



Douglas A. Ducey
Governor

Judith Stapley
Executive Director

**ARIZONA STATE BOARD OF
FUNERAL DIRECTORS AND EMBALMERS**

1740 West Adams Street , Suite 3006

Phoenix, Arizona 85007

Phone: (602) 542-3095

www.funeralboard.az.gov

August 31, 2018

The Honorable Doug Ducey
Governor's Office
1700 West Washington Street
Phoenix, AZ 85007

RE: Budget Request FY20

Dear Governor Ducey:

The Arizona State Board of Funeral Directors and Embalmers ("Board") respectfully submits its budget request for Fiscal Year 2020.

These requested appropriations are intended for continuing our agency's mission of protecting the health, safety and welfare of Arizona citizens by regulating and achieving the highest standards in the funeral profession.

The Board's request does not include any potential budgetary impacts associated with future ballot propositions or legislation.

Thank you for your consideration.

Sincerely,

Judith R. Stapley
Executive Director
602-542-8152
Judith.stapley@funeralboard.az.gov



Arizona State Board of Funeral Directors and Embalmers

8/30/2018

Douglas A. Ducey, Governor

Judith Stapley
Executive Director

Kristina Dyr
Chairman/Public Member

Samuel Bueler
Industry Member

James Ahearne
Secretary/Industry Member

Harold Adair
Industry Member

Jack Peterson
Public Member

Amie Gazda
Industry Member

Currently Vacant
Public Member

Seven Board members, appointed by the governor to serve four year terms. Four members are licensed Funeral Directors/Embalmers and three are public members.



State of Arizona Budget Request

State Agency

State Board of Funeral Directors & Embalmers

A.R.S. Citation: **1301**

Appropriated Funds	FY 2019 Approp	FY 2020 Fund. Issue	FY 2020 Total Budget
Total Amount Requested:	443.4	(63.0)	380.4
Funeral Directors and Embalmers Fund	443.4	(63.0)	380.4

Governor DUCEY:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2020.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Agency Head: **Judith R. Stapley**

Title: **Executive Director**

Judith R. Stapley 8/30/2018

(signature)

Phone: **(602) 542-8152**

Prepared By: **Judith R. Stapley**

Email Address: **judith.stapley@funeralboard.us**

Date Prepared: **Saturday, August 18, 2018**

Total:	443.4	(63.0)	380.4
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Revenue Schedule

Agency:	State Board of Funeral Directors & Embalmers
Fund:	1000 General Fund

AFIS Code	Category of Receipt and Description	FY 2018	FY 2019	FY 2020
4312	EXAMINATION FEES	1.0	1.0	1.1
4372	PUBLICATIONS AND REPRODUCTIONS	0.1	0.1	0.1
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	39.4	41.0	42.6
4519	OTHER FINES OR FORFEITURES OR PENALTIES	3.0	3.1	3.2
4699	MISCELLANEOUS RECEIPTS	0.6	0.6	0.6
Fund Total:		44.1	45.8	47.6

Revenue Schedule

Agency:	State Board of Funeral Directors & Embalmers
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Fund:	2026 Funeral Directors and Embalmers Fund
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AFIS Code	Category of Receipt and Description	FY 2018	FY 2019	FY 2020
4312	EXAMINATION FEES	9.0	9.3	9.7
4372	PUBLICATIONS AND REPRODUCTIONS	0.8	0.8	0.9
4415	OCCUPATIONAL AND PROFESSIONAL LICENSES	354.0	368.1	382.9
4519	OTHER FINES OR FORFEITURES OR PENALTIES	0.2	0.2	0.2
4649	CREDIT CARD CONVENIENCE FEES REVENUE	2.3	2.4	2.5
4699	MISCELLANEOUS RECEIPTS	11.4	11.9	12.3
Fund Total:		377.7	392.7	408.5



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REVENUE FORECASTING METHODOLOGY

10 Year Historic Case Load:

FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
1602	1599	1609	1606	1159	1601	1635	1642	1721	1843

Based on an increase in licensees over the last ten year period, it is estimated that the revenue will continue to increase at a modest rate. The Arizona State Board of Funeral Directors and Embalmers is self-funded through the licensing fees from new applications and annual renewals. We anticipate a consistent, modest increase to continue in the future.

Sources and Uses of Funds

Agency:	State Board of Funeral Directors & Embalmers
Fund:	2026 Funeral Directors and Embalmers Fund

Cash Flow Summary	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Balance Forward from Prior Year	486.3	516.8	466.1
Revenue (From Revenue Schedule)	377.7	392.7	408.5
Total Available	864.0	909.5	874.6
Total Appropriated Disbursements	347.2	443.4	380.4
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	516.8	466.1	494.2

Appropriated Expenditure	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Expenditure Categories			
Personal Services	168.1	180.5	192.5
Employee Related Expenses	73.5	83.5	83.5
Prof. And Outside Services	0.0	100.0	25.0
Travel - In State	1.4	5.0	5.0
Travel - Out of State	0.9	6.0	6.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	67.7	67.9	67.9
Equipment	0.5	0.5	0.5
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	312.1	443.4	380.4
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	7.6	0.0	0.0
Capital Projects (Land, Buildings,Improvements)	0.0	0.0	0.0
Appropriated 27th Pay Roll	0.0	0.0	0.0
Legislative Fund Transfers	0.0	0.0	0.0
IT Project Transfers	27.5	0.0	0.0
Appropriated Expenditure Total:	347.2	443.4	380.4
Appropriated FTE:	4.0	4.0	4.0

Fund Description

OSP: The fund receives revenues from application, license and renewal fees for use in regulating funeral directors, embalmers, funeral homes, and crematories.

Sources and Uses of Funds

Agency:	State Board of Funeral Directors & Embalmers
Fund:	2500 IGA and ISA Fund

Cash Flow Summary	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Balance Forward from Prior Year	0.0	0.0	0.0
Total Available	0.0	0.0	0.0
Total Appropriated Disbursements	0.0	0.0	0.0
Total Non-Appropriated Disbursements	0.0	0.0	0.0
Balance Forward to Next Year	0.0	0.0	0.0

Appropriated Expenditure	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Expenditure Categories			
Personal Services	0.0	0.0	0.0
Employee Related Expenses	0.0	0.0	0.0
Prof. And Outside Services	0.0	0.0	0.0
Travel - In State	0.0	0.0	0.0
Travel - Out of State	0.0	0.0	0.0
Food	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0
Other Operating Expenses	0.0	0.0	0.0
Equipment	0.0	0.0	0.0
Capital Outlay	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0
Transfers	0.0	0.0	0.0
Expenditure Categories Total:	0.0	0.0	0.0
Non-Lapsing Authority from Prior Years	0.0	0.0	0.0
Administrative Adjustments	0.0	0.0	0.0
Capital Projects (Land, Buildings,Improvements)	0.0	0.0	0.0
Appropriated 27th Pay Roll	0.0	0.0	0.0
Legislative Fund Transfers	0.0	0.0	0.0
IT Project Transfers	0.0	0.0	0.0
Appropriated Expenditure Total:	0.0	0.0	0.0
Appropriated FTE:	0.0	0.0	0.0

Fund Description

OSP: This fund was established for state agencies as a clearing account to properly account for, control, and report receipts and disbursements associated with intergovernmental and interagency service agreements, which are not reported in other funds.

Funding Issues List

Agency: State Board of Funeral Directors & Embalmers

FY 2020

Priority	Funding Issue Title	Total FTE	Total Amount	General Fund	Other Apropr. Funds	Non-App Funds
1	Document Digitization Extension - Change to type 2	0.0	(75.0)	0.0	(75.0)	0.0
2	Retirement Payout	0.0	12.0	0.0	12.0	0.0
	Total:	0.0	(63.0)	0.0	(63.0)	0.0
	Decision Package Total:	0.0	(63.0)	0.0	(63.0)	0.0

Funding Issue Detail

Agency: State Board of Funeral Directors & Embalmers

Issue: 1 Document Digitization Extension - Change to type 2

Program: Licensing and Regulation
Fund: 2026-A Funeral Directors & Embalmers (Appropriated)

Calculated ERE: \$0.00
Uniform Allowance: \$0.00

Expenditure Categories	FY 2020
FTE	0.0
Personal Services	0.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	0.0
Professional & Outside Services	(75.0)
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	(75.0)

Issue: 2 Retirement Payout

Program: Licensing and Regulation
Fund: 2026-A Funeral Directors & Embalmers (Appropriated)

Calculated ERE: \$2.70
Uniform Allowance: \$0.00

Expenditure Categories	FY 2020
FTE	0.0
Personal Services	12.0
Employee Related Expenses	0.0
Subtotal Personal Services and ERE:	12.0
Professional & Outside Services	0.0
Travel In-State	0.0
Travel Out-of-State	0.0
Food	0.0
Aid to Organizations & Individuals	0.0
Other Operating Expenditures	0.0
Equipment	0.0
Capital Outlay	0.0
Debt Services	0.0
Cost Allocation	0.0
Transfers	0.0
Program / Fund Total:	12.0



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FDA FY20 – Decision Package: Document Digitization Extension

Summary:

The Arizona Board of Funeral Directors and Embalmers (Board) was authorized a one-time additional appropriation of \$75,000 for purposes of digitizing all active and closed licensing files that are currently stored in paper form. The Board is requesting that the appropriation be changed to a type 2 appropriation, extended over a two year period covering FY19 and FY20 to ensure the project has adequate time for completion. No further funding should be required.

Description of issue and how recommending the agency's request furthers the agency's mandates:

The project further aligns with the state's initiative for agencies to conduct business electronically where possible. The Board has engaged the State's E-Licensing platform and has initiated the migration of licensing data to the Salesforce platform. To make the migration easier and provide access to historical records, digitization is necessary so that staff won't need to maintain two systems (new information electronically, and historical information in paper form).

Benefits of digitizing include:

- Prepare the historical files for import to the new E-Licensing application
- Eliminate the need for file storage space (currently > 200 square feet)
- Mitigate the risk of having a single point of failure for critical agency records
- Provide added levels of security for access to records
- Provide staff easier searching capabilities

The magnitude of this project dictates that an outside vendor will need to be engaged. With 3.25 staff members maintaining approximately 1800 licenses, there is not enough manpower to handle the project in house.

The Board has begun accepting records electronically through the E-Licensing portal. To further supplement the effectiveness of the E-Licensing process, digitizing the historical data and managing it electronically will greatly improve the experience of the staff that uses the information daily and the public who will have more options of viewing and updating data.

Impact of not extending funding this fiscal year:

Should the extension of this funding issue not be extended through FY20, the Board will need to continue to maintain two separate filing systems and the effectiveness of the E-Licensing project will be limited with no historical records attached.



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August 30, 2018

FY20 – Decision Package: Retirement Payout

Summary:

The Arizona State Board of Funeral Directors and Embalmers, (“Board”) requests an increase of \$12,000 to have in place for potential employee retirement payout.

Description of issue and how recommending the agency’s request furthers the agency’s mandates:

During FY17 the Board incurred \$16,000 in costs when the Executive Director of the Board retired. No appropriation had been put into place for this retirement cost and as such the budget could not sustain it. During FY18 a similar situation occurred when another funeral Board employee left State service and required a payout of approximately \$7400.00. At this time, the Board currently has one employee who could potentially retire and as such would require a retirement payout from the Board’s budget. This individual has the maximum hours banked and would have to be paid accordingly. The cost for retirement payout if this individual retires would be approximately \$11,000.

Impact of not funding this fiscal year:

There are no alternative to consider other than not funding this package. If the package is not funded the Board may not have the ability to pay for the mandatory retirement payout. As in both situations the previous two fiscal years, it was not known ahead of time that an individual was going to retire. Both instances were not anticipated and therefore could not be planned for. Because the previous Executive Director did not have appropriations in place for his personal retirement payout, the Board did not have funding to carry out its normal functioning activities through the end of FY17. All regular inspections had to be cancelled as there were no funds for travel. The inspections that had to be carried out for new establishments were done so at the personal expense of employees. With funding in place for potential retirement payouts, the Board will not be in a position of having to delay or deny the day to day activities that take place as a normal course of business.

Summary of Expenditure and Budget Request for All Funds

Agency: State Board of Funeral Directors & Embalmers

Appropriated

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:					
1	Licensing and Regulation	312.1	443.4	(63.0)	380.4
		312.1	443.4	(63.0)	380.4
Expenditure Categories					
	FTE	4.0	4.0	0.0	4.0
	Personal Services	168.1	180.5	12.0	192.5
	Employee Related Expenses	73.5	83.5	0.0	83.5
	Professional and Outside Services	0.0	100.0	(75.0)	25.0
	Travel In-State	1.4	5.0	0.0	5.0
	Travel Out of State	0.9	6.0	0.0	6.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	67.7	67.9	0.0	67.9
	Equipment	0.5	0.5	0.0	0.5
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:		312.1	443.4	(63.0)	380.4

Summary of Expenditure and Budget Request for All Funds

Agency: State Board of Funeral Directors & Embalmers

Agency Total for All Funds:	312.1	443.4	(63.0)	380.4			
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Summary of Expenditure and Budget Request for Selected Funds

Agency:	State Board of Funeral Directors & Embalmers
Fund:	2026 Funeral Directors & Embalmers (Appropriated)

		FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Cost Center/Program:					
1	Licensing and Regulation	312.1	443.4	(63.0)	380.4
		312.1	443.4	(63.0)	380.4
Expenditure Categories					
	FTE	4.0	4.0	0.0	4.0
	Personal Services	168.1	180.5	12.0	192.5
	Employee Related Expenses	73.5	83.5	0.0	83.5
	Professional and Outside Services	0.0	100.0	(75.0)	25.0
	Travel In-State	1.4	5.0	0.0	5.0
	Travel Out of State	0.9	6.0	0.0	6.0
	Food	0.0	0.0	0.0	0.0
	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
	Other Operating Expenses	67.7	67.9	0.0	67.9
	Equipment	0.5	0.5	0.0	0.5
	Capital Outlay	0.0	0.0	0.0	0.0
	Debt Service	0.0	0.0	0.0	0.0
	Cost Allocation	0.0	0.0	0.0	0.0
	Transfers	0.0	0.0	0.0	0.0
	Expenditure Categories Total:	312.1	443.4	(63.0)	380.4
	Fund Total:	312.1	443.4	(63.0)	380.4

Summary of Expenditure and Budget Request for Selected Funds

Agency:	State Board of Funeral Directors & Embalmers
Fund:	2026 Funeral Directors & Embalmers (Appropriated)

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Agency Total for Selected Funds	312.1	443.4	(63.0)	380.4

Program Summary of Expenditures and Budget Request

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
Program Summary				
1-1 Licensing and Regulation	312.1	443.4	(63.0)	380.4
Program Summary Total:	312.1	443.4	(63.0)	380.4
Expenditure Categories				
0000 FTE Positions	4.0	4.0	0.0	4.0
6000 Personal Services	168.1	180.5	12.0	192.5
6100 Employee Related Expenses	73.5	83.5	0.0	83.5
6200 Professional and Outside Services	0.0	100.0	(75.0)	25.0
6500 Travel In-State	1.4	5.0	0.0	5.0
6600 Travel Out of State	0.9	6.0	0.0	6.0
6700 Food	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	67.7	67.9	0.0	67.9
8000 Equipment	0.5	0.5	0.0	0.5
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	312.1	443.4	(63.0)	380.4
Fund Source				
Appropriated Funds				
2026-A Funeral Directors & Embalmers (Appropriated)	312.1	443.4	(63.0)	380.4
Fund Source Total:	312.1	443.4	(63.0)	380.4

Program Group Summary of Expenditures and Budget Request for Selected Funds

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
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Fund:	2026-A Funeral Directors & Embalmers (Appropriated)
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Program Expenditures

COST CENTER/PROGRAM BUDGET UNIT

1-1	Licensing and Regulation	312.1	443.4	(63.0)	380.4
	Total	312.1	443.4	(63.0)	380.4

Appropriated Funding

Expenditure Categories

FTE Positions	4.0	4.0	0.0	4.0
Personal Services	168.1	180.5	12.0	192.5
Employee Related Expenses	73.5	83.5	0.0	83.5
Professional and Outside Services	0.0	100.0	(75.0)	25.0
Travel In-State	1.4	5.0	0.0	5.0
Travel Out of State	0.9	6.0	0.0	6.0
Food	0.0	0.0	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
Other Operating Expenses	67.7	67.9	0.0	67.9
Equipment	0.5	0.5	0.0	0.5
Capital Outlay	0.0	0.0	0.0	0.0
Debt Service	0.0	0.0	0.0	0.0
Cost Allocation	0.0	0.0	0.0	0.0
Transfers	0.0	0.0	0.0	0.0

Expenditure Categories Total:	312.1	443.4	(63.0)	380.4
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Fund 2026-A Total:	312.1	443.4	(63.0)	380.4
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Program 1 Total:	312.1	443.4	(63.0)	380.4
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Program Budget Unit Summary of Expenditures and Budget Request for All Funds

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

Expenditure Categories	FY 2018 Actual	FY 2019 Expd. Plan	FY 2020 Fund. Issue	FY 2020 Total Request
0000 FTE	4.0	4.0	0.0	4.0
6000 Personal Services	168.1	180.5	12.0	192.5
6100 Employee Related Expenses	73.5	83.5	0.0	83.5
6200 Professional and Outside Services	0.0	100.0	(75.0)	25.0
6500 Travel In-State	1.4	5.0	0.0	5.0
6600 Travel Out of State	0.9	6.0	0.0	6.0
6700 Food	0.0	0.0	0.0	0.0
6800 Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000 Other Operating Expenses	67.7	67.9	0.0	67.9
8000 Equipment	0.5	0.5	0.0	0.5
8100 Capital Outlay	0.0	0.0	0.0	0.0
8600 Debt Service	0.0	0.0	0.0	0.0
9000 Cost Allocation	0.0	0.0	0.0	0.0
9100 Transfers	0.0	0.0	0.0	0.0
Expenditure Categories Total:	312.1	443.4	(63.0)	380.4
Fund Source				
Appropriated Funds				
2026-A Funeral Directors & Embalmers (Appropriated)	312.1	443.4	(63.0)	380.4
Fund Source Total:	312.1	443.4	(63.0)	380.4

Program Budget Unit Summary of Expenditures and Budget Request for Selected Funds

Agency: State Board of Funeral Directors & Embalmers					
		FY 2018	FY 2019	FY 2020	FY 2020
		Actual	Expd. Plan	Fund. Issue	Total Request
Program: Licensing and Regulation					
Fund: 2026-A Funeral Directors and Embalmers Fund					
Appropriated					
0000	FTE	4.0	4.0	0.0	4.0
6000	Personal Services	168.1	180.5	12.0	192.5
6100	Employee Related Expenses	73.5	83.5	0.0	83.5
6200	Professional and Outside Services	0.0	100.0	(75.0)	25.0
6500	Travel In-State	1.4	5.0	0.0	5.0
6600	Travel Out of State	0.9	6.0	0.0	6.0
6700	Food	0.0	0.0	0.0	0.0
6800	Aid to Organizations and Individuals	0.0	0.0	0.0	0.0
7000	Other Operating Expenses	67.7	67.9	0.0	67.9
8000	Equipment	0.5	0.5	0.0	0.5
8100	Capital Outlay	0.0	0.0	0.0	0.0
8600	Debt Service	0.0	0.0	0.0	0.0
9000	Cost Allocation	0.0	0.0	0.0	0.0
9100	Transfers	0.0	0.0	0.0	0.0
Appropriated Total:		312.1	443.4	(63.0)	380.4
Fund Total:		312.1	443.4	(63.0)	380.4
Program Total For Selected Funds:		312.1	443.4	(63.0)	380.4

Program Expenditure Schedule

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan
FTE	4.0	4.0
Expenditure Category Total	4.0	4.0
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	4.0	4.0
Fund Source Total	4.0	4.0
<hr/>		
Personal Services	166.6	179.0
Boards and Commissions	1.5	1.5
Expenditure Category Total	168.1	180.5
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	168.1	180.5
Fund Source Total	168.1	180.5
<hr/>		
Employee Related Expenses	73.5	83.5
Expenditure Category Total	73.5	83.5
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	73.5	83.5
Fund Source Total	73.5	83.5
<hr/>		
Professional and Outside Services		100.0
External Prof/Outside Serv Budg And Appn	0.0	
External Investment Services	0.0	
Other External Financial Services	0.0	
Attorney General Legal Services	0.0	
External Legal Services	0.0	
External Engineer/Architect Cost - Exp	0.0	
External Engineer/Architect Cost- Cap	0.0	
Other Design	0.0	
Temporary Agency Services	0.0	
Hospital Services	0.0	
Other Medical Services	0.0	
Institutional Care	0.0	
Education And Training	0.0	
Vendor Travel	0.0	
Professional & Outside Services Excluded from Cost Alloca	0.0	
Vendor Travel - Non Reportable	0.0	
External Telecom Consulting Services	0.0	
Costs related to those in custody of the State	0.0	
Non - Confidential Specialist Fees	0.0	
Confidential Specialist Fees	0.0	
Outside Actuarial Costs	0.0	
Other Professional And Outside Services	0.0	

Program Expenditure Schedule

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	0.0	100.0
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	0.0	100.0
Fund Source Total	0.0	100.0
Travel In-State	1.4	5.0
Expenditure Category Total	1.4	5.0
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	1.4	5.0
Fund Source Total	1.4	5.0
Travel Out of State	0.9	6.0
Expenditure Category Total	0.9	6.0
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	0.9	6.0
Fund Source Total	0.9	6.0
Food	0.0	0.0
Expenditure Category Total	0.0	0.0
Aid to Organizations and Individuals	0.0	0.0
Expenditure Category Total	0.0	0.0
Other Operating Expenses		67.9
Other Operating Expenditures Budg Approp	0.0	
Other Operating Expenditures Excluded from Cost Allocati	0.0	
Risk Management Charges To State Agency	1.2	
Risk Management Deductible - Indemnity	0.0	
Risk Management Deductible - Legal	0.0	
Risk Management Deductible - Medical	0.0	
Risk Management Deductible - Other	0.0	
Gen Liab- Non Physical-Taxable- Self Ins	0.0	
Gross Proceeds Payments To Attorneys	0.0	
General Liability- Non-Taxable- Self Ins	0.0	
Medical Malpractice - Self-Insured	0.0	
Automobile Liability - Self Insured	0.0	
General Property Damage - Self- Insured	0.0	
Automobile Physical Damage-Self Insured	0.0	
Liability Insurance Premiums	0.0	
Property Insurance Premiums	0.0	
Workers Compensation Benefit Payments	0.0	
Self Insurance - Administrative Fees	0.0	
Self Insurance - Premiums	0.0	
Self Insurance - Claim Payments	0.0	
Self Insurance - Pharmacy Claims	0.0	
Premium Tax On Altcs	0.0	

Program Expenditure Schedule

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan
Other Insurance-Related Charges	0.0	
Internal Service Data Processing	0.8	
Internal Service Data Proc- Pc/Lan	0.0	
External Programming-Mainframe/Legacy	0.0	
External Programming- Pc/Lan/Serv/Web	0.0	
External Data Entry	0.0	
Othr External Data Proc-Mainframe/Legacy	0.0	
Othr External Data Proc-Pc/Lan/Serv/Web	8.6	
Pmt for AFIS Development & Usage	0.5	
Internal Service Telecommunications	0.0	
External Telecom Long Distance-In-State	1.9	
External Telecom Long Distance-Out-State	0.0	
Other External Telecommunication Service	0.2	
Electricity	0.0	
Sanitation Waste Disposal	0.0	
Water	0.0	
Gas And Fuel Oil For Buildings	0.0	
Other Utilities	0.0	
Building Rent Charges To State Agencies	15.0	
Priv Lease To Own Bld Rent Chrgs To Agy	0.0	
Cert Of Part Bld Rent Chrgs To Agy	0.0	
Rental Of Land And Buildings	0.0	
Rental Of Computer Equipment	0.0	
Rental Of Other Machinery And Equipment	0.0	
Miscellaneous Rent	0.0	
Interest On Overdue Payments	0.0	
All Other Interest Payments	0.0	
Internal Acct/Budg/Financial Svcs	26.0	
Other Internal Services	0.0	
Repair And Maintenance - Buildings	0.0	
Repair And Maintenance - Vehicles	0.0	
Repair And Maint - Mainframe And Legacy	0.0	
Repair And Maint-Pc/Lan/Serv/Web	0.0	
Repair And Maintenance - Other Equipment	0.0	
Other Repair And Maintenance	0.0	
Software Support And Maintenance	0.3	
Uniforms	0.0	
Inmate Clothing	0.0	
Security Supplies	0.0	
Office Supplies	1.0	
Computer Supplies	0.0	
Housekeeping Supplies	0.0	
Bedding And Bath Supplies	0.0	
Drugs And Medicine Supplies	0.0	
Medical Supplies	0.0	
Dental Supplies	0.0	
Automotive And Transportation Fuels	0.0	
Automotive Lubricants And Supplies	0.0	
Rpr And Maint Supplies-Not Auto Or Build	0.0	
Repair And Maintenance Supplies-Building	0.0	
Other Operating Supplies	0.0	

Program Expenditure Schedule

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan
Publications	0.0	
Aggregate Withheld Or Paid Commissions	0.0	
Lottery Prizes	0.0	
Lottery Distribution Costs	0.0	
Material for Further Processing	0.0	
Other Resale Supplies	0.0	
Loss On Sales Of Capital Assets	0.0	
Loss on Sales of Investments	0.0	
Employee Tuition Reimbursement-Graduate	0.0	
Employee Tuition Reimb Under-Grad/Other	0.0	
Conference Registration-Attendance Fees	0.0	
Other Education And Training Costs	0.0	
Advertising	0.0	
Sponsorships	0.0	
Internal Printing	9.0	
External Printing	0.4	
Photography	0.0	
Postage And Delivery	2.0	
Document shredding and Destruction Services	0.0	
Translation and Sign Language Services	0.0	
Distribution To State Universities	0.0	
Other Intrastate Distributions	0.0	
Awards	0.1	
Entertainment And Promotional Items	0.0	
Dues	0.3	
Books- Subscriptions And Publications	0.0	
Costs For Digital Image Or Microfilm	0.0	
Revolving Fund Advances	0.0	
Credit Card Fees Over Approved Limit	0.0	
Relief Bill Expenditures	0.0	
Surplus Property Distr To State Agencies	0.0	
Security Services	0.4	
Judgments - Damages	0.0	
ICA Payments to Claimants Confidential	0.0	
Jdgmnt-Confidential Restitution To Indiv	0.0	
Judgments - Non-Confidential Restitution	0.0	
Judgments - Punitive And Compensatory	0.0	
Pmts Made to Resolve/Disputes/Avoid Costs of Litigation	0.0	
Pmts For Contracted State Inmate Labor	0.0	
Payments To State Inmates	0.0	
Bad Debt Expense	0.0	
Interview Expense	0.0	
Employee Relocations-Nontaxable	0.0	
Employee Relocations-Taxable	0.0	
Non-Confidential Invest/Legal/Law Enf	0.0	
Conf/Sensitive Invest/Legal/Undercover	0.0	
Fingerprinting, Background Checks, Etc.	0.0	
Other Miscellaneous Operating	0.0	

Program Expenditure Schedule

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	67.7	67.9
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	67.7	67.9
Fund Source Total	67.7	67.9
Current Year Expenditures		0.5
Capital Equipment Budget And Approp	0.0	
Vehicles Capital Purchase	0.0	
Vehicles Capital Leases	0.0	
Furniture Capital Purchase	0.0	
Depreciable Works Of Art & Hist Treas/Coll Capital Purcha	0.0	
Non Depr Works Of Art & Hist Treas/Coll Cap Purchase	0.0	
Furniture Capital Leases	0.0	
Computer Equipment Capital Purchase	0.0	
Computer Equipment Capital Lease	0.0	
Telecommunication Equip-Capital Purchase	0.0	
Telecommunication Equip-Capital Lease	0.0	
Other Equipment Capital Purchase	0.0	
Other Equipment Capital Leases	0.0	
Purchased Or Licensed Software-Website	0.0	
Internally Generated Software-Website	0.0	
Development in Progress	0.0	
Right-Of-Way/Easement/Extraction Rights	0.0	
Oth Int Assets purchased, licensed or internally generate	0.0	
Other intangible assets acquired by capital lease	0.0	
Other Capital Asset Purchases	0.0	
Leasehold Improvement-Capital Purchase	0.0	
Other Capital Asset Leases	0.0	
Non-Capital Equip Budget And Approp	0.0	
Vehicles Non-Capital Purchase	0.0	
Vehicles Non-Capital Leases	0.0	
Furniture Non-Capital Purchase	0.4	
Works Of Art And Hist Treas-Non Capital	0.0	
Furniture Non-Capital Leases	0.0	
Computer Equipment Non-Capital Purchase	0.0	
Computer Equipment Non-Capital Lease	0.0	
Telecomm Equip Non-Capital Purchase	0.0	
Telecomm Equip Non-Capital Leases	0.0	
Other Equipment Non-Capital Purchase	0.0	
Weapons Non-Capital Purchase	0.0	
Other Equipment Non-Capital Lease	0.0	
Purchased Or Licensed Software/Website	0.1	
Internally Generated Software/Website	0.0	
LICENSES AND PERMITS	0.0	
Right-Of-Way/Easement/Extraction Exp	0.0	
Other Intangible Assets - Purchased, Licensed or Internall	0.0	
Noncapital Software/Web By Capital Lease	0.0	
Other Intangible Assets Acquired by Capital Lease	0.0	
Other Long Lived Tangible Assets to be Expenses	0.0	
Non-Capital Equipment Excluded from Cost Allocation	0.0	

Program Expenditure Schedule

Agency:	State Board of Funeral Directors & Embalmers
Program:	Licensing and Regulation

	FY 2018 Actual	FY 2019 Expd. Plan
Expenditure Category Total	<u>0.5</u>	<u>0.5</u>
Appropriated		
2026-A Funeral Directors & Embalmers (Appropriated)	<u>0.5</u>	<u>0.5</u>
Fund Source Total	<u>0.5</u>	<u>0.5</u>
Capital Outlay	<u>0.0</u>	<u>0.0</u>
Expenditure Category Total	<u>0.0</u>	<u>0.0</u>
<hr/>		
Debt Service	<u>0.0</u>	<u>0.0</u>
Expenditure Category Total	<u>0.0</u>	<u>0.0</u>
<hr/>		
Cost Allocation	<u>0.0</u>	<u>0.0</u>
Expenditure Category Total	<u>0.0</u>	<u>0.0</u>
<hr/>		
Transfers	<u>0.0</u>	<u>0.0</u>
Expenditure Category Total	<u>0.0</u>	<u>0.0</u>

Employee Retirement Coverage			
	FTE	Personal Services	Fund#
Retirement System			
Arizona State Retirement System	4.0	179.0	2026-A

Combined Regular & Elected Positions At/Above FICA Maximum of \$127,200		
Total FTE	Personal Services	FTE's not eligible for Health, Dental & Life
<u>0.0</u>	<u>0.0</u>	<u>0.0</u>

Administrative Costs

Agency:	State Board of Funeral Directors & Embalmers
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Administrative Costs Summary

<u>Common Administrative Area</u>	<u>FY 2020</u>
Personal Services	15.0
ERE	6.0
All Other	1.0
Administrative Costs Total:	22.0

Administrative Cost / Total Expenditure Ratio

	<u>Request</u>	<u>Admin %</u>
FY 2020	380.4	5.8%

Agency 5-Year Plan

Issue 1 Seek rule moratorium exemption to amend several items directly related to going paperless and moving all processes online.

Description: There are several rules that need to be changed in accommodating the Board's new E-Licensing process. There are many requirements for a notarized signature that could easily be replaced with online signatures or attestation.

Solutions:

The Executive Director will seek to have all rules amended that impede the online, paperless initiative.

Issue 2 Seek rule moratorium exemption to amend the current requirement for Continuing Education for licensed Funeral Directors and Embalmers.

Description: Currently, licensed Funeral Directors and Embalmers are required to complete twelve hours of Continuing Education annually. This is not in line with national standards and should be reduced to six hours annually.

Solutions:

The Executive Director will seek to have rules amended to reduce the requirement for Continuing Education hours from twelve to six annually for licensed Funeral Directors and Embalmers.

Issue 3 Seek to fix the new E-Licensing database so that it is fully operational and secure.

Description: In May of 2018, the Board of Funeral Directors and Embalmers went live with a new E-Licensing database. The database has not been fully functional since the initiation of the project. The Board continues to have issues with the database processing applications for licensure which are impeding the overall process. Additionally, the connections between the new database and the ability to pay for application online has been further frustrated, causing the licensed community to question whether or not their application or renewal was entirely complete. The way the database was implemented leaves Board staff unable to correct many of the problems that arise in the system as staff could not be granted administrator privileges. This results in the need for a ticket to be created and sent to ASET every time a problem needs to be addressed.

Solutions:

The Board will continue to work with ADOA ASET, the vendor, and all other Boards involved in this new online process in an effort to identify how to continue implementation of a working E-Licensing process that will benefit all users in the state. ASET is handling all negotiations with the vendor, utilizing their expertise in technology in an effort to correct the current inefficiencies, resolve problems, and assist the Boards.

Issue 4 Seek to provide better, more efficient communication with the licensed community.

Description: Prior to the implementation of the new online process, the Board has not had the ability to utilize emails with the licensed community. This resulted in physical letters being mailed out each time a communication needed to occur with nearly 2000 licensees.

Solutions:

The Executive Director will work with the Engagement Manager at ASET, to set up the ability for mass communication in electronic form. The cost should be minimal and not require any budget appropriation to accomplish this.

Issue 5 Consideration of implementation of Alkaline Hydrolysis as another method of disposition.

Description: Currently, there are nineteen states that recognize Alkaline Hydrolysis as a legal method of disposition. This issue is gaining momentum throughout the nation as the rate of cremation continues to increase. Arizona currently has a rate of 69% cremation that has had a steady increase over the last many years.

Solutions:

The Executive Director will continue to research the topic and work with local authorities to explore the possibility of implementing this method of disposition in Arizona. The Executive Director will attend a conference and inspect various equipment that is used in the Alkaline Hydrolysis process.

Resource Assumptions

	FY2021 Estimate	FY2022 Estimate	FY2023 Estimate
Full-Time Equivalent Positions	0.0	0.0	0.0
General Fund	0.0	0.0	0.0
Other Appropriated Funds	0.0	0.0	0.0
Non-Appropriated Funds	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0

2018 - 2020 ARIZONA MASTER LIST OF STATE GOVERNMENT PROGRAMS

FDA 0.0	Agency Summary
BOARD OF FUNERAL DIRECTORS AND EMBALMERS	
Judith R. Stapley, Executive Director	
Board of Funeral Directors And Embalmers (602) 542-8152	
A.R.S. §§ 32-1301 et. seq.	

Mission:

To maintain and enforce a set of standards that provides protection for the health, safety, and welfare of Arizona citizens by educating the consumer and by actively and impartially regulating those licensed to provide funeral goods and services.

Description:

The Board of Funeral Directors and Embalmers examines and licenses individuals that provide funeral goods and services. The Board also receives complaints against licensees, investigates allegations, and administratively adjudicates complaints. The Board oversees approximately 1,700 licensees practicing in the state and serves all Arizona citizens who receive funeral goods and services.

◆ **Goal 1** To ensure that licenses are only granted and renewed to competent individuals with high standards of professional and ethical conduct.

Objective: 1 FY2018: Efficient Licensing
FY2019: Efficient Licensing
FY2020: Efficient Licensing

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Applications received	1843	1935	2031
Licenses issued	1843	1935	2031
Applications denied	0	0	0
Average days to process license	30	30	30
Number of investigations	72	60	60
Number of inspections	13	90	100
Number of complaints received	0	17	0
Average number of days to investigate	0	30	0
Average number of days to renew license	0	1	0

◆ **Goal 2** To ensure and enforce that information is made available to both the consumer and the licensee that educates them to the standards of practice relating to providing funeral goods and services.

Objective: 1 FY2018: Information and Education
FY2019: Information and Education
FY2020: Information and Education

Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Percent of consumers receiving pamphlet determined through information received through complaint investigations.	100	100	100
Disciplinary action resulting from continuing education violations	0	0	0
Number of complaints received as a measure to determine the effectiveness of boards education efforts for both licensee and consumer.	18	19	20
Number of inspections conducted to detect deficiencies or possible violations.	13	100	100
◆ Goal 3 To actively and impartially investigate allegations and complaints and provide enforcement to protect the public from incompetent services and unprofessional, unethical, and illegal conduct.			
Objective: 1 FY2018: Impartial Investigations FY2019: Impartial Investigations FY2020: Impartial Investigations			
Performance Measures	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
Complaints processed	18	19	20
Disciplinary actions taken	3	0	0
Completed establishment inspections	13	100	100
Number of complaints received	18	19	20
Average days to renew license	2	1	1
Average days to investigate complaint	30	30	30
Number of licenses	1843	1935	2031

AGENCY SUMMARY

Program: FDA 0 . 0 BOARD OF FUNERAL DIRECTORS AND EMBALMERS
Director: Judith R. Stapley, Executive Director
Phone: Board of Funeral Directors And Embalmers (602) 542-8152
Statute: A.R.S. §§ 32-1301 et. seq.

Mission:

To maintain and enforce a set of standards that provides protection for the health, safety, and welfare of Arizona citizens by educating the consumer and by actively and impartially regulating those licensed to provide funeral goods and services.

Description:

The Board of Funeral Directors and Embalmers examines and licenses individuals that provide funeral goods and services. The Board also receives complaints against licensees, investigates allegations, and administratively adjudicates complaints. The Board oversees approximately 1,700 licensees practicing in the state and serves all Arizona citizens who receive funeral goods and services.

◆ **Goal:** 1 To ensure that licenses are only granted and renewed to competent individuals with high standards of professional and ethical conduct.

Objectives: 1 2018 Obj: Efficient Licensing
 2019 Obj: Efficient Licensing
 2020 Obj: Efficient Licensing

Performance Measures:

ML	Budget	Type		FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Applications received	1721	1806	1843	1935	2031
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Licenses issued	1721	1806	1843	1935	2031
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Applications denied	0	0	0	0	0
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average days to process license	30	30	30	30	30
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Number of investigations	40	50	72	60	60
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EF	Number of inspections	60	80	13	90	100
The number of inspections was a direct result of budget sweeps and increases in rent. The upcoming fiscal years also reflect the a situation with a decrease in inspections.									
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of complaints received	17	18	0	17	0
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of days to investigate	30	30	0	30	0
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of days to renew license	2	1	0	1	0

◆ **Goal:** 2 To ensure and enforce that information is made available to both the consumer and the licensee that educates them to the standards of practice relating to providing funeral goods and services.

Objectives: 1 2018 Obj: Information and Education
 2019 Obj: Information and Education
 2020 Obj: Information and Education

Performance Measures:

ML	Budget	Type		FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Percent of consumers receiving pamphlet determined through information received through complaint investigations.	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Disciplinary action resulting from continuing education violations	0	0	0	0	0
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Number of complaints received as a measure to determine the effectiveness of boards education efforts for both licensee and consumer.	15	17	18	19	20
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Number of inspections conducted to detect deficiencies or possible violations.	65	90	13	100	100

◆ **Goal:** 3 To actively and impartially investigate allegations and complaints and provide enforcement to protect the public from incompetent services and unprofessional, unethical, and illegal conduct.

Objectives: 1 2018 Obj: Impartial Investigations
 2019 Obj: Impartial Investigations
 2020 Obj: Impartial Investigations

Performance Measures:

FY 2017 FY 2018 FY 2018 FY 2019 FY 2020

				FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate	
ML	Budget	Type		Actual	Estimate	Actual	Estimate	Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Complaints processed	12	15	18	19	20
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Disciplinary actions taken	8	8	3	0	0
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Completed establishment inspections	65	90	13	100	100
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Number of complaints received	15	18	18	19	20
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Average days to renew license	2	1	2	1	1
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average days to investigate complaint	30	30	30	30	30
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of licenses	1721	1806	1843	1935	2031

Budget Related Performance Measures

State Board of Funeral Directors & Embalmers

Agency:	0.0	BOARD OF FUNERAL DIRECTORS AND EMBALMERS
Contact:		Judith R. Stapley, Executive Director (602) 542-8152
2nd Contact:		Judith R. Stapley, Executive Director (602) 542-8152
Statute:		A.R.S. §§ 32-1301 et. seq.

ML	Budget	Type	Performance Measure	FY 2017 Actual	FY 2018 Estimate	FY 2018 Actual	FY 2019 Estimate	FY 2020 Estimate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EF	Number of inspections	60	80	13	90	100
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of licenses	1721	1806	1843	1935	2031
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Number of complaints received	17	18	0	17	0