


MEMORANDUM

TO: External Agency Heads

FROM: Angela M. Hill, County Administrator 

DATE: November 3, 2023

SUBJECT: **FY 2025 Budget Requests**

It is time to begin the FY 2025 operating budget process. The process for the upcoming year will be similar to what we have 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) are an integral part of our budget development.

This memorandum is intended to provide you with guidance as you prepare your information for the FY 2025 Operating Budget. As always, the budget instructions have been tailored for your agency and it is imperative that you carefully review all instructions prior to developing your FY 2025 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 are attached and can be found on the County's website.

Your completed budget submission must be emailed by December 31, 2023, to Susan Dickerson at dickersonss@montgomerycountyva.gov. Please do not submit paper forms.

All Agencies please include the following in your submission:

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

Human Services Agencies must ALSO include:

- MC Budget Form 2A and
- MC Budget Form 2B

If you have any questions about filling out the FY 2025 budget forms, please contact Susan Dickerson at 540-382-6960 or dickersonss@montgomerycountyva.gov

If you have additional budget questions please contact the Director of Management and Budget, Marc Magruder, at 540-382-6954 or Susan at the number listed above. I appreciate your continued efforts in this process and look forward to working with you as we develop the FY 2025 Operating Budget.