



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

ROY COOPER  
GOVERNOR

CHARLES PERUSSE  
STATE BUDGET DIRECTOR

January 16, 2018

**MEMORANDUM**

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

**FROM:** *Charles Perusse*  
Charles Perusse, State Budget Director

**SUBJECT:** Fee Report Information for FY 2016-17 Data - **Due February 9, 2018**

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 2016-17 (July 1, 2016-June 30, 2017) in accordance with G.S. 143C-9-4. Each agency that reported fees previously, and those that have collected fees during FY 2016-17, shall report. The fee information is being collected electronically through OSBM Web forms.

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, PASSWORD, and AUTHENTICATION CODE 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 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 2016-17 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 2018-19 recommended budget submission.

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

Thank you very much for your assistance.

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**FY 2016-2017 Fee Report Instructions**

Please complete the following steps. **Your data is due on February 9, 2018.**

- ✓ 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/>
- ✓ 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.

**IMPORTANT:** Be especially careful to enter the number of collections **and** correct dollar amounts for every fee and sub-fee. We are asking that you **DOUBLE CHECK** all of your entered data. No changes can be made once data is completed and published.

\*\*Notify Donald Crooke *via email*: [donald.crooke@osbm.nc.gov](mailto:donald.crooke@osbm.nc.gov) when you have completed these tasks.