Fee Report Overview

OFFICE OF STATE BUDGET AND MANAGEMENT

Integrity

Innovation

Teamwork

Excellence

March 28, 2024
Memo is released with instructions for the Fee Report

April 8, 2024
Data entry opens

May 10, 2024
Data entry ends

May 20, 2024
Analysts review data for errors or points of concern

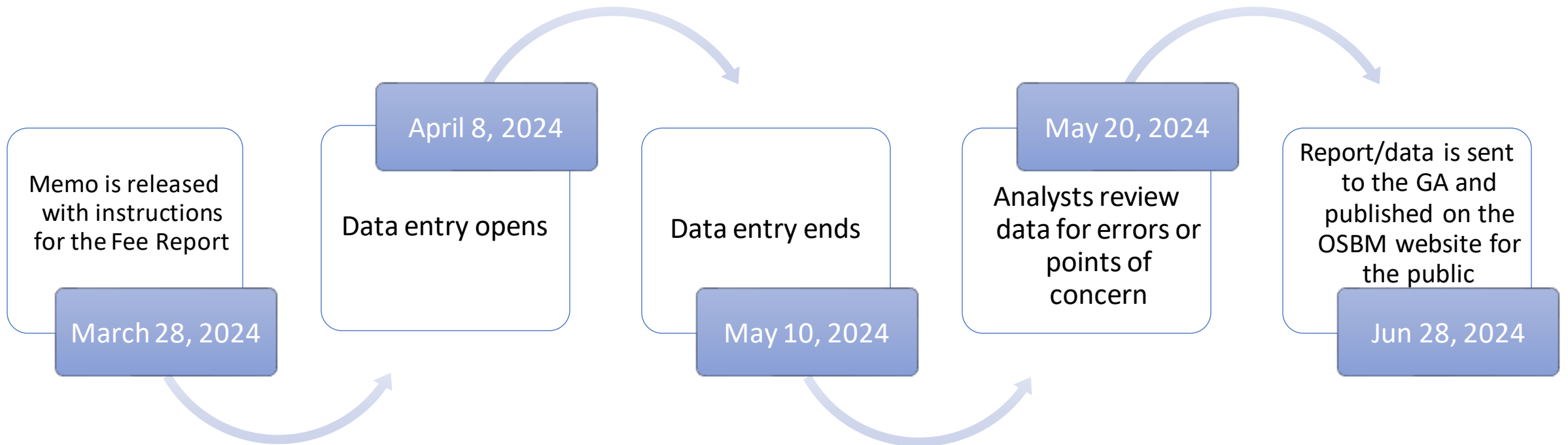**Jun 28, 2024**
Report/data is sent to the GA and published on the OSBM website for the public

§ 143C-9-4. Biennial fee report.

The Office of State Budget and Management shall prepare a report biennially on the fees charged by each State department, bureau, division, board, commission, institution, and agency during the previous two fiscal years. The report shall include the statutory or regulatory authority for each fee, the amount of the fee, when the amount of the fee was last changed, the number of times the fee was collected during the prior fiscal year, and the total receipts from the fee during the prior fiscal year. (2006-203, s. 3; 2007-323, s. 6.3.)

To compile the report, a data query is pulled from the North Carolina Accounting System (NCAS) by Budget Code, Fund Code and Account Code.

- Agencies inspect the data and add additional fields to describe each Fee.
- If multiple Fees are within the same Budget Code / Fund Code / Account Code combination, fees must be split out.
- Boards and Commissions that do not report to NCAS have been assigned comparable Budget Codes, Account Codes and Fund Codes to assist with roll-up reporting and analysis.
- Fees without an amount or number of collections should have a comment explaining the absence of information.

Fee Types

Fee Type	NCAS Range
University/Community College Auxiliary Sales	434195
Sale of Goods or Publications	434310
Rentals	434410 - 434430
Business License Fees	435100
Non-Business Permit/License Fees	435200 - 435261
Certification Fees	435300
Inspection/Examination Fees	435400 - 435460
Fines, Penalties, and Assessment Fees	435500
Registration Fees	435600
General Admission Fees	435700
Tuition and Fees	435800 - 435850
Other Licenses, Fees, and Permits	435900

Know Your Fee Report Contact!

- Each contact at agency/board/ commission will receive a link to online spreadsheet collection form in **Smartsheet.**

- Share this link from within the application with others if multiple people need to enter/edit the data.

- Need up update the Fee Contact? Send updates to FeeReport@osbm.nc.gov

Know Your FY 2022-23 Fee Data!

- Collection form has *one row* for *each* Fee

- Check & update prior year's Fee Report date defaulted, if provided

- You must update:
  - Number of times fee was collected in FY2022-23
  - Total dollar amount collected for that fee in FY2022-23

TIPS

- If a fee is no longer needed check column labeled *"Check box if Fee should be deleted."*

- All data will be incorporated into a report OSBM submits to Legislature and posts online. Please be aware of spelling and grammar.

- Do not use text for items that require a number. For example, if you wrote "varies" for an amount, it will show up as blank. Please include these comments in the notes column.
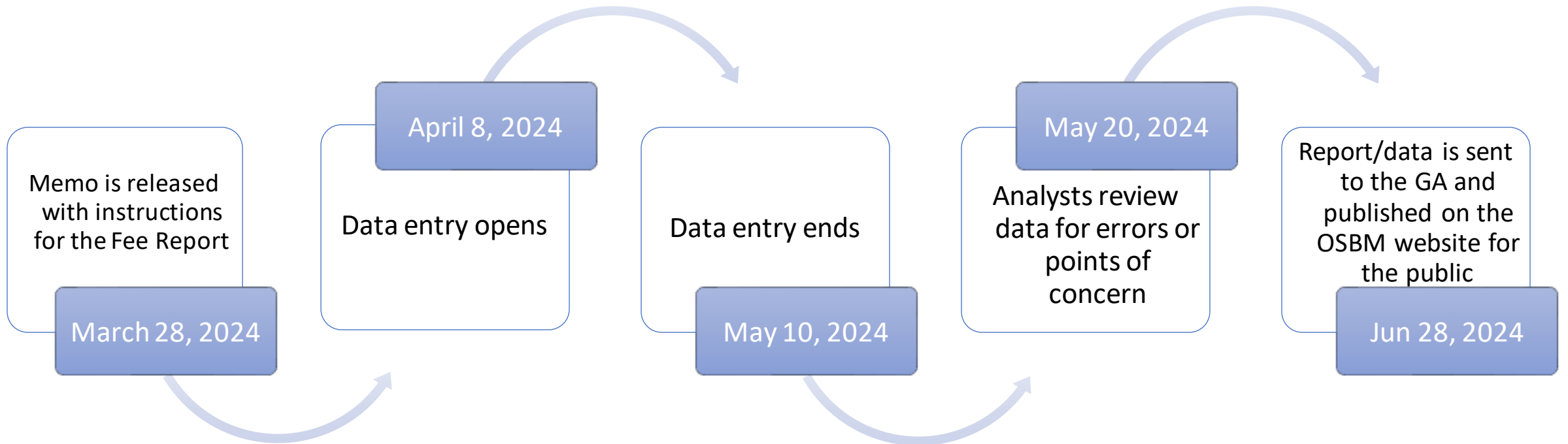
Helpful Links

[OSBM Fee Report Site](#)

[Data Definitions](#)

[Fee Report Instructions](#)

[Fee Types](#)

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Jun 28, 2024

Smartsheet Demonstration

Marissa Doctrove *(Senior Budget Analyst)*

Peter Kane *(Budget Analyst)*

- **Via e-mail FeeReport@osbm.nc.gov**

Thanks! Any questions?

E-mail:
FeeReport@osbm.nc.gov

Website:
www.osbm.nc.gov

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