



STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER  
GOVERNOR

CHARLES PERUSSE  
STATE BUDGET DIRECTOR

October 29, 2021

MEMORANDUM:

TO: Department Heads and Chief Fiscal Officers  
All State Agencies

FROM: Charles Perusse *Charles Perusse*

SUBJECT: Lapsed Salary Report, **Due November 15, 2021**

Pursuant to G.S. 143C-6-9 the Office of State Budget and Management is required to coordinate the use of lapsed salaries across state government in order to provide a report to the General Assembly. Lapsed salaries are the budgeted amount of salaries and associated benefits not expended during a period in which a position is vacant. OSBM is requesting that agencies provide information via Smartsheet in order to comply with the reporting requirements. Pursuant to Section 3.8.7 of the State Budget Manual, agencies are responsible for calculating lapsed salary funds generated and must provide them upon request.

All users will be provided with a link to a Smartsheet spreadsheet for the completion of the Lapsed Salary Reporting Information. OSBM has already contacted each agency to obtain the necessary contact for your organization. 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.

OSBM is asking agencies to provide the following:

- Lapsed Salary Accrued: Provide the total amount of lapsed salary funds for General Fund Appropriations and receipts or Transportation revenue agency generated for FY 2020-21.
  - In order to calculate Lapsed Salary Accrued, please perform the following:
    - Compare the Certified Budget versus the Actual Expenditures for FY 2020-21 for all personnel (531XXX) accounts.
    - The difference between certified and actual is the generated lapsed salary.
- Full Time Equivalent Lapsed Salary Accrued by funding source.
  - In order to calculate the lapsed salary by funding source, please perform the following calculation:
    - Run a vacant position report through BEACON for June 2021.

- Calculate a ratio between vacant receipt positions and General Fund appropriated positions. For example, if 60% of vacancies General Fund positions than 60% of lapsed salary was General Fund supported.
  - This ratio will provide the amount of lapsed salary between General Fund appropriated versus receipt sources.
  - Please also provide Budgeted Positions, Vacant Positions, and calculated vacancy rate for June 2021.
- Use of Lapsed Salary Generated: Provide the use of all lapsed salary generated, summarized at the three-digit account level. Agencies may utilize the RK 341 Lapsed Salary Report located within IBIS in order to generate this report.

For more information on completing the report, initial login information, or any other questions, please contact Mark Bondo at (984) 236-0684 or via email (preferred): [mark.bondo@osbm.nc.gov](mailto:mark.bondo@osbm.nc.gov).

We appreciate your assistance in ensuring this report is completed by **November 15, 2021**.

cc: Lapsed Salary Report Contacts for FY 2020-21  
Casey Harris-Pratt, OSBM