




STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2011-13

**TO:** Chief Fiscal Officers

**FROM:** Leighann Hinkle  
Policy Advisor 

**DATE:** March 1, 2011

**SUBJECT:** FY 2011 Expenditure Report for March 2011

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Please prepare the monthly Expenditure Report which is due in the Office of Management and Budget no later than Monday, March 14, 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 February 28, 2011. 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 February 28, 2011 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

