



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER
GOVERNOR

KRISTIN WALKER
STATE BUDGET DIRECTOR

February 1, 2023

MEMORANDUM

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

FROM: Kristin Walker *Kristin Walker*

SUBJECT: Fee Report Information for FY 2021-22 - **Due Friday, March 31, 2023**

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 2021-22 (July 1, 2021-June 30, 2022) in accordance with [G.S. 143C-9-4](#). Each agency that reported fees previously, and those that have collected fees during FY 2021-22, are required to report.

Fee information will be collected electronically this year using Smartsheet. Instructions and definitions for reviewing, editing, and entering information on-line are provided on the [website](#). Individuals entering data should read the instructions and definitions prior to beginning data entry. OSBM will host a webinar on Thursday, February 9th at 3:30 PM to discuss Smartsheet data entry.

All users will be provided with a link to their organization's personalized Smartsheet spreadsheet for the completion of the Fee Reporting information. You will need to complete a one-time registration for a Smartsheet account. Users will also be able to share their agency's spreadsheet within their organization to allow others to also input information.

Fee types included are based on the information provided in previous fee reports and those categories of interest to OSBM and the General Assembly. For agencies that report in the North Carolina Accounting System (NCAS), much of the required fee information has already been added to the spreadsheet. The amounts collected for FY 2021-2022 are listed exactly as reported to NCAS and cannot be adjusted. The final fee report will be publicly available on the OSBM website.

For more information on completing the report, initial login information, or any other questions, please contact Hallee Haygood at hallee.haygood@osbm.nc.gov or Diane Upshaw at diane.upshaw@osbm.nc.gov.

Thanks for your assistance!

cc: Fee Report Contacts for FY 2020-21
Casey Harris-Pratt, OSBM
Jennifer Neisner, OSBM

FY 2021-22 Fee Report Instructions

Please complete the following steps. Your data is due by Friday March 31, 2023.

1. The reporting period will open on Monday, February 13, 2023. An invitation email will be sent to each agency with a link to the agency's personalized Smartsheet spreadsheet.
2. After receiving the invitation email, follow the link and create an account in the Smartsheet application. If you forget your account information, OSBM will not be able to reset your password. You may reset your password through the Smartsheet account. This application is free for your use for Fee Reporting.
3. Read online instructions and definitions [here](#).
4. Verify any existing information defaulted for each fee then enter the number of times that the fee was collected in FY2021-22. and the amount collected for each specific fee. Some accounts have multiple fees under the account. We ask that you provide data at the lowest level available to you.
5. As needed, add extra rows to detail new fees not listed.
6. A fee that is no longer needed can indicated on the column labeled "Check box if Fee should be deleted."

In previous years, you were asked to notify OSBM when your report was complete. This step is no longer needed.

The reporting window will be automatically closed after Friday, March 31, 2023, and you will no longer be able to access the spreadsheet.