



STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER  
GOVERNOR

KRISTIN WALKER  
STATE BUDGET DIRECTOR

March 28, 2024

TO: Department Heads and Chief Fiscal Officers  
All State Agencies, Institutions, Boards/Commissions, and Community Colleges

FROM: Kristin Walker *Kristin Walker*  
State Budget Director

SUBJECT: Fee Report Information for FY 2022-23 - **Due Friday, May 10, 2024**

The Office of State Budget and Management (OSBM) is collecting data on fees charged by each State department, bureau, division, board, commission, institution, and agency for FY 2022-23 (July 1, 2022 - June 30, 2023) in accordance with [G.S. 143C-9-4](#). All agencies that collected fees during FY 2022-23 are required to report.

Fee information will be collected electronically using Smartsheet. The reporting window will open Monday, April 8 and automatically close on **Friday, May 10, at 5:00 PM.**

Instructions and definitions for reviewing, editing, and entering information is available on OSBM's [website](#). OSBM will also offer office hours each Tuesday from 1 to 2:00 PM during the data collection period (April 8-May 10). OSBM will share meeting links via e-mail and post them on the website.

All users will receive a link via email to their organization's personalized Smartsheet for completing fee reporting information. Users may need to complete a one-time registration for a Smartsheet account. Each agency's spreadsheet can be shared within their organization to allow others to input information.

For agencies that now report using the North Carolina Financial System (NCFS), much of the required FY 2022-23 fee information has already been compiled from the former North Carolina Accounting System (NCAS). The amounts collected for FY 2022-23 are listed exactly as reported to NCAS and cannot be adjusted.

Contact OSBM at [FeeReport@osbm.nc.gov](mailto:FeeReport@osbm.nc.gov) with any questions about the report or reporting process. The final fee report will be available on the OSBM website.

Thank you for your assistance!

cc: Lanier McRee, OSBM  
Darryl Childers, OSBM