

Definitions for Professional and Occupational Licensing Board Budgets

Term	Definition/Explanation
BOLB	Business and Occupational Licensing Bureau
Board-direct charge	The costs attributed directly to a specific board or program.
Board Compensation	The amount (\$50/day) allowed by 37-1-133 for board members when they are engaged in board business. Also called per diem.
Cash	The amount of money in a board/program's state special revenue account used to pay the board/program's expenses.
Direct Costs	The costs that are directly related to a board/program's activities, such as contracted services for examinations, travel, dues, postage, etc.
Full Time Equivalent	Full-time equivalent position or the equivalent of one person working full time for the entire year.
House Bill 2 (HB2)	The General Appropriations Act in which the legislature authorizes the funding for state government for the upcoming biennium. Each session, House Bill 2 is reserved for this purpose.
House Bill 576 (HB 576)	The HB 576 is a proprietary fund. The term "HB 576" comes from the original bill (HB 576) in the 1995 session, which distinguished HB 2 funds from the proprietary funds. The fund is distributed to boards equitably as directed by 37-1-131(4). Synonyms are proprietary fund or internal service fund. Other terms we use for this are recharge and pro rata share.
HCLB	Health Care Licensing Bureau
Indirect Cost	A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to a specific division or agency. Charges to cover the Bureau's use of resources from the Commissioner's Office and the Centralized Services Division. It includes services such as payroll, accounting and budgeting, and the Human Resources Bureau. Typically this cost is allocated on a percentage basis (currently about 7%) of total personal services (minus per diem) and is passed on to the boards/programs.
Internal Service Fund	See proprietary fund.
Operating Expenses	All expenses, excluding board/program direct personal services or equipment. These expenditures include, but are not limited to, contracted professional services, supplies, rent, travel, repair and maintenance and the recharge.

Per Diem	The \$50/day that board members receive for attending to board business. This does not include travel, mileage, meals or lodging.
Personal Services	Expenditures for salaries, benefits, per diem and other additions, such as overtime.
Pool	A group of bureau employees that perform similar functions for many boards/programs.
Pro Rata Share	<p>The amount required by 37-1-131(4) to support the Division’s Internal Service Fund. This amount is paid to the Dept. to cover the board/program’s pro rata share of assessed costs as described in 37-1-101(6). The pro rata shares are calculated based on time distribution tracking performed by employees of the Division. Also referred to as recharge.</p> <p>37-1-101. Duties of department. In addition to the provisions of 2-15-121, the department of labor and industry shall: ...</p> <p>(6) assess the costs of the department to the boards and programs on an equitable basis as determined by the department;</p> <p>37-1-131. Duties of boards -- quorum required. A quorum of each board within the department shall: ...</p> <p>(4) pay to the department the board's pro rata share of the assessed costs of the department under 37-1-101(6);</p>
Proprietary Fund	The proprietary fund refers to an internal service fund for the financing of goods and services provided by the department to the boards/programs on a cost reimbursement basis.
Recharge	<p>The amount required by 37-1-131(4) to support the Division’s Internal Service Fund. This amount is paid to the Dept. to cover the board/program’s pro rata share of assessed costs as described in 37-1-101(6). The pro rata shares are calculated based on time distribution tracking performed by employees of the Division.</p> <p>The Recharge covers:</p> <p>I. Bureau expenses</p> <p>A. Personal Services for:</p> <ol style="list-style-type: none"> 1. Bureau Chief 2. Administrative Officer 3. Application Specialists not paid for by board-direct funding (HB 2) 4. Compliance Specialists/Tech Writers 5. Investigators not paid for by board-direct funding (HB 2) 6. Unit Supervisors <p>B. Operational expenditures for the employees above</p>

	<p>C. General operational expenditures of the Bureau (e.g. insurance, SABHRS costs, rent, messenger services, etc.</p> <p>II. Division expenses</p> <p>A. Personal Services for:</p> <ol style="list-style-type: none"> 1. Division Administrator 2. Division Administrative Staff 3. Division Information Technology Staff <p>B. Operational expenditures for the employees above</p> <p>C. General operational expenditures of the Division (e.g. insurance, SABHRS costs, rent, messenger services, etc.</p> <p>III. Legal Unit expenses</p> <p>A. Personal Services for:</p> <ol style="list-style-type: none"> 1. Attorneys not paid for by board-direct funding (HB 2) 2. Paralegal 3. Administrative Support <p>B. Operational expenses for the employees above</p> <p>C. General operational expenditures of the Legal Unit (e.g. insurance, SABHRS costs, rent, messenger services, etc.</p>
Revenue	The money a board/program collects from authorized fees or fines. All monies from authorized fees are deposited into the individual board/program state special revenue account. Money collected for fines is deposited in the General Fund.
SABHRS	State Accounting, Budgeting and Human Resources System.
Time Distribution	The tracking of time by employee, by board/program, and by task, which determines the percentage of an expense a board/program is assessed.