MEMORANDUM

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

FROM: 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

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.