



**STATE OF NORTH CAROLINA**  
**OFFICE OF STATE BUDGET AND MANAGEMENT**  
**Employment First State for Individuals with Disabilities**

ROY COOPER  
GOVERNOR

CHARLES PERUSSE  
STATE BUDGET DIRECTOR

September 11, 2020

MEMORANDUM

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

FROM: Charles Perusse *Charles Perusse*

SUBJECT: Certification Guidance for S.L. 2020-97

The Office of State Budget and Management (OSBM) is reopening the certification process for the 2020-21 fiscal year to certify additional funds appropriated in S.L. 2020-97.

Agencies will use the Integrated Budget Information System (IBIS) to prepare certification entries and agencies are asked to certify both appropriations and allocations. For example, for additional Coronavirus Relief Funds appropriated in Section 1.1 and allocated in Section 2.2, certification entries will need to be created both for the funds appropriated to OSBM and the funds allocated to individual agencies.

Please submit certification entries to OSBM for review no later than **September 18, 2020**. All budget codes should be certified prior to close of the September accounting records.

A Job Aid is available on the OSBM website ([https://files.nc.gov/ncosbm/documents/files/091020\\_AgencyCertificationInstructions\\_ShortSession\\_SL2020-97.pdf](https://files.nc.gov/ncosbm/documents/files/091020_AgencyCertificationInstructions_ShortSession_SL2020-97.pdf)) to assist you and your staff in completing the certification process. If you have any questions, please contact your OSBM Budget Development Analyst.