


STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2013-04

**TO:** Chief Fiscal Officers

**FROM:** Leighann N. Hinkle   
Policy Advisor

**DATE:** October 1, 2012

**SUBJECT:** FY 2013 Expenditure Report for October 2012

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Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, October 8, 2012. Your agency's report template will be sent separately within the next few days. Expenditure projections shall be reported for all appropriations included in the template.

The report will include expenditures through September 30, 2012 and you will need to provide the expenditure projections for the remainder of the fiscal year.

Personnel costs will also be reflective of expenditures through September 30, 2012. Please note that unlike prior years, you should not include your allocation of Personnel Costs contained in the Office of Management and Budget's Contingency Account in your surplus or deficit projection.

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) 677-7084 or e-mailed to me at [Leighann.Hinkle@state.de.us](mailto:Leighann.Hinkle@state.de.us).

LNH:gsm

cc: Fiscal and Policy Analysts  
M. Brennan, Budget Development, Planning and Administration  
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