



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

BEVERLY EAVES PERDUE
GOVERNOR

CHARLES E. PERUSSE
STATE BUDGET DIRECTOR

June 10, 2009

MEMORANDUM

TO: Agency Heads and Chancellors of Universities
Chief Financial Officers of Agencies and Universities

FR: Charles Perusse, State Budget Director *Charles E. Perusse*
David McCoy, State Controller *David McCoy*
Dempsey Benton, Economic Recovery and Investment Office Director *Dempsey Benton*

RE: Changes to Form for Establishing a New Budget Code or Center

Since our joint memo of March 30, which was accompanied by a revised form titled "Establish a New Budget Code and/or Center (Fund) and Title", further requirements have been identified for tracking economic recovery funds received through the American Recovery and Reinvestment Act (ARRA) in North Carolina.

Please use the attached revised form for setting up any future budget codes and centers (funds). The new form includes two additional fields for any funds that are economic recovery: the federal award number and the CFDA number, both of which are provided on the original federal notification of the award to the primary receiving agency. The new form is now available online at the OSBM website.

For any new budget code or fund code that holds or receives ARRA Recovery funds, the request will not be approved until the proper federal award and CFDA numbers are provided. Should you have difficulty in identifying the award number or the CFDA number, please contact Lucy Ringland in the Office of State Budget and Management at 919-807-4785. A separate center is required for each different CFDA number associated with an ARRA award.

When prime recipients set up a new revenue or expenditure center for ARRA monies, they should send a copy of the federal award notification letter to OSBM along with the center request form. For sub recipients of federal awards, the fields for federal award number and CFDA number are required, but the notification letter is optional.

OSBM will work with agencies to gather these two data fields for ARRA centers (funds) that have already been established using the older form.

Thank you.

Attachment