



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

BEVERLY EAVES PERDUE  
GOVERNOR

CHARLES E. PERUSSE  
STATE BUDGET DIRECTOR

November 18, 2010

**MEMORANDUM**

TO: Department Heads and Chief Fiscal Officers  
All State Agencies, Institutions, Boards/Commissions, and Universities

FROM: Charles Perusse *Charles E. Perusse*

SUBJECT: Fee Report Information Due January 15, 2011

The Office of State Budget and Management (OSBM) is collecting data on fees charged by each State department, bureau, division, board, commission, institution, and agency for FY 2009-2010 in accordance with G.S. 143C-9-4. Each agency that reported fees previously, and those that have collected fees during FY 2009-2010, shall report. The fee information is being collected electronically through Web forms.

The attached spreadsheet lists the person(s) from your agency who are being contacted to enter data for the 2009-2010 Fee Report. The Web site <http://data.osbm.state.nc.us/fees/> provides instructions and definitions for reviewing, editing, and entering information on-line. *Individuals entering data should first read the instructions and definitions.* Users must contact Donald Crooke in OSBM at (919) 807-4729 to obtain a user name, password, and authentication code.

Fee types included are based on the information provided in previous fee reports and those categories of interest to OSBM and the General Assembly. For agencies that report to the North Carolina Accounting System (NCAS), much of the required fee information has already been added to the Web forms under your agency's name. The account codes and amounts collected for FY 2009-2010 are listed exactly as reported to NCAS.

The final fee report will be publicly available on the OSBM Web site. It is included as part of the 2011-2013 recommended budget submission.

For more information on completing the report, initial login information, or any other questions, please contact Donald Crooke at (919) 807-4729 or via email at [Donald.Crooke@osbm.nc.gov](mailto:Donald.Crooke@osbm.nc.gov).

Thank you very much for your assistance.

cc: Fee Data Contacts

## 2009-2010 Fee Report Instructions

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Please complete the following steps by **January 15, 2011**

- Obtain user name, password, and authentication code from OSBM
- Read online instructions and definitions
- Enter the required information on the Web as outlined in the on-line instructions and definitions at <http://data.osbm.state.nc.us/fees/>
- Be especially careful to enter the **number of collections** for every fee and subfee.
- Create new subfees to avoid listing a range in the fee rate.
- Review the Missing Data report, by clicking on “missing data”, to locate gaps in data prior to sign-off.
- Notify Donald Croke via e-mail [Donald.Croke@osbm.nc.gov](mailto:Donald.Croke@osbm.nc.gov), when you have completed the task.