

June 9, 2025

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

CC: Chief Deputy Secretaries
All State Agencies, Departments, and Institutions
GROW NC Agency Recovery Liaisons

FROM: Seth Dearmin, Chief of Staff
Matt Calabria, Director, Governor's Recovery Office for Western NC
Kristin Walker, State Budget Director

SUBJECT: Guidance for Coding Helene Activity in NCFS

The Disaster Recovery Act of 2024 – Part II ([SL 2024-53](#)) and the Disaster Recovery Act of 2025 – Part I ([SL 2025-2](#)) require the Office of State Budget and Management (OSBM) to report to the General Assembly on a quarterly basis detailing state agencies' expenditure of both state and federal funds for the purpose of Hurricane Helene recovery.

Relatedly, [Governor Stein directed](#) the Governor's Recovery Office for Western North Carolina (GROW NC) to fulfill the Executive Branch's reporting requirements regarding the use of disaster relief funds. Accordingly, GROW NC authored the most recent quarterly report on behalf of OSBM. GROW NC will author the remaining reports, pulling expenditure data directly from the North Carolina Financial System (NCFS) and working with OSBM and agency budget staff to collect information needed to fulfill this reporting requirement.

As we approach the end of this fiscal year and start to compile the next quarterly report, please follow the enclosed guidance when coding your agency's Helene-related activities in NCFS. This guidance applies to both existing and future state and federal funds. All coding of Helene-related activities must be completed no later than July 16th, 2025.

Thank you for your help in enabling more efficient and accurate financial reporting on the state's efforts to recover from Hurricane Helene. Your adherence to the enclosed guidance will ease the manual reporting burden on agency staff and support GROW NC's work to facilitate a transparent, accountable recovery.

Please contact Veronica Butcher, GROW NC's Fiscal Policy Analyst, at veronica.butcher@nc.gov with any questions regarding NCFS coding guidance for Helene funds.

Enclosure: NCFS Structure for Helene Funding (Guidance)

North Carolina Financial System Structure for Helene Funding

- I. Transfers in:
 - a. All Helene entries for an agency transfer in using account 48100001 must also use an interfund. While in some cases an interfund may not be required from an accounting perspective it is required for Helene reporting. Before you complete the fiscal year close out, please make sure these entries have an interfund.

- II. New funds:
 - a. Please take the following actions any time the agency receives new state or federal funds for Helene recovery (i.e., funds received from the NCGA or federal government post-Helene):
 - i. (optional) Create a unique Budget Fund that corresponds to the purpose of the appropriation.
 - ii. Create one or more unique Child Project(s) for each specific Helene recovery activity.
 - iii. Use project descriptions that clearly reflect the purpose of the appropriation (e.g., the money item header in the Conference Committee Report).
 - iv. You are encouraged to create more than one child project for funds that support broad programs covering multiple activities.
 - v. You may NOT use a generic “Helene” child project.
 - vi. Project codes should begin with the agency number followed by H, with the remaining 7 digits up to the agency discretion (example: 14H0000024).
 - vii. Ensure all revenues and expenditures are coded to these projects.
 - viii. Ask OSC to tag the new child projects with the appropriate Helene Descriptive Flex Field (DFF).
 1. HLN APP ###S – These DFFs identify new supplemental state and federal funds appropriated for Helene Activities. They also indicate the state share of the funding. For example, in the case of a 50% state/federal split, the DFF would be HLN APP 50S. In the case of 100% federal funding the state share is zero and the DFF would be HLN APP 0S.
 - ix. Populate the budget field within the Project Life to Date report (RPTRTR003) with the entire amount of the appropriation for each project. This is not an IBIS action. See OSC’s [reference guide](#) for step-by-step instructions on completing the “Enter Budgets in Spreadsheet” task within the NCFS Budgetary Control App. Please contact OSC and copy Veronica Butcher at GROW NC (veronica.butcher@nc.gov) if you need a waiver of permissions to access the budget spreadsheet.

- III. Existing funds:

- b. For ongoing Helene expenditures repurposing existing funds (i.e., pre-Helene operational funds), please take the actions listed above BUT follow the guidance below when assigning DFFs to the relevant projects.
 - i. HLN NO APP ###S – These DFFs identify existing state and federal funds used for Helene Activities. They also indicate the state share of the funding. In the case of 100% state funding, the DFF would be HLN NO APP 100S. If the agency leverages existing state funds and federal grant dollars for Helene activities, the DFF would indicate the state share, e.g. HLN NO APP 25S.