




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

MEMORANDUM
#2012-07

TO: Chief Fiscal Officers

FROM: Leighann Hinkle
Policy Advisor 

DATE: November 1, 2011

SUBJECT: FY 2012 Expenditure Report for November 2011

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Wednesday, November 16, 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 October 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.

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 October 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

