

Instructions for Submitting Collection Cost Worksheets

Collection Cost Worksheets should be submitted to the Office of State Budget and Management (OSBM) no later than July 22, 2011 to provide OSBM sufficient time to review and approve the percent of collection costs that State agencies, boards, and commissions (hereafter referred to as State agency or agencies) withhold for the year. The collection costs claimed by State agencies on the worksheet should only be costs specifically related to the billing, recording, receiving, and recovery of civil penalties. **Costs related to the normal duties and responsibilities of State agencies and the imposition of penalties, such as law enforcement, inspections, regulatory compliance, and collection of taxes and fees are not related to the actual collection of penalties; and therefore should not be included in the worksheet.** Further, State agencies should be prepared to provide documentation, such as personnel time sheets, invoices, and other relevant documents, to support the collection costs that they claim on their worksheets. Agencies that do not submit a Collection Cost Worksheets will be unable to withhold any collection cost.

OSBM will approve the allowable percent by July 31st unless it is delayed by late submissions of worksheets and/or the need for agencies to provide supporting documentation.

If you do not wish to withhold any collection cost, or you do not collect fines, penalties or forfeitures, you must still complete the worksheet by indicating such where noted.

Agencies' worksheets should be e-mailed to Donald Crooke at Ddonald.Crooke@osbm.nc.gov or faxed to Donald's attention at 919-733-0640 **no later than July 22, 2011.**