STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

JOSHUA STEIN
GOVERNOR

KRISTIN WALKER
STATE BUDGET DIRECTOR

October 27, 2026

MEMORANDUM

TO: CFOs State Agencies and Departments

FROM: Kristin Walker
State Budget Director

Brian Matteson
Director of Fiscal Research
Fiscal Research Division
NC General Assembly

SUBJECT: Collection of Salary Data and Position Counts

The Office of State Budget and Management (OSBM) and the General Assembly's Fiscal Research Division (FRD) are developing our annual budgetary database that summarizes aggregate salaries and FTE position counts in State government by budget code. The purpose of this database is to provide a common resource that will be used by the Governor and the General Assembly to project consensus estimates on the costs to fund proposed employee salary changes, proposed changes to the State Retirement Systems, and proposed changes in employee health benefits. By collecting this data annually, we hope to reduce the number of ad hoc information requests from our two agencies for this type of data.

The method for collecting your agency's specific salary and FTE position data will be via a Microsoft Excel spreadsheet provided to your agency. Mary Schuler of FRD and Ben Agsten of OSBM will provide specific instructions on how to compile your agency's data in the near future. We ask your cooperation in providing the salary and FTE position count data by **December 1, 2026**. Please note that the requested salary/FTE data will be as of **November 1, 2026.**

The information collected during this process will be critical to ensuring that sufficient funds are appropriated to budgetary reserve accounts that fund salary, retirement, and health benefit changes for your agency's employees. If you have any questions or concerns, please feel free to contact Mary Schuler with FRD at (919) 733-4910 (Mary.Schuler@ncleg.gov) or Ben Agsten with OSBM at (984) 236-0673 (Ben.Agsten@osbm.nc.gov).