



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

ROY COOPER  
GOVERNOR

CHARLES PERUSSE  
STATE BUDGET DIRECTOR

October 7, 2019

MEMORANDUM

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

FROM: Charles Perusse *Charles Perusse*

SUBJECT: Certification Guidance for FY 2019-21

The Office of State Budget and Management (OSBM) is beginning the certification process for the 2019-21 fiscal biennium.

Agency budgets will be certified under authorized spending levels per G.S. 143C-5-4 and any additional enacted legislation that appropriates funds for the 2019-21 fiscal biennium. OSBM will populate the Integrated Budget Information System (IBIS) with authorized spending levels per G.S. 143C-5-4. Agencies will create certification entries for any enacted legislation that appropriates funds for the 2019-21 fiscal biennium.

As of October 7, 2019, enacted legislation requiring certification includes:

- [S.L. 2019-192](#) Ensuring Authorization of Federal Funds
- [S.L. 2019-208](#) Salary Increases/Adult Correctional Employees
- [S.L. 2019-209](#) Pay Increases/State Employees
- [S.L. 2019-210](#) Pay Increases/State Highway Patrol
- [S.L. 2019-211](#) Pay Increases/SBI & ALE
- [S.L. 2019-221](#) Standing Up for Rape Victims Act of 2019
- [S.L. 2019-222](#) School Safety Funds, Programs, and Reports
- [S.L. 2019-223](#) Prison Safety/TANF State Plan/Clarifications
- [S.L. 2019-224](#) Disaster Recovery - 2019 Budget Provisions

OSBM anticipates additional appropriation bills will become law after the distribution of this memorandum. Please work with your OSBM Budget Development Analyst if there are any additional legislative bills requiring certification that are not listed above.

All budget codes should be certified prior to close of the October accounting records with the Office of State Controller, no later than **November 15, 2019**.

The attached Job Aid has been provided to assist you and your staff in completing the certification process. If you have any questions, please contact your OSBM Budget Development Analyst.

Once certification is complete, agencies will receive a job aid from the OSBM Execution Team regarding the distribution of salary and benefits from certified state agency reserves.