

# NEW RIVER VALLEY JOINT BUDGET PROCESS

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## GENERAL BUDGET INSTRUCTIONS:

New River Valley Joint Budget Review External agencies should follow these instructions for the FY 18 submission of their budget requests for the counties of Giles, Pulaski, Floyd, Montgomery, and the City of Radford.

The forms are attached and can be accessed at Montgomery County's website:

<http://www.MontgomeryCountyVA.gov/budget>. Click on the "outside agencies" link in the middle of the page. If you need assistance please contact Susan Dickerson at the Montgomery County Finance Department at 540-382-6960 or email at [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov). All the forms are password protected and information can only be entered in the highlighted areas. Either tab or click in the cell you want to enter information. When you have completed a form, save it using a new name.

**NRV JOINT EXTERNAL AGENCIES** – follow instructions on page 1.

**NRV JOINT HUMAN SERVICE AGENCIES** – follow instructions on page 2.

## NRV JOINT BUDGET REVIEW EXTERNAL AGENCIES:

Complete these two forms: NRVJ Budget Form 1-A and NRVJ Revenue and Expense Form.

### NRVJ BUDGET FORM 1-A

Complete this form providing as much documentation as possible. The request should comprehensively address funding and service levels of the agency. *Save it using a new name when you have completed your form.*

Complete the top section including the Agency Name and mailing address, Primary Contact Person's name and email address, Name of the Executive Director and Finance Manager, and contact phone number.

Explain the purpose of your agency and the services that you provide to the citizens.

What specific outcomes have occurred because of your existing funding?

Complete the **Revenue Section** for FY 17 funding and anticipated revenue for FY 18.

- Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.

Complete the **Client Section** for FY 16 Clients and FY 17 estimated Clients. All clients should be unduplicated.

- Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.

### NRVJ REVENUE AND EXPENSE FORM

Complete this form, when you have completed your form, save it using a new name.

### NRVJ EXTERNAL AGENCIES – YOUR SUBMISSION IS COMPLETE!



- **EACH jurisdiction** must receive one original hard copy of all forms along with an emailed copy of each form to each jurisdiction's contact. The list of jurisdiction contacts is on the Contact and Check List provided.

- Include one copy of your agency's last audit to **each** jurisdiction or provide an explanation if your agency did not have an independent audit performed for the prior year.

## Deadline for submission is December 30, 2016.

### NRV JOINT BUDGET REVIEW EXTERNAL HUMAN SERVICES AGENCIES:

**Complete the following four forms:** NRVJ Budget Form 1-A, NRVJ Revenue and Expense Form, NRVJ Form 2-A - for Human Service Agencies, and NRVJ Form 2-B - for Human Service Agencies.

#### NRVJ BUDGET FORM 1-A

Complete this form providing as much documentation as possible. The request should comprehensively address funding and service levels of the agency. *Save it using a new name when you have completed your form.*

Complete the top section including the Agency Name and mailing address, Primary Contact Person's name and email address, Name of the Executive Director and Finance Manager, and contact phone number.

Explain the purpose of your agency and the services that you provide to the citizens.

What specific outcomes have occurred because of your existing funding?

Complete the **Revenue Section** for FY 17 funding and anticipated revenue for FY 18.

- *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

Complete the **Client Section** for FY 16 Clients and FY 17 estimated Clients. All clients should be unduplicated.

- *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

#### NRVJ REVENUE AND EXPENSE FORM

Complete this form and save it using a new name.

#### NRVJ FORM 2-A for HUMAN SERVICES AGENCIES

Put your agencies name at the top of the form. Complete questions 1-6 with concise answers and save it using a new name.

#### NRVJ FORM 2-B for HUMAN SERVICES AGENCIES

Since Form 2-B is designed to cover many variables, there may be a request that seems unsuitable for your agency. Please answer all that you possibly can. Break down figures by jurisdiction wherever possible and save the completed your form using a new name.

#### NRVJ HUMAN SERVICE AGENCIES – YOUR SUBMISSION IS COMPLETE!

- **EACH jurisdiction** must receive one original hard copy of all forms along with an emailed copy of each form to each jurisdiction's contact. The list of jurisdiction contacts is on the Contact and Check List provided.
- Include one copy of your agency's last audit to **each** jurisdiction or provide an explanation if your agency did not have an independent audit performed for the prior year.



**Deadline for your submission is December 30, 2016.**

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