Memorandum is released with instructions for the Fee Report

December 1, 2021

Data entry opens

December 8, 2021

Data entry ends

January 21, 2022

Analysts review data for errors or points of concern

February 15, 2022

Report/data is sent to the GA and published on the OSBM website for the public

April 1, 2022
§ 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.)
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.
<table>
<thead>
<tr>
<th>Fee Type</th>
<th>NCAS Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>University/Community College Auxiliary Sales</td>
<td>434195</td>
</tr>
<tr>
<td>Sale of Goods or Publications</td>
<td>434310</td>
</tr>
<tr>
<td>Rentals</td>
<td>434410 - 434430</td>
</tr>
<tr>
<td>Business License Fees</td>
<td>435100</td>
</tr>
<tr>
<td>Non-Business Permit/License Fees</td>
<td>435200 - 435261</td>
</tr>
<tr>
<td>Certification Fees</td>
<td>435300</td>
</tr>
<tr>
<td>Inspection/Examination Fees</td>
<td>435400 - 435460</td>
</tr>
<tr>
<td>Fines, Penalties, and Assessment Fees</td>
<td>435500</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>435600</td>
</tr>
<tr>
<td>General Admission Fees</td>
<td>435700</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>435800 - 435850</td>
</tr>
<tr>
<td>Other Licenses, Fees, and Permits</td>
<td>435900</td>
</tr>
</tbody>
</table>
• 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
• A fee that is no longer needed can 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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April 1, 2022
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Thanks! Any questions?

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