



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

BEVERLY EAVES PERDUE
GOVERNOR

ANDY WILLIS
STATE BUDGET DIRECTOR

November 20, 2012

MEMORANDUM

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

FROM: Andy Willis, State Budget Director

SUBJECT: **Fee Report Information for FY 2011-2012-Due December 20, 2012**

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 2011-12 (July 1, 2011-June 30, 2012) in accordance with G.S. 143C-9-4. Each agency that reported fees previously, and those that have collected fees during FY 2011-12, 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 2011-2012 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 ID and PASSWORD in order to gain access to the OSBM Website.

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 2011-2012 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 fiscal year 2013-14 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: Donald.Crooke@osbm.nc.gov

Thank you very much for your assistance.

cc: Fee Data Contacts for FY 2011-2012

FY 2011-2012 Fee Report Instructions

IMPORTANT: Be sure to enter the *correct* number of *collections* and the *dollar amounts* because no changes can be entered when it is completed and published.

Please complete the following steps by **December 20, 2012**

- ✓ Call 919-807-4729, Donald Crooke, to obtain a USER ID and PASSWORD.
- ✓ 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. *We are asking that you **DOUBLE CHECK** all of your data entered.*
- ✓ 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 Crooke *via email*: Donald.Crooke@osbm.nc.gov, when you have completed the task.