

M E M O R A N D U M  
#2009 - 01

**TO:** Agency Heads  
Chief Fiscal Officers

**FROM:** Jennifer W. Davis, Director  
Office of Management and Budget

**DATE:** July 11, 2008

**SUBJECT:** FY 2009 Expenditure Reports

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As the Office of Management and Budget (OMB) prepares to formulate the Governor's Recommended Budget for Fiscal Year 2010, I am requesting your assistance to ensure that the actual and projected expenditures for FY 2009 are as accurate and complete as possible.

Therefore, I am asking that each agency provide OMB with an expenditure report projecting surplus/deficits for personnel costs, operating lines, continuing funds and one-time items through June 30, 2009. The first report must be based on actual expenditures through August 31, 2008, and a projection for the remainder of the fiscal year.

Any agency that is projecting a deficit in personnel costs (salaries and OECs) must continue vacancies, as necessary, to remain within the level of funding for personnel costs. (OMB will be notifying you under a separate cover letter of your allocation of personnel costs contained in OMB's contingency account.)

While I recognize the burden compiling this report may place on your agency personnel, I cannot emphasize enough the importance of the accuracy of this information. The information in these reports is critical to the management of state resources.

The first Expenditure Report must be submitted to Karen Field Rogers in OMB no later than September 8, 2008. Your Fiscal and Policy Analyst in OMB should also receive a copy. The reports may be emailed to [Karen.Field.Rogers@state.de.us](mailto:Karen.Field.Rogers@state.de.us) or faxed to OMB at (302) 739-1965.

Column Descriptions (see attached example)

Personnel Costs - Record your projected personnel costs surplus/deficit, including your allocation of personnel costs contained in the personnel cost contingency, as of June 30, 2009.

Non-Salary – Operating Costs - Record your projected non-salary surplus/deficit as of June 30, 2009. This should include travel, contractual, capital, one-times and special lines.

Total - Total of columns 1 and 2.

**Note: Agencies are expected to stay within their budget appropriations.**

Expenditure reports will be due on the following dates:

September 8, 2008

October 14, 2008

November 10, 2008

December 8, 2008

January 12, 2009

February 9, 2009

March 9, 2009

April 13, 2009

May 11, 2009

June 8, 2009

Karen Field Rogers and your Fiscal and Policy Analyst will be available to provide assistance and direction in compiling the information. OMB will expedite delivery of the month-end daily validity report if needed, so that the expenditure reports that are due before the December, March, April, May and June DEFAC meetings can be prepared in a timely manner.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact Karen Field Rogers, Director of Financial Integration at 672-5105 or your analyst.

KFR:sls

Attachment

cc: Analysts

*g:/budget office admin/massmemos/fy2009/2009-01*

*EXAMPLE*

**Department:**

<u>BU/IPU</u>	<b>Personnel Costs Surplus / (Deficit)</b>	<b>Non-Salary Surplus / (Deficit)</b>	<b>Total</b>
<b><u>Office of the Secretary</u></b>			
Personnel Costs	14.0		14.0
Travel		(2.0)	(2.0)
Contractual		3.0	3.0
Energy		23.0	23.0
Supplies		4.0	4.0
Capital			
<b><u>Total</u></b>	<b>14.0</b>	<b>28.0</b>	<b>42.0</b>
<b><u>Community Health</u></b>			
Personnel Costs	575.5		575.5
Travel			
Contractual		25.0	25.0
Energy		(30.0)	(30.0)
Supplies			
Capital			
Paramedics			
Right to Know			
<b><u>Total</u></b>	<b>575.5</b>	<b>(5.0)</b>	<b>570.5</b>
<b><u>Divisional Funding</u></b>			
Formula Salaries	1,120.0		1,120.0
Cafeteria Funds	50.0		50.0
OEC	(800.0)		(800.0)
All Other Costs			25.0
Energy		25.0	25.0
Equalization		150.0	150.0
<b><u>Total</u></b>	<b>370.0</b>	<b>175.0</b>	<b>545.0</b>
<b><u>Total Department</u></b>	<b>959.5</b>	<b>198.0</b>	<b>1,157.5</b>