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### MEMORANDUM

TO: State Board of Embalmers and Funeral Directors

FROM: Sandy Sebastian  
Executive Director

DATE: October 10, 2017

RE: Financial Examination Committee Recommendation To Board

At its January 26, 2017, the committee discussed the review process for the financial examination reports and made a motion to recommend to the full board modifying the process to include the financial examination committee reviewing each report prior to a letter going out to the licensee.

This matter is being added to the agenda for discussion based on the committee's decision.