



***Fee Report Webinar***

***December 2***

Integrity

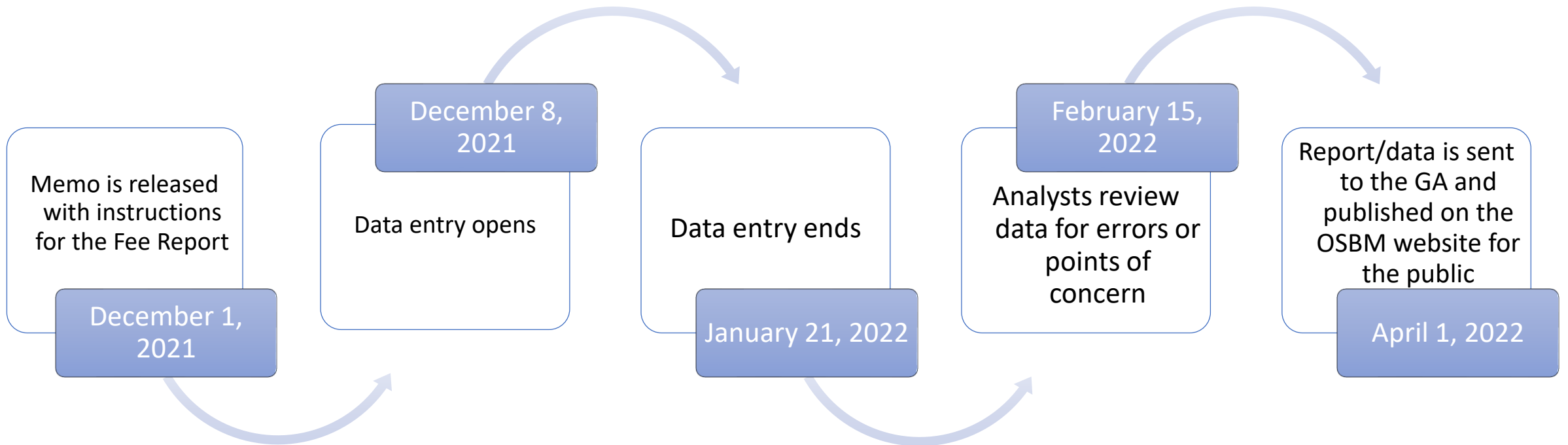
Innovation

Excellence

Teamwork



# Timeline





### **§ 143C-9-4. Biennial fee report.**

The Office of State Budget and Management shall prepare a report biennially on the fees charged by each State department, bureau, division, board, commission, institution, and agency during the previous two fiscal years. The report shall include the statutory or regulatory authority for each fee, the amount of the fee, when the amount of the fee was last changed, the number of times the fee was collected during the prior fiscal year, and the total receipts from the fee during the prior fiscal year. (2006-203, s. 3; 2007-323, s. 6.3.)



## Background

- To compile the report, a data query is pulled from the North Carolina Accounting System (NCAS) by Budget Code, Fund Code and Account Code. Agencies are asked to inspect the data and add additional fields to describe each Fee. In some cases, multiple Fees are held within the same Budget Code / Fund Code / Account Code combination and must be split out.
- Only a small number of Boards and Commissions use the NCAS system for their accounting. Boards and Commissions that do not report to NCAS have been assigned comparable Budget Codes, Account Codes and Fund Codes to assist with roll-up reporting and analysis.
- Fees without an amount or number of collections are generally accompanied with a comment explaining the absence of information.
- For additional information about any fee listed, please contact the Agency directly.



## Fee Types

Fee Type	NCAS Range
University/Community College Auxiliary Sales	434195
Sale of Goods or Publications	434310
Rentals	434410 - 434430
Business License Fees	435100
Non-Business Permit/License Fees	435200 - 435261
Certification Fees	435300
Inspection/Examination Fees	435400 - 435460
Fines, Penalties, and Assessment Fees	435500
Registration Fees	435600
General Admission Fees	435700
Tuition and Fees	435800 - 435850
Other Licenses, Fees, and Permits	435900



## Getting Started

- Each Fee Report contact at the agency / board / commission will be sent a link to the online spreadsheet collection form in the **Smartsheet** application. You are welcome to share this link from within the application to others in your organization if multiple people need to edit the data.
- The spreadsheet contains one row for each Fee with columns that collect data about that fee. When possible, information from the prior year's Fee Report has been defaulted into the spreadsheet. All defaulted information should be checked and updated as needed.
- All rows require that the following new information be provided for the fiscal year:
  - the number of times the fee was collected in FY2020-21
  - the total dollar amount collected for that fee in FY2020-21



## Getting Started

- A fee that is no longer needed can be indicated on the column labeled “Check box if Fee should be deleted.”
- All data provided will be incorporated into a report that is sent to the Legislature and posted publicly. Please be aware of spelling and grammar.
- For any item that requires a number, text is not an option. For example, if you wrote “varies,” it will show up as blank. Please include these comments in the notes column.



## Helpful Links

[OSBM Fee Report Site](#)

[Data Definitions](#)

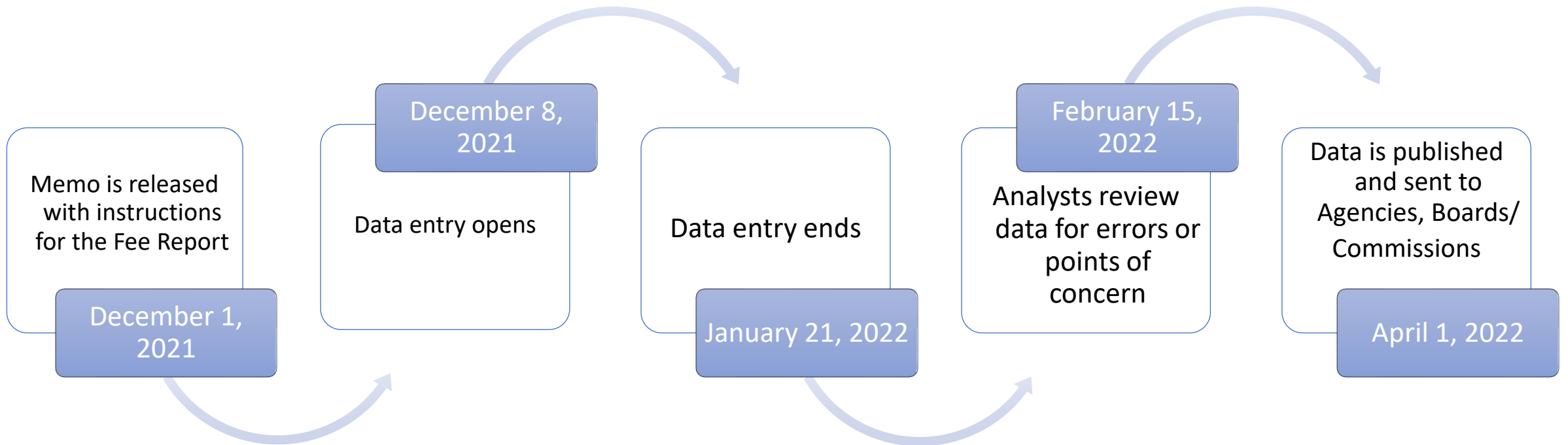
[Fee Report Instructions](#)

[Fee Types](#)





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## Contacts

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*Thanks! Any  
questions?*

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