

M E M O R A N D U M  
#2009-12

**TO:** Chief Fiscal Officers

**FROM:** Karen Field Rogers  
Director of Financial Integration

**DATE:** December 1, 2008

**SUBJECT:** FY 2009 Expenditure Report for December 2008

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Enclosed is the daily Validity Balance Report as of November 30, 2008. In accordance with our Mass Memo #2009-01, this report will help you prepare the monthly Expenditure Report due in the Office of Management and Budget no later than Monday, December 8, 2008. Projections on your complete budget must be reported. Please follow the format provided in the Mass Memo #2009-01.

Personnel costs should be based on expenditures through November 30, 2008. Your allocation of Personnel Costs contained in the Office of Management and Budget's Contingency Account should be added to your appropriated amount to determine your surplus or deficit in Personnel Costs.

This report must be based on actual expenditures through November 30, 2008 and a projection for the remainder of the fiscal year.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact me at (302) 672-5105. Reports can be either faxed to the Office of Management and Budget at (302) 739-1965 or e-mailed to me at [Karen.Field.Rogers@state.de.us](mailto:Karen.Field.Rogers@state.de.us).

KFR:sls

Enclosure

cc: Fiscal and Policy Analysts