



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

September 30, 2022

MEMORANDUM

TO: Department Heads and Chief Financial Officers  
All State Departments, Institutions, and Agencies

FROM: Charles Perusse *Charles Perusse*

SUBJECT: Base Budget Instructions for 2023-25 Biennium

**2023-25 Biennium Base Budget Kick-Off Training**

**Thursday, October 6th**

**1:00 – 2:30 p.m.**

**[Microsoft Teams Meeting Link](#)**

**Use this link to join the meeting at the appropriate time**

The Office of State Budget and Management (OSBM) is beginning the preparation of Governor Cooper's 2023-25 biennial budget recommendations to the 2023 General Assembly. The base budget is the first step in this process and will kick off next week with a meeting on October 6th for agency budget staff. There are many deliverables and deadlines throughout the process with all base budget work completed by December 16th. Instructions for change (or expansion) budget requests will be issued in November.

OSBM requires that agencies use the Base Budget Preparation process to better reflect actual expenditures and revenue collections and provide a more accurate spending plan for the 2023-25 biennium. An accurate base budget promotes effective decision making, increases transparency, and reduces the number of required budget revisions. The Base Budget should reflect a budget proposal for the 2023-25 biennium that effectively uses limited resources to deliver programs and services that meet the needs of North Carolinians and empower people and businesses to realize their full potential.

Agencies should engage internally and with OSBM in a collaborative effort to complete the tasks laid out in the accompanying base budget instructions. For agencies, the process should include not only budget and financial staff but also program directors, CIOs, and other members of agency senior leadership. OSBM Budget Execution Analysts are available to provide technical assistance and guidance to agencies to ensure a recommended base budget that accurately reflects ongoing agency operations.

OSBM will be conducting meetings with the leadership of all agencies as part of quarterly reviews in October and November and agencies should be prepared to discuss base budget realignments at that time.

Base Budget instructions for the 2023-25 biennium have been posted to [the OSBM website](#). The instructions and related job aids provide detailed guidelines for preparing the base budget with accompanying deadlines for completing key steps. An executive summary provides an overview of the budget process.

Thank you for your continued partnership. Your leadership and management of the budget is to be commended, and we look forward to working with you during the budget development process. Please do not hesitate to contact your OSBM budget execution analyst if you have any questions about the base budget process.