



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


PAT MCCRORY
GOVERNOR

LEE ROBERTS
STATE BUDGET DIRECTOR

January 6, 2016

MEMORANDUM

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

FROM: Lee Roberts, State Budget Director 

SUBJECT: Fee Report Information for FY 2014-15 - **Due January 29, 2016**

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 2014-15 (July 1, 2014-June 30, 2015) in accordance with G.S. 143C-9-4. Each agency that reported fees previously, and those that have collected fees during FY 2014-15, shall report. The fee information is being collected electronically through OSBM web forms.

The attached spreadsheet lists the person(s) from your agency who entered data for the FY 2013-14 Fee Report. Please report any changes to this information to Donald Croke at 919-807-4729 or Donald.Croke@osbm.nc.gov. Instructions and definitions for reviewing, editing, and entering information on-line are provided on the website <http://data.osbm.state.nc.us/fees/>. Individuals entering data should read the instructions and definitions prior to beginning the data entry process.

Returning 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 Croke in OSBM at (919) 807-4729 to obtain the USER ID, PASSWORD, and AUTHENTICATION CODE needed 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 in 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 2014-15 are listed exactly as reported to NCAS.

The final fee report will be publicly available on the OSBM website. It is included as part of the FY 2016-17 recommended budget adjustments submission.

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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 Report Contacts for FY 2014-15
Erin Matteson

FY 2014-2015 Fee Report Instructions

Please complete the following steps. Your data is due on Wednesday, **January 29, 2016**.

- ✓ Use the same USER ID, PASSWORD, and AUTHENTICATION CODE 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 entered data.
- ✓ Create new sub-fees to avoid listing a range in the fee rate.
- ✓ Review the Missing Data report, by clicking on the “missing data” link, to locate gaps in data prior to sign-off.
- ✓ **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.

Notify Donald Crooke *via email*: Donald.Crooke@osbm.nc.gov when you have completed these tasks.