

M E M O R A N D U M  
#2009-14

**TO:** Chief Fiscal Officers

**FROM:** Karen Field Rogers  
Director of Financial Integration

**DATE:** February 2, 2009

**SUBJECT:** FY 2009 Expenditure Report for February 2009

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Enclosed is the daily Validity Balance Report as of January 31, 2009. In accordance with our Mass Memo #2009-01, this report will help you prepare the monthly Expenditure Report due in the Office of Management and Budget no later than Monday, February 9, 2009. Projections on your complete budget must be reported. Please follow the format provided in the Mass Memo #2009-01, **and note any funds that have been transferred to OMB for reversions.**

Personnel costs should be based on expenditures through January 31, 2009. Your allocation of Personnel Costs contained in the Office of Management and Budget's Contingency Account should be added to your appropriated amount to determine your surplus or deficit in Personnel Costs.

This report must be based on actual expenditures through January 31, 2009 and a projection for the remainder of the fiscal year.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact me at (302) 672-5105. Reports can be either faxed to the Office of Management and Budget at (302) 739-1965 or e-mailed to me at [Karen.Field.Rogers@state.de.us](mailto:Karen.Field.Rogers@state.de.us).

KFR:sls  
Enclosure  
cc: Fiscal and Policy Analysts