



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



JOSH STEIN
GOVERNOR

KRISTIN WALKER
STATE BUDGET DIRECTOR

May 20, 2025

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

FROM: Kristin Walker, State Budget Director *Kristin Walker*

SUBJECT: Fee Report Information for FY 2023-24 - **Due Friday, June 27, 2025**

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 2023-24 (July 1, 2023 - June 30, 2024) in accordance with G.S. 143C-9-4. All agencies that collected fees during FY 2023-24 are required to report.

Fee information will be collected electronically using Smartsheet. The reporting window will open Tuesday, May 20 and automatically close on Friday, June 27, at 5:00 PM. Instructions and definitions for reviewing, editing, and entering information are available on OSBM's website. OSBM will also offer office hours each Tuesday from 1:00 to 2:00 PM during the data collection period (May 27 - June 24). 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.

Unlike previous Fee Report production cycles, the data to be included will now be entirely sourced from the North Carolina Financial System (NCFS) for those agencies/boards who report using this system. The amounts recorded in NCFS (as collected) for FY 2023-24 will be available as a reference and cannot be adjusted.

Contact OSBM at 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: Darryl Childers, OSBM