




STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2012-04

**TO:** Chief Fiscal Officers

**FROM:** Leighann Hinkle   
Policy Advisor

**DATE:** September 29, 2011

**SUBJECT:** FY 2012 Expenditure Report for October 2011

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Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Wednesday, October 12, 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 September 30, 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.

Please ensure that personnel projections are based on 27 pay periods. We will communicate with agencies whose deficits are larger than the allocation designated for them in the Office of Management and Budget's contingency account.

This report must be based on actual expenditures through September 30, 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](mailto:Leighann.Hinkle@state.de.us).

LNH:gsm  
cc: Fiscal and Policy Analysts

