




STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM
#2011-10

TO: Chief Fiscal Officers

FROM: Leighann Hinkle 
Policy Advisor

DATE: December 1, 2010

SUBJECT: FY 2011 Expenditure Report for December 2010

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, December 13, 2010. Projections on your complete budget must be reported. Please follow the format provided in Mass Memo #2011-01.

Personnel costs should be based on expenditures through November 30, 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 November 30, 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.

LNH:gsm

cc: Fiscal and Policy Analysts

