MEMORANDUM
#2011-11

TO: Chief Fiscal Officers
FROM: Leighann Hinkle
       Policy Advisor
DATE: January 3, 2011
SUBJECT: FY 2011 Expenditure Report for January 2011

Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, January 10, 2011. 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 December 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 December 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.

LNH:gsm
cc: Fiscal and Policy Analysts