



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER
GOVERNOR

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STATE BUDGET DIRECTOR

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TO: Department Budget Officers, Chief Financial Officers
All State Departments, Institutions, and Agencies

FROM: Kristin Walker *Kristin Walker*

SUBJECT: Tracking Hurricane Helene Related Expenditures

Helene has left unparalleled devastation in the western part of our state, and state agencies have been quick to respond. As your agency engages in disaster response, the Office of State Budget and Management (OSBM) asks that you track Helene-related expenditures and reported damages. Better tracking now will greatly assist with ensuring reimbursements are made and with assessing total damages. We will be in touch this week with more information regarding the Damage and Needs Assessment and additional information we will need from all agencies.

Agencies and universities should adhere to the NC Division of Emergency Management instructions on documenting costs. To ensure these costs are tracked appropriately in NCFS, agencies and universities should follow the guidance below in appropriately tracking Helene-related expenditure and disaster funding:

Operating Expenditures

- **State Agencies:**
 - Each agency needing to track expenditures related to Helene disaster recovery should submit a request for a new PROJECT in NCFS following the instructions on [OSC's webpage](#).
 - The project should begin with the agency number followed by H, with the remaining 7 digits up to the agency's discretion (example: 14H000024).
 - Agencies should request that OSC assign a Helene "Descriptive Flex Field (DFF)" when requesting a new Helene-related Project.
- **Universities:**
 - Each university with a need to track expenditures related to Helene disaster recovery should follow instructions on [OSC's webpage](#) to request a new PROGRAM in NCFS.
 - Universities should use new PROGRAM UH00024 as the identifier.
- Please note OSC received several AMU and Program requests related to tracking Helene activity. Any Chart of Account segments already submitted to OSC and established in NCFS will be inactivated to maintain consistency across all State entities.
- OSC is working on updated reporting to be available in the coming weeks to assist with tracking activity related to Helene and the disaster recovery efforts.

Capital Expenditures

- Agencies and campuses should set up separate budget funds to track expenditures on capital projects related to Hurricane Helene.

Reimbursable Staff Time

- Please track staff time for all employees that you believe may be eligible for FEMA reimbursement using an appropriate charge object. If needed, establish a charge object to track this time. To create a new charge object, someone in your agency must have Charge Object Maintainer access. At this point, there is not a universal charge object for Hurricane Helene.
- Please maintain close communication with your HR Directors regarding OSHR guidance on leave and pay options. OSHR issued an initial memo on September 30, 2024, and additional guidance is forthcoming.

Tracking Helene-related expenditures and damages will be crucial as the state works to determine the extent of damages and needs to provide to the Governor and General Assembly. This information serves in identifying potential federal and state programs available for assistance and funding levels needed.

Thank you for everything you do on behalf of North Carolinians. We are all in this together.