



**DRUG TAKEBACK SOLUTIONS
FOUNDATION**

Annual Program Budget for Home-Generated Sharps Waste Stewardship Program

Calendar Year 2023

Submitted on: 3/31/2023

Annual Program Budget for Home Generated Sharps Waste Stewardship Program

PRC Section 42033.2(a): *On or before March 31, 2022, and each year thereafter, a program operator shall prepare and submit to the department (...) the following:*

(2) *A written program budget for stewardship program implementation for the upcoming calendar year.*

PCR Section 42033.2(c): *An annual program budget submitted pursuant to paragraph (2) of subdivision (a) shall include, at a minimum, both of the following for the upcoming calendar year:*

(1) *An independent financial audit of the stewardship program, as required by subdivision (b) of Section 42033.4, funded by the stewardship organization from the charge paid from its member covered entities pursuant to Section 42034 or by a covered entity if it operates its own stewardship program.*

(2) *Anticipated costs and the recommended funding level necessary to implement the stewardship program, including, but not limited to, costs to cover the stewardship plan's budgeted costs and to operate the stewardship program over a multiyear period in a prudent and responsible manner.*

14 CCR Section 18973.6: *A program operator must submit an initial stewardship program budget for the first five calendar years of operation and an annual budget, pursuant to sections 42033 and 42033.2 of Chapter 2, Part 3, Division 30 of the Public Resources Code. The initial stewardship program budget that covers the first five calendar years of operation and the annual program budgets shall contain at a minimum, the following information:*

A. Contact Information

14 CCR 18973.6(a) Contact information of the corporate officer, or designee, responsible for submitting and overseeing the program budget on behalf of the program operator, including, but not limited to:

- (1) *Contact name and title*
- (2) *Name of program operator*
- (3) *Mailing and physical address(es)*
- (4) *Phone number*
- (5) *Email address*
- (6) *Internet website address*

Chris Smith, R.Ph.

Foundation President

Mailing: P.O. Box 997

Winston-Salem, NC 27102

Physical: Takeback Solutions Foundation

3929 West Point Blvd, Ste D

Winston-Salem NC 27103

Phone Number: (336) 631-7602

Email Address: Chris.Smith@takebackfoundation.org

www.takebackfoundation.org

Lee Smith

Treasurer

Mailing: P.O. Box 997

Winston-Salem, NC 27102

Physical: Takeback Solutions Foundation

3929 West Point Blvd, Ste D

Winston-Salem NC 27103

Phone Number: (336) 770-3550

Email Address: Lee.Smith@takebackfoundation.org

www.takebackfoundation.org

B. Anticipated Costs to to Implement the Stewardship Program for Calendar Year 2023

14 CCR 18973.6(b) Anticipated costs to implement the stewardship program, including, but not limited to, separate line items for the following:

- (1) Capital costs, including, but not limited to, fixed, one-time, tangible purchases
- (2) Costs of collection, transportation, and disposal of covered products
- (3) Administrative costs
- (4) Education and outreach costs
- (5) Costs related to grants, loans, sponsorships, or other incentives as part of program implementation

Cost Category	Anticipated Costs
Capital Costs	\$0
Operational Costs (Costs of collection, transportation, and disposal of covered products)	\$3,250,745
Administrative costs	\$1,797,795
Education and outreach costs	\$128,100
Costs related to grants, loans, sponsorships, or other incentives as part of program implementation	\$0

C. Reserve Level

14 CCR 18973.6(c) Recommended reserve level amount and description justifying the reserve level amount indicated. The program operator shall maintain reserves in a prudent and responsible manner.

The Foundation has established a reserve amount of \$324,774 for 2023 in order to accommodate unplanned needs, and provide cushion against unexpected events, losses of income or large unbudgeted expenses.

The Foundation has planned its annual Program Budget using a variety of factors to determine needs for capital, education, operational, and administrative costs throughout the year. Likewise, the Foundation has determined reserve levels that are sufficient to cover estimated impacts of unexpected cost variability including costs of collection, transportation, disposal, and other operational costs.

When considering unexpected costs or potential loss of income, the Foundation has determined that a reserve percentage that approximates a 10% increase in the costs associated with offering additional Mail-Back Units (i.e. additional Mailers and Sharps Waste Containers, disposal costs, etc.) to be sufficient for the Program year. Further, this reserve level would approximate ~3 months of education, operational, and administrative costs. This reserve amount will provide sufficient cash to respond to unexpected events throughout the Program year.

D. Funding Level

14 CCR 18973.6(d) Recommended funding level necessary to cover the stewardship plan's budgeted costs and to operate the stewardship program over a multi-year period in a prudent and responsible manner. Include a description of how costs are apportioned to and funds remitted from participating covered entities.

The Foundation has researched Service Provider costs and made informed Program Budget estimates based on experience. The Foundation's Service Providers have provided historical data for required Program costs such as disposal, outreach and education, signage, survey, start-up, and administration. The Foundation has secured long-term agreements with Service Providers with set fees for services required to operate the Program.

Recommended Funding Levels:

2023: \$5,176,640

2024: \$4,347,033

2025: \$4,657,716

2026: \$4,981,339

The Foundation has long-term commitments from the Covered Entities who will cover all costs associated with the Program Budget. The Program Budget will be apportioned as fees among each participating Covered Entity pursuant to 14 CCR Section 18973.6 based upon the volume and value estimates above. Participating Covered Entities are invoiced and remit funds according to their contracts.

E. Description of Cost Categories

14 CCR 18973.6(e) A description of the types of activities relative to each line item cost category, identified pursuant to section 18973.6(b).

The Program Budget includes the following amounts and activities:

- Capital Expenses - The Foundation has contracted with a Service Provider to support the collection, transportation, and destruction of all Home-Generated Sharps Waste. The costs associated with this contract do not qualify as a capital cost/expenditure, and there are no other capital, fixed or one-time costs that the Foundation is aware of at this time other than website development work that is included in the "operational costs" section of the Program Budget.
- Operational - Items in this category consist of collection, transportation, and disposal of Home-Generated Sharps Waste, website construction, design, maintenance, and support.
- Education and Outreach - Items under this category include social media materials (Twitter, Facebook, Instagram, blogs, programmatic media), printed marketing materials, printing, design, staff travel, traditional media outlets (television, newspaper and radio advertising).
- Administrative - Administrative overhead, postage and shipping, miscellaneous supplies, funding of an annual independent audit of the Stewardship Program. The Administrative costs also include the administrative fee due to the

Department pursuant to 14 CCR Section 18973.6(b)(3) and PRC Section 42034 and PRC Section 42034.2.

F. Independent Financial Audit

14 CCR 18973.6(f) An independent financial audit of the stewardship program funded by the member covered entities participating in the stewardship program or by a covered entity, if it operates its own stewardship program. The audit shall be performed at least once each calendar year. The audit shall be conducted in accordance with generally accepted auditing standards in the United States of America by a Certified Public Accountant. The Certified Public Accountant shall not perform the non-audit services for the program operator or engage in any activities that would impair independence. The independent financial audit shall include, but not be limited to:

- (1) Minutes, books, and records that clearly reflect the activities and transactions of the program operator's stewardship program.*
- (2) Stewardship program financial statements, as required by Generally Accepted Accounting Principles.*
- (3) An opinion on the stewardship organization's compliance with the aspects of section 42034 of the Public Resources Code and this Article.*
- (4) Findings and recommendations as they relate to the financial aspects of the stewardship program.*
- (5) Management Letter, if issued, by the stewardship organization's Certified Public Accountant.*

An independent financial audit of the stewardship program funded by the member covered entities participating in the stewardship program is provided by way of attachment. See Attachment A: Drug Takeback Solutions Foundation Financial Audit 2022.

G. Certification Statement

In accordance with 14 CCR Section 18973(e), the Foundation provides the following Certifications for the 2023 Program Budget for Home-Generated Sharps Waste:

Chris Smith, R.Ph.

"I, Chris Smith, hereby declare, under penalty of perjury, that the information provided in this document is true and correct, to the best of my knowledge."



Lee Smith, Certified Public Accountant

"I, Lee Smith, hereby declare, under penalty of perjury, that the information provided in this document is true and correct, to the best of my knowledge."

