



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

PAT MCCRORY
GOVERNOR

ART POPE
STATE BUDGET DIRECTOR

June 14, 2013

MEMORANDUM

TO: Chief Financial Officers
All State Departments, Institutions and Agencies

FROM: Art Pope *Art Pope*
State Budget Director

SUBJECT: Approval of Collection Cost Worksheets for Civil Penalties, Fines, and Forfeitures

The Office of the State Budget and Management (OSBM) is required by the General Assembly (G.S. 115C-457.2) to approve the percentage of the civil penalties, fines, and forfeitures collected by State agencies, boards, and commissions which can be withheld as collection costs. The percentage is based on the actual collection costs incurred by the agencies, boards, and commissions for the prior year, and can not exceed 20 percent of the amount collected. Effective July 1, 2006, and annually thereafter, State agencies, boards, and commissions must submit for OSBM's approval a Collection Cost Worksheet that reflects their actual costs of collecting civil penalties, fines and forfeitures for the previous year. Agencies that do not submit worksheets and receive OSBM's approval will be unable to withhold any collection cost.

Attached are instructions and worksheets that State agencies, boards, and commissions should use in determining their actual costs of collecting civil penalties and submitting the worksheets for OSBM's approval. The instructions and worksheet are also available on OSBM's web site at www.osbm.state.nc.us/osbm under the Memorandums link. ***You must submit a response on the worksheet where noted, even if you do not collect civil penalties, fines and forfeitures or do not intend to withhold collection cost.***

If you have any questions about completing the worksheet, please contact Donald Crooke at 919-807-4729 or Donald.Crooke@osbm.nc.gov. If Donald is unavailable, contact Barbara Baldwin at 919-807-4721 or Barbara.Baldwin@osbm.nc.gov.

Thank you.

Attachments: Instructions for Submitting Collection Cost Worksheets
Collection Cost Worksheet
Sample Collection Cost Worksheet

cc: Department Heads

