



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2016-09

**TO:** Chief Fiscal Officers

**FROM:** Vicki Ford  
Capital Budget Coordinator

**DATE:** December 1, 2015

**SUBJECT:** FY 2016 Expenditure Report for December 2015

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Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, December 14, 2015. 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 November 30, 2015 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 November 30, 2015. Please note that 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.

In an effort to improve the use of expenditure report data, each agency's budget analyst will be reviewing and analyzing agency's reports and reaching out to agencies where they believe discrepancies occur between their analysis and what is reported by the agency.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact me at (302) 672-5108. Reports can be either faxed to the Office of Management and Budget at (302) 677-7084 or e-mailed to me at [Vicki.ford@state.de.us](mailto:Vicki.ford@state.de.us).

VF:gsm

cc: Fiscal and Policy Analysts  
M. Brennan, Director, Budget Development, Planning and Administration  
B. Maxwell, Deputy Director, Office of Management and Budget