

Commonwealth of Pennsylvania

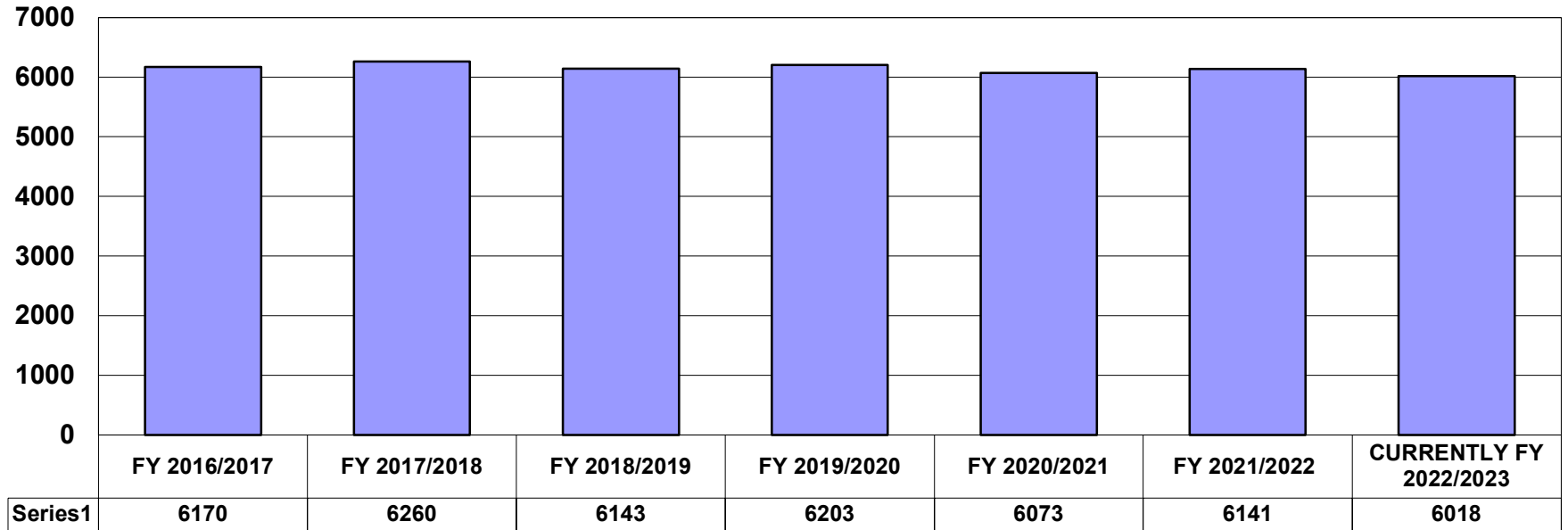


DEPARTMENT OF STATE

**STATE BOARD OF FUNERAL
DIRECTORS**

**FY 2021 - 2022 EXPENDITURES
FY 2022 - 2023 BUDGET INFORMATION
FY 2023- 2024 BUDGET PLANNING**

STATE BOARD OF FUNERAL DIRECTORS RENEWABLE LICENSEE COUNTS



LICENSEES BY CLASS

	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>
Funeral Director	3,168	3,072	3,126	3,060
Funeral Director - Limited	125	119	125	113
Funeral Supervisor	1,277	1,277	1,287	1,270
Branch	287	281	287	282
Professional Corporation	114	113	112	114
Sole Proprietor	300	292	281	265
Partnership	27	27	28	26
Restricted Business Corporation	794	795	793	784
Widow	15	15	13	12
Pre 1935 Business Corporation	48	49	48	49
Continuing Education Provider	48	33	41	43
TOTAL	6,203	6,073	6,141	6,018

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
FY20 -21 AND FY21 - 22 SOURCES OF REVENUE

<u>REVENUE BY SOURCE</u>	<u>FY20-21 ACTUAL</u>	<u>FY21-22 ACTUAL</u>	<u>BIENNIAL TOTAL</u>
Renewals	22,100.00	2,318,365.00	2,340,465.00
Applications	36,675.00	46,570.00	83,245.00
Letters of Good Standing/Certifications	450.00	785.00	1,235.00
Fines	25,499.36	5,850.00	31,349.36
Act 48	2,000.00	3,600.00	5,600.00
Investigations	7,606.78	2,300.45	9,907.23
Licensee List	<u>10,386.19</u>	<u>4,014.86</u>	<u>14,401.05</u>
TOTAL REVENUE	<u>104,717.33</u>	<u>2,381,485.31</u>	<u>2,486,202.64</u>

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.

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STATE BOARD OF FUNERAL DIRECTORS

A	B	C	D	E
COST CATEGORY	FY 2020-2021 ACTUAL EXPENSES	FY 2021-2022 ACTUAL EXPENSES	FY 2022-2023 BUDGET	FY 2022-2023 EXPENSES AS OF 1/27/2023
ADMINISTRATIVE COSTS:				
Board Administration	242,224.21	282,026.84	199,000.00	84,393.61
Departmental Services	28,785.60	29,585.20	30,000.00	22,571.85
Board Member Expenses	4,341.57	6,704.65	10,000.00	2,586.83
LEGAL COSTS:				
Legal Office				
Administration	13,300.23	10,970.24	10,000.00	4,735.76
Prosecution	112,883.88	84,637.34	72,000.00	40,432.29
Counsel	64,808.60	60,275.73	53,000.00	30,421.47
Hearing Expenses	40,397.48	1,202.76	8,000.00	3,642.03
Enforcement and Investigation				
BEI Admin	64,524.38	25,745.45	19,000.00	7,760.43
Investigations	154,990.52	173,249.01	168,000.00	58,103.14
Inspections	321,879.94	296,056.83	343,000.00	207,121.49
TOTAL BOARD COSTS:	1,048,136.41	970,454.05	912,000.00	461,768.90

FINANCIAL STATUS	PROPOSED					
	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	BUDGET FY 23-24	PROJECTED FY 24-25	PROJECTED FY 25-26
BEGINNING BALANCE:	2,527,966.52	1,584,547.44	2,995,578.70	2,188,578.70	3,523,578.70	2,689,578.70
REVENUE:	104,717.33	2,381,485.31	105,000.00	2,335,000.00	105,000.00	2,335,000.00
TOTAL REVENUE:	2,632,683.85	3,966,032.75	3,100,578.70	4,523,578.70	3,628,578.70	5,024,578.70
EXPENSES/BUDGET:	1,048,136.41	970,454.05	912,000.00	1,000,000.00	939,000.00	1,030,000.00
REMAINING BALANCE:	1,584,547.44	2,995,578.70	2,188,578.70	3,523,578.70	2,689,578.70	3,994,578.70