




**STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET**

MEMORANDUM
#2012-03

TO: Chief Fiscal Officers

FROM: Leighann Hinkle 
Policy Advisor

DATE: September 1, 2011

SUBJECT: FY 2012 Expenditure Report for September 2011

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Wednesday, September 14, 2011. Projections on your complete budget must be reported. Please follow the format provided in Mass Memo #2012-01.

Personnel costs should be based on expenditures through August 31, 2011. 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, 2011 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) 672-5104. Reports can be either faxed to the Office of Management and Budget at (302) 739-1965 or e-mailed to me at Leighann.Hinkle@state.de.us.

LNH:gsm

cc: Fiscal and Policy Analysts

