

**Commonwealth of Pennsylvania**

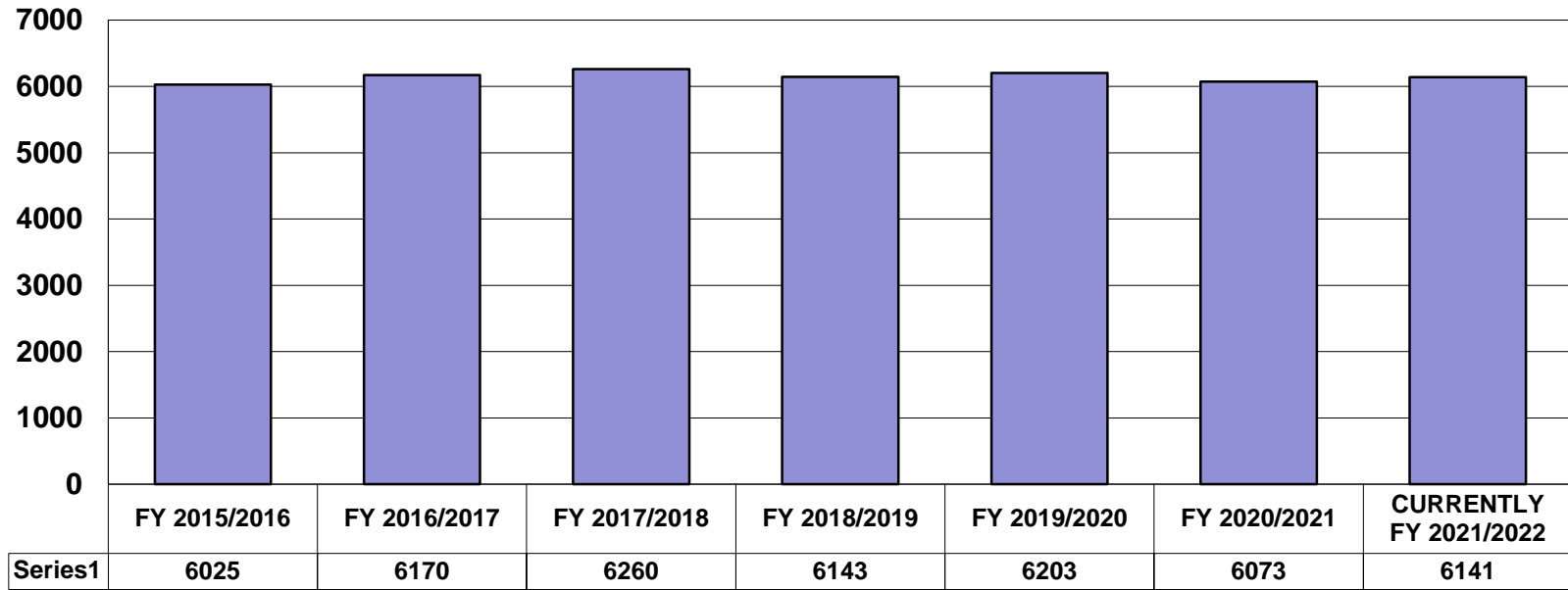


**DEPARTMENT OF STATE**

**STATE BOARD OF FUNERAL  
DIRECTORS**

**FY 2020-2021 EXPENDITURES  
FY 2021-2022 BUDGET INFORMATION  
FY 2022-2023 BUDGET PLANNING**

## STATE BOARD OF FUNERAL DIRECTORS RENEWABLE LICENSEE COUNTS



<u>LICENSEES BY CLASS</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>
Funeral Director	3,168	3,072	3,126
Funeral Director - Limited	125	119	125
Funeral Supervisor	1,277	1,277	1,287
Branch	287	281	287
Professional Corporation	114	113	112
Sole Proprietor	300	292	281
Partnership	27	27	28
Restricted Business Corporation	794	795	793
Widow	15	15	13
Pre 1935 Business Corporation	48	49	48
Continuing Education Provider	48	33	41
<b>TOTAL</b>	<b>6,203</b>	<b>6,073</b>	<b>6,141</b>

## REVENUE BY SOURCE DEFINITIONS

**Renewals:** Revenue collected from license and certificate renewal fees during the renewal period.

**Applications:** Revenue collected for applications received from candidates for new licensure, certification or registration.

**Letters of Good Standing/Certifications:** Revenue collected for requests from licensees and certificate holders for Letters of Good Standing and Certifications. These letters and certifications are used by the licensees or certificate holders to send to other jurisdictions to verify that the holder of the license or certificate is in “good standing” with the Commonwealth of PA.

**Act 48:** Revenue collected from citations issued and civil penalties imposed by the Bureau of Enforcement and Investigation’s inspectors for non-compliance to standards found during routine inspections.

**Civil Penalties:** Revenue deposited as a result of penalties imposed for an offense that violates the Board or Commission’s licensing laws and/or regulations.

**Licensee List:** Revenue collected for licensee list requests from the public through the Bureau of Professional and Occupational Affairs. The information provided on these lists include name, address, license number, county, certification and expiration date.

**Investigations:** Revenue collected for the reimbursement of investigations.

DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

**STATE BOARD OF FUNERAL DIRECTORS  
FY19-20 AND FY20-21 SOURCES OF REVENUE**

<b><u>REVENUE BY SOURCE</u></b>	<b><u>FY19-20 ACTUAL</u></b>	<b><u>FY20-21 ACTUAL</u></b>	<b><u>BIENNIAL TOTAL</u></b>
Renewals	2,275,770.00	22,100.00	2,297,870.00
Applications	86,050.00	36,675.00	122,725.00
Letters of Good Standing/Certifications	495.00	450.00	945.00
Fines	34,214.00	25,499.36	59,713.36
Act 48	600.00	2,000.00	2,600.00
Investigations	5,111.57	7,606.78	12,718.35
Licensee List	<u>6,166.22</u>	<u>10,386.19</u>	<u>16,552.41</u>
<b>TOTAL REVENUE</b>	<b><u>2,408,406.79</u></b>	<b><u>104,717.33</u></b>	<b><u>2,513,124.12</u></b>

Renewal Fees: Renew January even years - last fee increase 2014

- Funeral Director-Limited: \$35 biennially
- Continuing Education Provider: \$50 biennially
- All other licensee classes: \$400 biennially

## COST CATEGORY DEFINITIONS

**Board Administration:** Timesheet based staff expenses (personnel, operating and fixed assets) for the Commissioner's Office, Operational Support Division, and Licensing Divisions in the Bureau of Professional and Occupational Affairs. Direct charges, such as printing and mailing costs for board and commission renewal notices, informational handouts, Acts, Rules and Regulations are included in this cost category. Operating and fixed asset expenses that are distributed based on their benefit to the board using licensee population, such as PALS, copy paper, staff augmentations for BPOA, Penn Center lobby security, and interagency billings (i.e., Civil Service Commission, Comptroller's Office, etc.).

**Departmental Services:** Timesheet based charges for support provided by the various support offices within the agency. These include the Executive Office, which consists of offices of the Secretary of the Commonwealth, the Executive Deputy Secretary, the Deputy Secretary of Regulatory Programs, Office of Policy, Office of Chief Counsel, Office of Communications and Press, and Office of Legislative Affairs. In addition, costs are included for Bureau of Finance and Operations and Human Resource/Information Technology Delivery Centers.

**Legal Office:** Timesheet based staff expenses (personnel, operating and fixed assets) for board counsel, board prosecutors, legal review of policy and regulatory matters, and support staff. Examples of direct charges are expert witness services and advertising costs of license suspensions, revocations or fines assessed.

**Hearing Expenses:** Timesheet based staff expenses (personnel, operating and fixed assets) for staff assigned to the Hearing Examiners' Office. There are also direct charges for hearing related expenses such as court reporting services.

**Enforcement and Investigation**: Timesheet based staff expenses (personnel, operating and fixed assets) are captured for headquarters and the four regional offices.

**Board Member Expenses (direct charges)**: Board member per diem, conference registration fees, travel expenses and membership dues for national professional organizations.

DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

STATE BOARD OF FUNERAL DIRECTORS

A	B	C	D	E
COST CATEGORY	FY 2019-2020 ACTUAL EXPENSES	FY 2020-2021 ACTUAL EXPENSES	FY 2021-2022 BUDGET	FY 2021-2022 EXPENSES AS OF 11/12/2021
<b>ADMINISTRATIVE COSTS:</b>				
Board Administration	276,500.49	237,639.13	261,000.00	58,986.25
Departmental Services	29,059.82	28,785.60	30,000.00	14,792.60
Board Member Expenses	4,483.54	4,341.57	10,000.00	1,820.43
<b>LEGAL COSTS:</b>				
Legal Office				
Administration	13,137.14	12,699.96	21,000.00	3,107.31
Prosecution	175,088.95	111,458.57	106,000.00	24,132.67
Counsel	84,157.68	64,584.64	61,000.00	13,841.43
Hearing Expenses	29,122.02	40,368.70	21,000.00	180.30
Enforcement and Investigation				
BEI Admin	60,576.54	62,054.10	41,000.00	8,709.16
Investigations	246,858.40	154,449.05	145,000.00	43,133.52
Inspections	247,930.00	321,471.67	277,000.00	97,136.16
<b>TOTAL BOARD COSTS:</b>	<b>1,166,914.58</b>	<b>1,037,852.99</b>	<b>973,000.00</b>	<b>265,839.83</b>

FINANCIAL STATUS	ACTUAL FY 19-20	ACTUAL FY 20-21	BUDGET FY 21-22	PROPOSED BUDGET FY 22-23	PROJECTED FY 23-24	PROJECTED FY 24-25
<b>BEGINNING BALANCE:</b>	1,286,474.31	2,527,966.52	1,594,830.86	3,027,830.86	2,063,830.86	3,467,830.86
<b>REVENUE:</b>	2,408,406.79	104,717.33	2,406,000.00	105,000.00	2,406,000.00	105,000.00
<b>TOTAL REVENUE:</b>	3,694,881.10	2,632,683.85	4,000,830.86	3,132,830.86	4,469,830.86	3,572,830.86
<b>EXPENSES/BUDGET:</b>	1,166,914.58	1,037,852.99	973,000.00	1,069,000.00	1,002,000.00	1,101,000.00
<b>REMAINING BALANCE:</b>	2,527,966.52	1,594,830.86	3,027,830.86	2,063,830.86	3,467,830.86	2,471,830.86

## **CATEGORY DESCRIPTION**

**BOARD MEMBER PER DIEMS:** Daily per diems paid to board member.

**PER DIEM BENEFITS:** Paid benefits for social security, medicare, etc against the board member per diems.

**TRAVEL:** Regularly scheduled board meetings; special board meetings, hearings, committee meetings; conferences, trainings, special requested board meeting attendance. All travel includes hotel rooms, meals, ground transportation, airline tickets, and shuttle costs per person.

**CONFERENCE REGISTRATIONS:** Registrations for each participant who is required to pay a conference fee.

**OFFICE SUPPLIES:** Office supplies used to sustain the board's needs.

**PRINTING COSTS:** Cost to print nameplates for board members.

**MEMBERSHIP DUES:** The costs attributed to membership in national and state associations related to board operations.



DEPARTMENT OF STATE  
 BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
 STATE BOARD OF FUNERAL DIRECTORS

CATEGORY	FY19-20 ACTUAL EXPENSES	FY20-21 ACTUAL EXPENSES	FY21-22 BUDGETED	FY21-22 EXPENSES AS OF 11/12/21	FY22-23 REQUEST
<b><u>BOARD MEMBER EXPENSES:</u></b>					
Board Member Per Diems	\$2,880.00	\$3,480.00	\$4,350.00	\$1,440.00	\$4,350.00
Per Diem Benefits	\$246.24	\$296.70	\$1,000.00	\$121.68	\$1,000.00
Travel	\$1,107.30	\$314.87	\$4,000.00	\$0.00	\$4,000.00
Conference Registrations	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Office Supplies	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Printing Costs	\$0.00	\$0.00	\$50.00	\$8.75	\$50.00
Membership Dues	\$250.00	\$250.00	\$500.00	\$250.00	\$500.00
<b>TOTAL:</b>	<b>\$4,483.54</b>	<b>\$4,341.57</b>	<b>\$10,000.00</b>	<b>\$1,820.43</b>	<b>\$10,000.00</b>