

MONTGOMERY COUNTY EXTERNAL AGENCIES

GENERAL BUDGET INSTRUCTIONS:

External agencies should follow the instructions below for the submission of their budget requests. The forms are attached and can also 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.

All Agencies please complete forms 1A & 1B. **Human Service Agencies** you must also include M C Budget Form 2A and M C Budget Form 2B.

ALL EXTERNAL AGENCIES:

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

NOTE: Forms are password protected and information can only be entered in the highlighted areas.

When you have completed a form, save it using a new name.

M. C. BUDGET FORM 1A

Complete this form providing as much documentation as possible. The request should comprehensively address funding and service levels of the agency.

- Complete the top section including the Agency Name, name of the Executive Director and Finance Manager. The Primary Contact person's name, email address, and phone number. Include the agency's mailing address.
- Explain the purpose of your agency and the services that you provide to citizens.
- What specific outcomes have occurred because of your existing funding?
- Complete the **Revenue Section** for FY 2022 *Budgeted* revenue and FY 2023 *Anticipated* revenue.
- Complete the **Client Section** for FY 2022 *Client Estimate* and FY 2023 *Client Estimate*. All clients should be unduplicated.

M. C. BUDGET FORM 1B-REVENUE AND EXPENSE

Complete this form showing the actual, budgeted, and requested revenue and expenses for your agency.

Also, include the number of full time and part time positions and any major property or equipment purchase.

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

HUMAN SERVICES AGENCIES MUST ALSO INCLUDE 2A AND 2B

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

Put your agencies name at the top of the form. Complete questions 1-6 with concise answers if applicable.

M. C. BUDGET FORM 2B for HUMAN SERVICES AGENCIES

Since Form 2B is designed to cover many variables, there may be a request that seems unsuitable for your agency. Please answer all that you possibly can.

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

REMEMBER Your completed budget submission and your agencies last audit must be emailed to Susan Dickerson at dickersonss@montgomerycountyva.gov.

Deadline for your submission is December 31, 2021.