


STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM
#2016 - 01

TO: Chief Justice
Cabinet Members
Agency Heads
Chief Fiscal Officers

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

DATE: July 27, 2015

SUBJECT: Fiscal Year 2016 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 2017, I am requesting your assistance to ensure that the actual and projected expenditures for Fiscal Year 2016 are as accurate and complete as possible.

The first expenditure report must be submitted to Vicki Ford in OMB no later than September 14, 2015. Your Fiscal and Policy Analyst in OMB should also receive a copy. The reports may be emailed to Vicki.ford@state.de.us or faxed to (302) 677-7084.

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 August 31, 2015, and a projection for the remainder of the fiscal year.

Fiscal Year 2016 Monthly Expenditure Reports
July 27, 2015

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. You should have recently received notification of your allocation of personnel costs contained in OMB's contingency account.

In addition to the expenditure data provided in the pre-filled spreadsheets, some of the resources that can be used to assist in the completion of your reporting include: the PHRST List of Authorized Positions (LAP) Report, the Document Direct DGL025 Appropriation Expenditures by Account Report and agency human resources staff.

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

Expenditure reports will be due on the following dates:

September 14, 2015
October 12, 2015
November 16, 2015
December 14, 2015
January 11, 2016
February 15, 2016
March 14, 2016
April 11, 2016
May 9, 2016
June 13, 2016

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 Vicki Ford at 672-5108 or your Fiscal and Policy Analyst.

cc: M. Brennan, Director, Budget Development, Planning and Administration
V. Ford, Capital Budget Coordinator, Budget Development, Planning and Administration
Fiscal and Policy Analysts

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