# STATE OF NORTH CAROLINA
## OFFICE OF STATE BUDGET AND MANAGEMENT

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

January 13, 2020

MEMORANDUM

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

FROM:     Charles Perusse  *Charles Perusse*
          State Budget Director

SUBJECT:   Fee Report Information for FY 2018-19 - **Due Friday February 21, 2020**

The Office of State Budget and Management (OSBM) is collecting data on fees charged by each State department, bureau, division, board, commission, institution, and agency for FY 2018-19 (July 1, 2018-June 30, 2019) in accordance with G.S. 143C-9-4. Each agency that reported fees previously, and those that have collected fees during FY 2018-19, are required to report.

Fee information will be collected electronically this year using Smartsheet. Instructions and definitions for reviewing, editing, and entering information on-line are provided on the website https://www.osbm.nc.gov/fee-report-instructions. Individuals entering data should read the instructions and definitions prior to beginning the data entry process.

All users will be provided with a link to their organization's personalized Smartsheet spreadsheet for the completion of the Fee Reporting information. You will need to complete a one-time registration for a Smartsheet account. Users will also be able to share their agency's spreadsheet within their organization to allow others to also input information.

Fee types included are based on the information provided in previous fee reports and those categories of interest to OSBM and the General Assembly. For agencies that report in the North Carolina Accounting System (NCAS), much of the required fee information has already been added to the spreadsheet. The amounts collected for FY 2018-19 are listed exactly as reported to NCAS and cannot be adjusted. The final fee report will be publicly available on the OSBM website.

For more information on completing the report, initial login information, or any other questions, please contact Susie Esealuka at (984) 236-0629 or via email: Susie.Esealuka@osbm.nc.gov.

We appreciate your assistance.

cc: Fee Report Contacts for FY 2017-18
    Adam Brueggemann, OSBM

**Mailing address:**
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Raleigh, NC  27699-0320

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984-236-0600 ** FAX: 984-236-0630
An EEO/AA Employer

**Office location:**
430 N. Salisbury Street, 4th Floor
Raleigh, NC  27603

## FY 2018-19 Fee Report Instructions

Please complete the following steps. Your data is due on Friday February 21, 2020.

1. The reporting period will open on Wednesday, January 15ᵗʰ.  An invitation email will be sent to each agency with a link to the agency's personalized Smartsheet spreadsheet.

2. After receiving the invitation email, follow the link and create an account in the Smartsheet application. If you forget your account information, OSBM will not be able to reset your password. You may reset your password through the Smartsheet account. This application is free for your use.

3. Read online instructions and definitions. https://www.osbm.nc.gov/fee-report-instructions.

4. Verify any existing information defaulted for each fee. Then enter the number of times that the fee was collected in FY2018-19 and the amount collected for each specific fee. Some accounts have multiple fees under the account.  We ask that you provide data at the lowest level available to you.

5. As needed, add extra rows to detail new fees not listed.  You may add columns for your own use, but they will not be picked up in the final published report.

6. Because Smartsheet works like other spreadsheet tools, you may filter, move columns or adjust the view in any way that assists you in data entry.

7. Please do not delete rows or delete columns.   Use the Comments field to explain if the fee on a row is no longer collected.


In previous years, you were asked to notify OSBM when your report was complete.  This step is no longer needed.

**The reporting window will be automatically closed after Friday, February 21 and you will no longer be able to access the spreadsheet.**