

MONTGOMERY COUNTY EXTERNAL AGENCIES

BUDGET INSTRUCTIONS

External agencies should follow the instructions below for the submission of their budget requests for FY 17.

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.

The forms 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.

External Agencies - Follow the instructions in light blue on page 1.
Human Service Agencies - Follow the instructions in dark red on page 2.

MONTGOMERY COUNTY EXTERNAL AGENCIES:

Complete these two forms: *M.C. BUDGET FORM 1-A* and the *M. C. REVENUE AND EXPENSE FORM*.

M. C. 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, Name of the Executive Director and Finance Manager, and Primary Contact Person's name, email address, and 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 16 funding and anticipated revenue for FY 17.

- *Note: The 'Increase/Decrease from FY 16' 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 FY 16' and the 'Percentage' columns are formula protected.*

M. C. REVENUE AND EXPENSE FORM

Complete this form and *save it using a new name.*

M. C. EXTERNAL AGENCIES – YOUR SUBMISSION IS COMPLETE!

- **Mail** the original hard copy to:
Montgomery County Financial and Management Services
ATTN: Susan Dickerson
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073
- **Email** a copy to dickersonss@montgomerycountyva.gov
- **Include** one copy of your agency's last audit. Provide an explanation if your agency did not have an independent audit performed for the prior year.



Deadline for your submission is December 31, 2015.

MONTGOMERY COUNTY EXTERNAL AGENCIES

MONTGOMERY COUNTY HUMAN SERVICE AGENCIES:

Complete these four forms: M.C. BUDGET FORM 1-A, M.C. REVENUE AND EXPENSE FORM, M. C. FORM 2-A-for Human Service Agencies, and M. C. FORM 2-B- for Human Service Agencies.

M. C. 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 this form.*

Complete the top section including the Agency Name, Name of the Executive Director and Finance Manager, and Primary Contact Person's name, email address, and 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 16 funding and anticipated revenue for FY 17.

- *Note: The 'Increase/Decrease from FY 16' 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 FY 16' and the 'Percentage' columns are formula protected.*

M. C. REVENUE AND EXPENSE FORM

Complete this form and save it using a new name.

M. C. FORM 2-A for HUMAN SERVICES AGENCIES

Put your agencies name at the top of the form. Complete questions 1-6 with concise answers, if applicable. *Save it using a new name.*

M. C. 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. *When you have completed your form save it using a new name.*

M. C. HUMAN SERVICE AGENCIES – YOUR SUBMISSION IS COMPLETE!



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Montgomery County Financial and Management Services
ATTN: Susan Dickerson
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073
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Deadline for your submission is December 31, 2015.