

M E M O R A N D U M
#2010-04

TO: Chief Fiscal Officers

FROM: Karen Field Rogers
Director of Financial Integration

DATE: September 1, 2009

SUBJECT: FY 2010 Expenditure Report for September 2009

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, September 14, 2009. Projections on your complete budget must be reported. Please follow the format provided in Mass Memo #2010-01.

Personnel costs should be based on expenditures through August 31, 2009. 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 August 31, 2009 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.

KFR:gsm
cc: Fiscal and Policy Analysts