

## STATE OF NORTH CAROLINA Office of State Budget and Management



Employment First State for Individuals with Disabilities

July 6, 2021

ROY COOPER GOVERNOR CHARLES PERUSSE STATE BUDGET DIRECTOR

## **MEMORANDUM**

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

- FROM: Charles Perusse Charles Hanse 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 the General Assembly (G.S. <u>115C-457.2</u>) to approve the percentage of the 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 2021-22 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 23, 2021. If you do not retain collections costs, please do not respond to this request.

Attached is the Collection Costs Worksheet which includes instructions and an example. Please complete this worksheet and email to OSBM at <u>CollectionCosts@osbm.nc.gov</u>. 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: Elizabeth Grovenstein, NCCCS Jennifer Haygood, UNC System Office