



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

July 2, 2018

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions, and Agencies

FROM: Charles Perusse *Charles Perusse*
State Budget Director

SUBJECT: State Budget Manual Updates

The Office of State Budget and Management (OSBM) has posted the following revisions to the State Budget Manual on our website located at <https://www.osbm.nc.gov/library>. All revisions are effective July 1, 2018.

- **Section 3.6.12 - Over-Realized Receipts:** Clarifies that agency over-realized receipts can only be increased via budget revision once they are realized and cannot be used to expand services or programs.
- **Section 5.1.13 Meals During Daily Travel:** Allows Department Heads to reinstate employee breakfast and dinner reimbursement when the employee is not in overnight travel status. The section also makes clear that these types of reimbursements are considered taxable income and the agency must ensure tax withholding.
- **Section 6.6.1 Conditions and Limitations:** Allows Department Heads to offer new employees to state government moving expenses if it is determined that it is in the best interest of the State.
- **Section 6.6.2 Expenses Paid:** Clarifies that the payment of moving expenses for an employee is considered taxable income and the agency must ensure tax withholding.
- **Section 6.6.4 Excess weight authorization:** Gives Department Secretaries or Agency Heads the authority to approve higher weight limits for moving expenses.
- **Section 6.7.1 Arranging the Move:** Removes employee advancement of moving expenses.
- **Section 6.7.2 Procedure for Payment:** References the Office of State Controller's Job Aid for guidance on the proper accounting of moving expenses.

If you have any questions, please contact your OSBM budget execution analyst at 919-807-4700.

cc: OSBM Analyst; Jennifer T. Pacheco - OSC