



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

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

September 30, 2019

MEMORANDUM

TO: Occupational Licensing Board Directors
FROM: Charles Perusse *Charles Perusse*
State Budget Director

SUBJECT: Occupational Licensing Boards - Financial Report Requirements

North Carolina General Statute 93B-2 (b) requires that “no later than October 31 of each year, each occupational licensing board shall file with the Secretary of State, the Attorney General, the Office of State Budget and Management (OSBM), and the Joint Legislative Administrative Procedure Oversight Committee (APO), a financial report that includes the source and amount of all funds credited to the occupational licensing board and the purpose and amount of all funds disbursed by the occupational licensing board during the previous fiscal year.”

The financial report for fiscal year 2018-19 is due to OSBM by October 31, 2019. You may email your report in PDF or word document format to Susie.Esealuka@osbm.nc.gov.

For those licensing boards with their fiscal year ending other than June 30, 2019, please submit your financial report no later than 4 months after your board’s year end. Should you have any questions and/or comments regarding this matter, you may contact Adam Brueggemann at Adam.Brueggemann@osbm.nc.gov.

See the attached NC Occupational Licensing Boards Guidelines for submitting statutorily required reports.

Thank you for your assistance with this important matter.

cc: Susie Esealuka, OSBM
Adam Brueggemann, OSBM