

NEW RIVER VALLEY JOINT BUDGET REVIEW PROCESS

GENERAL BUDGET INSTRUCTIONS:

New River Valley Joint Budget Review External agencies should follow these instructions for the FY 2023 submission of their budget requests for the City of Radford and the counties of Giles, Pulaski, Floyd, and Montgomery. The forms are attached and 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.

ALL NRV Joint External Agencies please complete forms 1A & 1B. **Human Service Agencies** must also include NRVJ Budget Form 2A and NRVJ Budget Form 2B.

ALL NRV JOINT BUDGET REVIEW EXTERNAL AGENCIES:

Complete these two forms: NRVJ *BUDGET FORM 1A* and the NRVJ *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.

NRVJ 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. Also, include the agency's mailing address.
- 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 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.

NRVJ 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.

NRVJ EXTERNAL AGENCIES – YOUR SUBMISSION IS COMPLETE!

Human Service Agencies must also include forms 2A and 2B.

NRVJ BUDGET FORM 2A for HUMAN SERVICES AGENCIES

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

NRVJ 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 and break down figures by jurisdiction wherever possible.

NRVJ HUMAN SERVICES AGENCIES – YOUR SUBMISSION IS COMPLETE!

REMEMBER

Your completed budget submission and your agencies last audit must be emailed to **each** jurisdiction listed on the Contact List. If your agency *is not* requesting funding from a locality please let the contact person know.

Deadline for submission is December 31, 2021.