

DATA DEFINITIONS

- The following definitions describe each column of the Fee Report online reporting spreadsheet (in the Smartsheet application).

Data Field	Description
Organization Type	Organization Type is a broad category that indicates if the Fee is collected by an Agency or Board/Commission. This field might be hidden, depending on your view.
Company	A 4-digit identifier that indicates the Organization for the fee. Boards and Commissions that do not report to NCAS have been assigned a comparable Company Code to assist with roll-up reporting and analysis.
Organization	The Organization field contains one of the following: <ul style="list-style-type: none"> The specific agency name North Carolina Occupational Licensing Boards (the high-level rollup for all Boards and Commissions)
Division or Board/Commission	Within the Organization, if there is an independently operating organization, it will be listed in the Division field. Examples: specific boards and commissions, large organization units within the Dept. of Health and Human Services or Department of Transportation.
Budget Code	A 5-digit identifier that indicates the Budget account for the fee. Boards and Commissions that do not report to NCAS have been assigned a comparable Budget Code to assist with roll-up reporting and analysis.
Fund Code	A 4-digit identifier that indicates the Fund account for the fee. Boards and Commissions that do not report to NCAS have been assigned a comparable Fee Code to assist with roll-up reporting and analysis.
Fund Title	The descriptive Fund Title associated with the Fund Code
Account Code	A 9-digit identifier that indicates the Account associated with the fee. NCAS holds accounts at both a 5-digit and 9-digit level. To assist with roll-up reporting and analysis, all Account Codes have been converted to 9-digits. Boards and Commissions that do not report to NCAS have been assigned a comparable Account Code to assist with roll-up reporting and analysis.
Account Title	The descriptive Account Title associated with the Account Code

Data Field	Description
Fee Type	<p>To create a rollup for easier reporting and analysis, Fees are mapped into a Fee Type category based on a range of NCAS Account Codes.</p> <p>Please see the mapping chart in the 'Fee Type' section of this document.</p>
Fee Title	<p>The title and/or the description of the fee being charged. Fees represent funds received during the fiscal year for the use of a property, the provision of a service, or the exercise of a regulated privilege.</p>
Number Collected – This Fee Only	<p>The total number of collections for the fee during the fiscal year.</p>
Amount Collected – This Fee Only	<p>The total dollar amount of revenues collected for the fee during the fiscal year.</p>
NCAS Amount - Total for All Fees in Account	<p>Boards and Commissions that do not report through the North Carolina Accounting System (NCAS) will not have a value defaulted in this field.</p> <p>Organizations that do report through NCAS will have the NCAS collection amount for the ENTIRE ACCOUNT provided as a starting point for the preparation of the report. Users may split out the amounts based on the specific Fee situation.</p> <p>If there are multiple Fees in the same Account, the NCAS Amount will be the same on each row.</p> <p>This column is provided as reference only. It is locked to entry.</p>
Check Box if Fee Should Be Deleted	<p>If the Fee listed on the row is no longer current should be removed, click the checkbox.</p>
Check Box if this is a new Fee for this FY	<p>If the Fee listed on the row was identified by NCAS but did not appear on the prior FY report, the checkbox will be checked by default.</p> <p>Users can also check this box to help identify rows that may need additional update / review of new information.</p>
Fee – Lowest Rate	<p>Some Fees have a range of costs. This field represents the lowest fee in the range that is in effect on the last day of the fiscal year.</p> <p>If a range is not used, then the Lowest Rate and Highest Rate will be the same.</p>
Fee – Highest Rate	<p>Some Fees have a range of costs. This field represents the highest fee in the range that is in effect on the last day of the fiscal year.</p> <p>If a range is not used, then the Lowest Rate and Highest Rate will be the same.</p>
Fee is Per	<p>While many Fees are per "item," some are collected according to another counting methodology.</p>

Data Field	Description
	Examples: per hour, per page, per site, per credit hour, per square foot, etc.
Frequency	Represents how often the fee is collected. Some fees are only collected on demand (“per occurrence”) while others occur according to a regular collection schedule: daily, weekly, yearly, etc.
Date Last Changed	The date of the last change in the fee rate.
Statutory Authority	The citation from the North Carolina General Statutes that authorizes the collection of the fee.
Administrative Authority	The citation from the North Carolina Administrative Code that authorizes the collection of the fee.
Comments	Any comments added by the reporting agency to describe the fee and/or discrepancies or missing information in the collection fields.

FEE TYPE MAPPING

To create a rollup for easier reporting and analysis, Fees are mapped into a Fee Type category based on a range of NCAS Account Codes.

NCAS Account Code Range	Fee Type
434310	Sale of Goods or Publications
434410 - 434430	Rentals
435100	Business License Fees
435200 - 435261	Non-Business Permit/License Fees
435300	Certification Fees
435400 - 435460	Inspection/Examination Fees
435500	Fines, Penalties, and Assessment Fees
435600	Registration Fees
435700	General Admission Fees
435800 - 435850	Tuition and Fees
435900	Other Licenses, Fees, and Permits