



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

August 19, 2022

MEMORANDUM

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

FROM: Charles Perusse *Charles Perusse*  
State Budget Director

SUBJECT: OSBM to Pilot Program Inventories

The North Carolina Office of State Budget and Management (OSBM) intends to expand its use of program inventories to make data-driven budget recommendations. The long-term goal is to inventory all state agency programs, but OSBM will begin conducting inventories this fall for select divisions and offices representing a cross-section of state government.

Program inventories comprehensively identify state government programs and summarize program objectives, operational highlights, and budget context. Inventories will help OSBM analysts better partner with agencies in creating strong budget request business cases. Agencies may also choose to use completed inventories to inform internal analysis, strategic planning, etc.

The multi-step pilot process will proceed as follows:

- September-October: OSBM analysts complete first draft inventory with available data.
- October-November: OSBM analysts engage agency partners to review accuracy and completion of program, financial, and other related information.
- November-December: Agencies receive completed inventories for final review and to support Long Session budget development.

OSBM will notify the Directors of selected divisions in mid-September and request a point of contact for inquiries. We appreciate your support and engagement. If you would like your division to be considered for prioritization, please submit your nomination in this [brief form](#) by Friday, August 26th.

Please contact your budget development analyst if you have any questions.

cc: Kristin Walker      Lanier McRee  
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