



**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

July 8, 2020

MEMORANDUM

TO: Department Heads and Chief Financial Officers  
Community College Presidents and Chief Financial Officers  
All Occupational Licensing Boards

FROM: Charles Perusse *Charles Perusse*  
State Budget Director

SUBJECT: Approval of Collection Costs Worksheet for Civil Penalties, Fines, and Forfeitures

The Office of the State Budget and Management (OSBM) is required by the General Assembly ([G.S. 115C-457.2](#)) to approve the percentage of the civil penalties, fines, and forfeitures collected by State agencies, universities, community colleges, boards, and commissions (hereafter referred to as agencies) which can be withheld as collection costs. The percentage is based on the actual collection costs incurred by the agencies for the prior year and cannot exceed 20 percent of the amount collected.

Agencies must submit for OSBM's approval a Collection Costs Worksheet that reflects their actual costs of collecting civil penalties, fines, and forfeitures for the previous year. **No collection costs can be retained by agencies in FY 2020-21 until OSBM has approved the Collection Costs Worksheet.** If agencies plan to retain collections costs in the month of July, the Worksheet must be submitted to OSBM no later than July 23, 2020. **If you do not retain collections costs, please do not respond to this request.**

Attached is the Collection Costs Worksheet which includes instructions and an example. Please complete this worksheet and email to OSBM at [CollectionCosts@osbm.nc.gov](mailto:CollectionCosts@osbm.nc.gov). Only the Department of Revenue should complete the DOR Collection Costs Worksheet. If you have any questions, please contact your OSBM Budget Execution Analyst.

Attachments: Collection Costs Worksheet

cc: Jennifer Haygood, NCCCS  
Sarah Smith, UNC System Office