



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

July 3, 2019

MEMORANDUM

TO: Department Heads and Chief Financial Officers
Community College Presidents and Chief Financial Officers
All Occupational Licensing Boards

FROM: Charles Perusse *Charles Perusse*
State Budget Director

SUBJECT: Approval of Collection Costs Worksheet for Civil Penalties, Fines, and Forfeitures

The Office of State Budget and Management (OSBM) is required by G.S. 115C-457.2 to approve the percentage of civil penalties, fines, and forfeitures collected by State agencies, (universities, community colleges, boards and commissions; hereafter referred to as agencies), which can be withheld as collection costs. The percentage is based on the actual collection costs incurred by the agencies for the prior year and cannot exceed 20 percent of the amount collected.

Agencies must submit for OSBM's approval a Collection Costs Worksheet that reflects their actual costs of collecting civil penalties, fines and forfeitures for the previous year. **No collection costs can be retained by agencies in FY 2019-20 until OSBM has approved the Collection Costs Worksheet.** If agencies plan to retain collections costs in the month of July, the Worksheet must be submitted to OSBM no later than July 22, 2019.

Attached is the Collection Costs Worksheet which includes instructions and an example. Please complete this worksheet and email to OSBM at CollectionCosts@osbm.nc.gov. Only the Department of Revenue should complete the DOR Collection Costs Worksheet. If you have any questions, please contact your OSBM Budget Execution Analyst.

Attachments: Collection Costs Worksheet

cc: Jennifer Haygood, NCCCS
Lynne Sanders, UNC System Office