



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2017-09

**TO:** Chief Fiscal Officers

**FROM:** Vicki Ford  
Capital Budget Coordinator

**DATE:** January 30, 2017

**SUBJECT:** FY 2017 Expenditure Report for February 2017

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Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, February 13, 2017. Your agency's report template is attached. Expenditure projections shall be reported for all appropriations included in the template.

The report includes expenditures through January 28, 2017 and you will need to provide the expenditure projections for the remainder of the fiscal year.

Personnel costs are also reflective of expenditures through January 28, 2017. 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 e-mailed to me at [Vicki.ford@state.de.us](mailto:Vicki.ford@state.de.us).

VF:gsm