



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

PAT MCCRORY  
GOVERNOR

ART POPE  
STATE BUDGET DIRECTOR

February 5, 2014

**MEMORANDUM**

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

FROM: Art Pope, State Budget Director *Art Pope*

SUBJECT: Fee Report Information for FY 2012-2013-Due March 7, 2014

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 2012-13 (July 1, 2012-June 30, 2013) in accordance with G.S. 143C-9-4. Each agency that reported fees previously, and those that have collected fees during FY 2012-13, shall report. The fee information is being collected electronically through OSBM Web forms.

The attached spreadsheet lists the person(s) from your agency who are being contacted to enter data for FY 2012-13 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 should enter the same User ID and Password as the previous year to login.** If you do not have this, you must contact Donald Crooke in OSBM at (919) 807-4729 to obtain the 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 2012-13 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 FY 2014-15 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](mailto:donald.crooke@osbm.nc.gov)

Thank you very much for your assistance.

cc: Fee Report Contacts for FY 2012-13

### **FY 2012-2013 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. It is due on Friday, **March 7, 2014**.

- ✓ Use the same USER ID and PASSWORD as the previous year or call Donald Crooke to obtain this at 919-807-4729.
- ✓ 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 sub-fee. We are asking that you **DOUBLE CHECK** all of your data entered.
- ✓ Create new sub-fees 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](mailto:donald.crooke@osbm.nc.gov) when you have completed the task.