



TEXAS FUNERAL SERVICE COMMISSION

O.C. "Chet" Robbins, Executive Director

December 30, 2011

The Honorable Rick Perry, Governor
John O'Brien, Director, Legislative Budget Board
John Keel, CPA, State Auditor

Dear Gentlemen:

We are pleased to submit the Texas Funeral Service Commissions' *Annual Report of Non-Financial Data* for the year ended August 31, 2011, in compliance with the TEX. GOV. CODE ANN., SEC. 2101.0115, and in accordance with the instructions for completing the Annual Report of Non-Financial Data.

The accompanying report has not been audited and is considered to be independent of the agency's *Annual Financial Report*.

If you have any questions, please contact Jennifer Noack, Fiscal Manager, at (512) 305-7704.

Sincerely,

A handwritten signature in cursive script that reads "Donna Potter".

Donna Potter
Acting Executive Director

Mailing Address:
P.O. Box 12217
Capitol Station
Austin, Texas 78711

Toll Free: (888) 667-4881
Tel: (512) 936-2474
Fax: (512) 479-5064
website: www.tfsc.state.tx.us

Physical Address:
333 Guadalupe Street
Suite 2-110
Austin, Texas 78701

TEXAS FUNERAL SERVICE COMMISSION

***ANNUAL REPORT OF
NON-FINANCIAL DATA***

FOR THE YEAR ENDED

AUGUST 31, 2011

**Submitted on:
December 30, 2011**

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SCHEDULE 1

APPROPRIATION ITEM TRANSFERS

August 31, 2011

Appropriation Transfers	<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
Goal 1: Licensing			
Strategy 1: Licensing	\$ 0	\$ 0	\$ 0
Goal 2: Inspection			
Strategy 1: Inspection	\$ 0	\$ 0	\$ 0
Goal 3: Enforcement			
Strategy 1: Enforcement	\$ 0	\$ 0	\$ 0
Net Appropriation Transfers	\$ 0	\$ 0	\$ 0

This schedule does not include the following transfers:

SORM Transfers

Benefit replacement pay transfers

Transfers of appropriations to indirect administrative and support cost strategies

Transfers of appropriations to the Health Professions Council, as required by H.B. 1

SCHEDULE 2

HUB STRATEGIC PLAN PROGRESS REPORT
August 31, 2011

Goal = Strategic Plan HUB Goal

<u>Actual = % Spent with HUB=s from HUB Report</u>	<u>Actual 10</u>	<u>Actual 11</u>	<u>Goal 12</u>
Heavy Construction	N/A	N/A	N/A
Building Construction	N/A	N/A	N/A
Special Trade Construction	N/A	N/A	N/A
Professional Services Contracts	0%	0%	0%
Other Services Contracts	38.7%	40.22%	40.0%
Commodities Contracts	86.8%	81.19%	80.0%

Prepared By:

Printed Name: Jennifer Noack

Phone Number: (512) 305-7704

Approved By: 

Printed Name: Donna Potter

SCHEDULE 3

SCHEDULE OF INDIRECT COSTS

August 31, 2011

Payroll Related Costs

FICA Employer Matching Contributions	\$ 38,213.85
Group Health Insurance	64,639.84
Retirement	33,698.32
Unemployment	0.00
Total Payroll Related Costs	\$ 136,552.01

Worker's Compensation	0.00
Benefit Replacement Pay (BRP)	0.00
Total Worker's Compensation and BRP	\$ 0.00

Indirect Costs (not reported on Operating Statement)

GSC Bond Debt Service Payments	\$ 7,581.00
Total Indirect Costs (not reported on Operating Statements)	\$ 144,133.01
Indirect Costs - Statewide Cost Allocation Plan (based on FY 10 data)	

(101) State Senate	\$ 21.00
(102) House of Representatives	27.00
(103) Legislative Council	20.00
(104) Legislative Budget Board	143.00
(105) Reference Library	20.00
(116) Sunset Advisory Board	23.00
(302) Office of the Attorney General	57,702.04
(360) State Office of Administrative Hearings	4,833.54
(304) Office of the State Comptroller	
CPA Administration	5,380.00
CPA Fiscal and ITD	6,182.00
CPA Purchasing and Support (TPASS)	8,473.00
CPA Rebates	(10.00)
(313) Department of Information Resources	135.00
(301) Governor's Office of Budget & Planning	36.00
(405) DPS Security	0.00
(303) Texas Building and Procurement	
Building and Property	21,707.00
Facilities and Space Management	123.00
(479) State Office of Risk Management	2,479.00

Total Indirect Costs - Statewide Cost Allocation Plan	\$ 107,294.58
<i>Total Indirect Costs</i>	<i>\$ 251,427.59</i>

SCHEDULE 4

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

August 31, 2011

The following list includes all professional and consulting fees paid for the fiscal year ended August 31, 2010.

Name	Service Performed	Amount
Versa Management Systems	Computer Programming	\$ 16,239.50
Vintage IT Services	Computer Programming	\$ 22,000.00
Evan Nazareno	Security Services	\$ 160.00
Total Professional and Consulting Fees		\$ 38,399.50

SCHEDULE 5

SCHEDULE OF SPACE OCCUPIED

August 31, 2011

<u>Location</u>	<u>Address</u>	<u>Usable Square Feet</u>
<i>State-Owned Buildings</i>		
Austin	William P. Hobby, Jr. Building 333 Guadalupe, Suite 2-110 Austin, TX 78701	2,606

011

FY 2011 Agency Report of Recycled, Remanufactured and Environmentally Sensitive Purchases					
Agency No. 513		Agency Name: Texas Funeral Services Commission			
Point of Contact: Jennifer Noack					
Phone Number: (512) 936-2469					
E-Mail Address: jnoack@tfsc.state.tx.us					
E1, E2, or E3	Description	Total Expenditures			
		Non-Delegated	Delegated	Total	
Total E1 Including 1 st Choice	Recycled	\$97.50	\$86.70	\$184.20	
Total E2 Including 1 st Choice	Remanufactured	\$0.00	\$0.00	\$0.00	
Total E3 Including 1 st Choice	Environmentally Sensitive	\$0.00	\$0.00	\$0.00	
Total of E1, E2 and E3 includes Recycled 1st Choice Targeted Totals		\$97.50	\$86.70	\$184.20	
FY 2011 1 st Choice Targeted Commodities * Non-Delegated	Expenditures			% Spent on 1 st Choice Products 100 * [A/(A+B)]	
	1 st Choice Products (A)	Virgin Counterpart (B)	Total (A+B)		
Motor Oil & Lubricants	\$0.00	\$0.00	\$0.00	0%	
Toilet Paper, Toilet Seat Covers & Paper Towels	\$0.00	\$0.00	\$0.00	0%	
Printing Paper, Copier Paper & Computer Paper	\$0.00	\$0.00	\$0.00	0%	
Business Envelopes	\$32.50	\$0.00	\$32.50	100%	
Plastic Trash Bags	\$0.00	\$0.00	\$0.00	0%	
Plastic Covered Binders	\$0.00	\$0.00	\$0.00	0%	
Recycling Containers	\$0.00	\$0.00	\$0.00	0%	
Photocopiers	\$0.00	\$0.00	\$0.00	0%	
Total 1st Choice Targeted Commodities	\$32.50	\$0.00	\$32.50	100%	
Summary of Total Number of FY 2011 Virgin Counterpart Justifications * Non-Delegated		Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants		0	0	0	0
Toilet Paper, Toilet Seat Covers & Paper Towels		0	0	0	0
Printing Paper, Copier Paper & Computer Paper		0	0	0	0
Business Envelopes		0	0	0	0
Plastic Trash Bags		0	0	0	0
Plastic Covered Binders		0	0	0	0
Recycling Containers		0	0	0	0
Photocopiers		0	0	0	0
Total Number(s)		0	0	0	0

ote1: This report is included in the Non-Financial Report sent to the governor's office by December 31st

Due to unanticipated data collection issues, the report of Non-Delegated Expenditures of Recycled, Remanufactured and Environmentally Sensitive Commodities may have incomplete data. The tracking categories that were used are E1,(recycle), E2, (remanufacturing), and E3 (environmentally friendly). The following elements are not included in the current report:

1. OfficeMax and AHI purchases
2. Items that went through TxSmartBuy as quote items (including inside delivery and

transportation)

- 3. Any purchases made outside the TXSmartBuy system (offline sales)
- 4. TXMAS items

Agency Head Signature: _____

Dona Potter

Date: _____

12/29/11