


STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM  
#2017 - 01

**TO:** Chief Justice  
Cabinet Members  
Agency Heads  
Chief Fiscal Officers

**FROM:** J. Brian Maxwell, Director   
Office of Management and Budget

**DATE:** July 27, 2016

**SUBJECT:** Fiscal Year 2017 Monthly Expenditure Reports - General and Appropriated  
Special Funds

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As the Office of Management and Budget (OMB) prepares to formulate the Governor's Recommended Budget for Fiscal Year 2018, I am requesting your assistance to ensure that the actual and projected expenditures for Fiscal Year 2017 are as accurate and complete as possible.

The first expenditure report must be submitted to Vicki Ford in OMB no later than September 12, 2016. Your Fiscal and Policy Analyst in OMB should also receive a copy. The reports may be emailed to [Vicki.ford@state.de.us](mailto:Vicki.ford@state.de.us) or faxed to (302) 677-7084.

Agencies will receive a pre-filled spreadsheet each month containing all applicable appropriations. This data will come from the Daily Validity and Statement of Available Funds Reports in Document Direct. Please provide OMB with projected surplus/deficits for General Funds and Appropriated Special Funds for the appropriations contained in the spreadsheet. The first report must be based on actual expenditures through August 31, 2016, and a projection for the remainder of the fiscal year.

Fiscal Year 2017 Monthly Expenditure Reports  
July 27, 2016

Any agency that is projecting a deficit in personnel costs (salaries and OECs) must continue vacancies, as necessary, to remain within the level of funding for personnel costs. You should have recently received notification of your allocation of personnel costs contained in OMB's contingency account.

In addition to the expenditure data provided in the pre-filled spreadsheets, some of the resources that can be used to assist in the completion of your reporting include: the PHRST List of Authorized Positions (LAP) Report, the Document Direct DGL025 Appropriation Expenditures by Account Report and agency human resources staff.

**Note: Agencies are expected to stay within their budget appropriations.**

Expenditure reports will be due on the following dates:

September 12, 2016  
October 10, 2016  
November 14, 2016  
December 12, 2016  
January 9, 2017  
February 13, 2017  
March 13, 2017  
April 10, 2017  
May 8, 2017  
June 12, 2017

While I recognize the burden compiling this report may place on your agency personnel, I cannot emphasize enough the importance of the accuracy of this information. The information in these reports is critical to the management of state resources.

Your continued cooperation in this endeavor is appreciated. If you have any questions, please contact Vicki Ford at 672-5108 or your Fiscal and Policy Analyst.

cc: M. Brennan, Director, Budget Development, Planning and Administration  
V. Ford, Capital Budget Coordinator, Budget Development, Planning and Administration  
Fiscal and Policy Analysts

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