




STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2010-15

**TO:** Chief Fiscal Officers

**FROM:** Leighann N. Hinkle   
Policy Advisor

**DATE:** June 1, 2010

**SUBJECT:** Fiscal Year 2010 Expenditure Report for June 2010

---

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, June 14, 2010. Projections on your complete budget must be reported. Please follow the format provided in Mass Memo #2010-01.

Personnel costs should be based on expenditures through May 31, 2010. 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 May 31, 2010 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) 672-5104. Reports can be either faxed to the Office of Management and Budget at (302) 739-1965 or e-mailed to me at [Leighann.Hinkle@state.de.us](mailto:Leighann.Hinkle@state.de.us).

LNH:gsm

cc: Fiscal and Policy Analysts

