

# MEMORANDUM

**From:** Chief Budgeting Officer

**To** Function Heads LegacyCo

**Subject: Discretionary Expenditure**

A new tool has been developed to enter proposed Advertising and Social media discretionary expenditures into the Accounting System.

**Advertising:** Estimates of Advertising costs must be entered for each of the offerings separately.

**Social Media:** again split it out by offering

Regards

*Jocelyn*