



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM
#2016-11

TO: Chief Fiscal Officers

FROM: Vicki Ford
Capital Budget Coordinator

DATE: February 1, 2016

SUBJECT: FY 2016 Expenditure Report for February 2016

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, February 15, 2016. 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 January 31, 2016 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 January 31, 2016. 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.

VF:gsm

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