



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM
#2013 - 01

TO: Chief Justice
Cabinet Members
Agency Heads
Chief Fiscal Officers

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

DATE: August 15, 2012

SUBJECT: Fiscal Year 2013 Monthly Expenditure Reports - General and Appropriated
Special Funds

As the Office of Management and Budget (OMB) prepares to formulate the Governor's Recommended Budget for Fiscal Year 2014, I am requesting your assistance to ensure that the actual and projected expenditures for Fiscal Year 2013 are as accurate and complete as possible.

Please note that the report format has been changed and will be sent separately to agency controllers. Workshops will be held in September to provide assistance and direction in compiling the information. Dates and times will be sent directly to the agency controllers. Due to these changes, agencies will not be required to submit a report in September. Therefore, the first expenditure report must be submitted to Leighann Hinkle in OMB no later than October 8, 2012. Your Fiscal and Policy Analyst in OMB should also receive a copy. The reports may be emailed to Leighann.Hinkle@state.de.us or faxed to OMB at (302) 739-5661.

Agencies will receive a pre-filled spreadsheet each month containing all applicable appropriations. This data will come from the Daily Validity and Statement of Available Funds Reports in Document Direct. Please provide OMB with projected surplus/deficits for *General Funds and Appropriated Special Funds* for the appropriations contained in the spreadsheet. The first report must be based on actual expenditures through September 30, 2012, and a projection for the remainder of the fiscal year.

Fiscal Year 2013 Monthly Expenditure Reports
August 15, 2012

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.)

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.

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

Expenditure reports will be due on the following dates:

October 8, 2012
November 12, 2012
December 10, 2012
January 14, 2013
February 11, 2013
March 11, 2013
April 8, 2013
May 13, 2013
June 10, 2013

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.

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
Leighann Hinkle
Brian Maxwell
Meaghan Brennan