



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2012 - 01

**TO:** Chief Justice  
Cabinet Members  
Agency Heads  
Chief Fiscal Officers

**FROM:** Ann S. Visalli, Director  
Office of Management and Budget

**DATE:** July 15, 2011

**SUBJECT:** Fiscal Year 2012 Monthly Expenditure Reports - General and Appropriated  
Special Funds

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As the Office of Management and Budget (OMB) prepares to formulate the Governor's Recommended Budget for Fiscal Year 2013, I am requesting your assistance to ensure that the actual and projected expenditures for Fiscal Year 2012 are as accurate and complete as possible.

Please provide OMB with a monthly expenditure report projecting surplus/deficits for General Funds and Appropriated Special Funds for personnel costs, operating lines, continuing funds and other appropriations as listed in Section 1 of the Fiscal Year 2012 Budget Act through June 30, 2012. The first report must be based on actual expenditures through August 31, 2011, and a projection for the remainder of the fiscal year. **PLEASE NOTE:** *the projections should be made for General Funds and Appropriated Special Funds and should be submitted in accordance with the schedule on page 3.*

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.

Fiscal Year 2012 Monthly Expenditure Reports  
July 15, 2011

The first Expenditure Report must be submitted to Leighann Hinkle in OMB no later than September 14, 2011. Your Fiscal and Policy Analyst in OMB should also receive a copy. The reports may be emailed to [Leighann.Hinkle@state.de.us](mailto:Leighann.Hinkle@state.de.us) or faxed to OMB at (302) 739-5661.

Attached is a template for your use when compiling your agency's report.

When determining your personnel costs surplus/deficits for both General Funds and Appropriated Special Funds, please utilize the LAP (list of authorized persons) Report from PHRST. For assistance with downloading the report into Excel, please contact Leighann Hinkle or your Fiscal and Policy Analyst.

When determining your operating costs surplus/deficits for both General Funds and Appropriated Special Funds, please utilize the Daily Validity Report in Document Direct.

Column Descriptions (see attached example)

GF Fiscal Year 2012 Appropriated Amount - Record the amount appropriated in the Fiscal Year 2012 Budget Bill.

GF Amount Expended to Date - Record amounts you have expended to date for both personnel and operating lines. "To date" is to be the last day of the preceding month.

GF Encumbrances - Record amounts you have encumbered to date for operating lines. "To date" is to be the last day of the preceding month.

GF Anticipated Expenditures - Record amounts you anticipate spending this fiscal year that are not yet spent nor encumbered.

GF Surplus / (Deficit)

- Personnel Costs – Record your projected personnel costs surplus/deficit. Please provide a narrative of your assumptions including the number of vacancies, payouts, recoding, over-time, casual and seasonal employment, etc.
- Personnel Contingency – Record your allocation of personnel costs contained in the personnel cost contingency, as of June 30, 2012.
- Operating Costs – Record your projected non-salary surplus/deficit as of June 30, 2012. This should include travel, contractual, energy, supplies, capital, and other appropriations listed in Section 1 of the Fiscal Year 2012 Budget Bill. Please notate any operating lines you will be requesting to have continued for Fiscal Year 2013.

ASF Fiscal Year 2012 Appropriated Amount - Record the amount appropriated in the Fiscal Year 2012 Budget Bill.

ASF Amount Expended to Date - Record the amount you have expended to date for both personnel and operating lines. "To date" is to be the last day of the preceding month.

ASF Encumbrances - Record amounts you have encumbered to date for operating lines. "To date" is to be the last day of the preceding month.

Fiscal Year 2012 Monthly Expenditure Reports  
July 15, 2011

ASF Anticipated Expenditures - Record amounts you anticipate spending this fiscal year that are not yet spent nor encumbered.

ASF Surplus / (Deficit)

- Personnel Costs – Record your projected ASF personnel costs surplus/deficit as of June 30, 2012. Please provide a narrative of your assumptions including the number of vacancies, payouts, recoding, over-time, casual and seasonal employment, etc.
- Operating Costs – Record your projected ASF non-salary surplus/deficit as of June 30, 2012. This should include travel, contractual, energy, supplies, capital, and other appropriations listed in Section 1 of the Fiscal Year 2012 Budget Bill.

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

Expenditure reports will be due on the following dates:

September 14, 2011  
October 12, 2011  
November 16, 2011  
December 14, 2011  
January 11, 2012  
February 15, 2012  
March 14, 2012  
April 11, 2012  
May 16, 2012  
June 13, 2012

Leighann Hinkle and your Fiscal and Policy Analyst will be available to provide assistance and direction in compiling the information.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact Leighann Hinkle at 672-5104 or your Fiscal and Policy Analyst.

Attachment

cc: Analysts  
Brian Maxwell  
Meaghan Brennan