

# MONTGOMERY COUNTY EXTERNAL AGENCIES

## BUDGET CONTACT LIST

The following people can to assist you with questions regarding the budget process:

<u>TOPIC</u>	<u>CONTACT PERSONS</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>
Base Budget	Marc Magruder	382-6960	<a href="mailto:magrudermm@montgomerycountyva.gov">magrudermm@montgomerycountyva.gov</a>
Forms	Susan Dickerson	382-6960	<a href="mailto:dickersonss@montgomerycountyva.gov">dickersonss@montgomerycountyva.gov</a>

## BUDGET CHECKLIST

**YOUR BUDGET SUBMISSION SHOULD INCLUDE THE FOLLOWING:**

- M. C. Budget Form 1-A
- M. C. Revenue and Expense Form
- M. C. Form 2-A-for Human Service Agencies *only*
- M. C. Form 2-B-for Human Service Agencies *only*
- 1 copy of last audit
- Mail one (1) original hard copy and email the completed forms to the address below



**BUDGET REQUESTS MUST BE RETURNED BY DECEMBER 31, 2015.**



Return completed original forms to:  
Montgomery County  
Financial and Management Services  
ATTN: S. Dickerson  
755 Roanoke Street, Suite 2C  
Christiansburg, VA 24073

**AND**

Email to

[dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov)



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](mailto:dickersonss@montgomerycountyva.gov).