




STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM
#2019 - 01

TO: Chief Justice
Cabinet Members
Agency Heads
Chief Fiscal Officers

FROM: Michael Jackson, Director 
Office of Management and Budget

DATE: July 11, 2018

SUBJECT: Fiscal Year 2019 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 2020, I am requesting your assistance to ensure that the actual and projected expenditures for Fiscal Year 2019 are as accurate and complete as possible.

The first expenditure report must be submitted to Cali Engelsiepen (OMB) no later than September 10, 2018. The reports should be emailed to cali.engelsiepen@state.de.us, as well as, your agency's Fiscal and Policy Analyst in OMB.

Agencies will continue to receive a spreadsheet each month containing all applicable appropriations. This data will come from the DGL060 Daily Validity Report. 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, 2018, and a projection for the remainder of the fiscal year.

Fiscal Year 2019 Monthly Expenditure Reports
July 11, 2018

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. (OMB will be notifying you under a separate cover letter 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 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:

October 8, 2018
November 13, 2018
December 10, 2018
January 7, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 7, 2019
June 10, 2019

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 Cali Engelsiepen at 672-5109 or your Fiscal and Policy Analyst.

Attachment

cc: Chris Hudson, BDP
Cali Engelsiepen, BDP
BDP Analysts