

# MONTGOMERY COUNTY

F. CRAIG MEADOWS, COUNTY ADMINISTRATOR  
OFFICE OF COUNTY ADMINISTRATION  
MONTGOMERY COUNTY • VIRGINIA



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## MEMORANDUM

**TO:** External Agency Heads

**FROM:** F. Craig Meadows, County Administrator 

**DATE:** November 6, 2015

**SUBJECT:** FY 2016-2017 Budget Requests

It is time to begin the 2016-2017 fiscal year operating budget process. The process for the upcoming year will be similar to what we've done in the past. While it is unlikely that we will be able to fund all the requests that are submitted, your efforts in identifying needs (and any potential fiscal resources to address those needs) is an integral part of our budget development.

This memorandum is intended to provide you with guidance as you prepare your information for the Fiscal Year 2016-2017 Operating Budget. As always, the budget instructions have been tailored for your agencies, excluding forms that apply only to internal county departments and offices, or agencies included in the New River Valley Joint Budget Review Process. It is imperative that you carefully review all instructions prior to developing your FY 2016-2017 Budget Request. The instructions offer a step-by-step guide to the development of your budget and the completion of all required forms. The budget forms can be found as email attachments, on the web, or requested as a budget packet.

Your completed budget submission must be returned to the Department of Financial and Management Services by December 31, 2015. Include a hard copy and email a copy of the completed forms to Susan Dickerson at [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov).

Please include the following in your submission:

**FOR EXTERNAL AGENCIES:**

- M. C. Budget Form 1-A
- M. C. Revenue and Expense Form
- Any supporting documentation that you believe justifies your request for funds.
- A copy of last year's audit or a statement explaining why the audit is not included.

**FOR HUMAN SERVICES AGENCIES:**

- M. C. Budget Form 1-A
- M. C. Revenue and Expense Form
- M. C. Form 2-A
- M. C. Form 2-B
- Any supporting documentation that you believe justifies your request for funds
- A copy of last year's audit or a statement explaining why the audit is not included

If you have any questions about filling out the FY 17 budget forms, please contact Susan Dickerson at 394-2120 ext. 4072 or [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov)

If you have additional budget questions please contact the County's Budget Manager, Marc Magruder at 394-2120 ext. 4060 or Susan at 394-2120 ext. 4072. I appreciate your continued efforts in this process and look forward to working with you as we develop the FY 17 Operating Budget.