



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

September 5, 2024

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

FROM: Kristin Walker *Kristin Walker*
State Budget Director

SUBJECT: Base Budget Instructions for 2025-27 Biennium

The Office of State Budget and Management (OSBM) is beginning the preparation of 2025-27 biennial budget recommendations to the 2025 General Assembly. Preparation of the base budget is the first step in this process and will kick off next week with meetings on September 12th for agency and university budget staff. Instructions for change budget requests will be issued in early October.

OSBM requires that agencies use the base budget process to better reflect actual expenditures and revenue collections and provide a more accurate spending plan for the 2025-27 biennium. An accurate base budget promotes effective decision making, increases transparency, and reduces the number of required budget revisions.

Agencies should engage internally and with OSBM in a collaborative effort to complete the tasks laid out in the accompanying base budget instructions. For agencies, the process should include not only budget and financial staff but also program directors, CIOs, and other members of agency senior leadership. OSBM Budget Execution Analysts are available to provide technical assistance and guidance to agencies to ensure a recommended base budget that accurately reflects ongoing agency operations.

OSBM will be conducting meetings with the leadership of all agencies as part of quarterly reviews in September and October and agencies should be prepared to discuss base budget realignments at that time.

Base Budget instructions for the 2025-27 biennium have been posted to [the OSBM website](#). The instructions and related job aids provide detailed guidelines for preparing the base budget. An executive summary provides an overview of the budget development process.

2025-27 Biennium Base Budget

Agency Kick-Off Training

Thursday, September 12th

10:00 – 11:00 am

OSBM: 2 South Salisbury Street

Old Revenue Building

Raleigh, NC 27601

Blue Ridge Training Room (A309)

[Register to attend](#)

UNC Kick-Off Training

Thursday, September 12th

3:00 – 4:00 pm

Details to Follow

Thank you for your continued partnership. Your leadership and management of the budget is to be commended, and we look forward to working with you during the budget development process. Please do not hesitate to contact your OSBM budget execution analyst if you have any questions about the base budget process.