \$30,000. Most of our members pay their fees and any monies owing to the College by credit card.

#### **Rent**

January 1, 2015 – December 31, 2015 = \$4,555.00 x 12 = \$54,660. This year the rent also includes the rental of a storage locker in the basement for all our old complaints/discipline files as well as documentation relating to College meetings since its inception and the Board of Regents.

#### **Resource Materials**

This budget item deals with the purchase of any necessary text books such as the Compendium for usage by the Standing Drug Committee and updates for the loose leaf service by Richard Steinecke entitled A Complete Guide to the Regulated Health Professions Act.

#### **Capital Assets**

In 2014, we needed to purchase a new server. In 2015, monies were allocated in the budget for the purchase of new computer equipment. There is a very good chance that they will need to be replaced this year.

#### **Database Dev. & Website**

This includes all changes to the website, initial and final reports for the Health Professions Database project, monthly data feed sent to the MOH in Kingston relating to drug benefits, annual renewals, statistical reports, labels, election materials, updates to the web, to name but a few. The amount is based on the 2014 forecasted amount.