



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



JOSH STEIN
GOVERNOR

KRISTIN WALKER
STATE BUDGET DIRECTOR

July 30, 2026

TO: Department Heads and Chief Fiscal Officers
All State Agencies, Institutions, Boards/Commissions, and Community Colleges

FROM: Kristin Walker, State Budget Director *Kristin Walker*

SUBJECT: Fee Report Information for FY 2024-25 - **Due Monday, August 31, 2026**

We are collecting data on fees charged by each State department, bureau, division, board, commission, institution, and agency for FY 2024-25 (July 1, 2024 - June 30, 2025) in accordance with [G.S. 143C-9-4](#). All agencies that collected fees during FY 2024-25 are required to report.

OSBM will collect fee information electronically using Smartsheet. The reporting window will open Friday, July 31, and automatically close on **Monday, August 31, at 5:00 PM**. Instructions and definitions for reviewing, editing, and entering information are available on OSBM's [website](#). OSBM will also offer office hours each Tuesday from 11 to 11:45 AM during the data collection period (July 31 – August 31). OSBM will share meeting links via e-mail and post them on the website.

All users will receive a link via email to their organization's personalized Smartsheet for completing fee reporting information. Users may need to complete a one-time registration for a Smartsheet account. Each agency can share the spreadsheet within its organization to allow others to input information. Please let OSBM know at FeeReport@osbm.nc.gov if the user(s) for your agency needs to be updated.

The data included is entirely sourced from the North Carolina Financial System (NCFS) for those agencies/boards who report using this system. The amounts recorded in NCFS (as collected) for FY 2024-25 are available as a reference and cannot be adjusted.

Contact OSBM at FeeReport@osbm.nc.gov with any questions about the report or reporting process. The final fee report will be available on the OSBM website.

Thank you for your assistance!

CC: Darryl Childers, OSBM