

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 the forms are password protected and information can only be entered in the highlighted areas. Either tab or click in the cell you want to enter information. When you have completed a form, save it using a new name.

External Agencies - Follow the instructions on page 1.

Human Service Agencies - Follow the instructions on page 2.

MONTGOMERY COUNTY EXTERNAL AGENCIES:

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

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. Also, 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 2020 *Budgeted* revenue and FY 2021 *Anticipated* revenue.
 - *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*
- Complete the **Client Section** for FY 2020 *Client Estimate* and FY 2021 *Client Estimate*. All clients should be unduplicated.
 - *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

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!

- **Mail** the original hard copy to:
Montgomery County Financial and Management Services
ATTN: Susan Dickerson
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073
- **And email** a copy to dickersonss@montgomerycountyva.gov
- **Include** one copy of your agency's last audit, or provide an explanation if your agency did not have an independent audit performed for the prior year.



Deadline for your submission is December 30, 2019.

MONTGOMERY COUNTY EXTERNAL AGENCIES

MONTGOMERY COUNTY HUMAN SERVICE AGENCIES:

Complete the following four forms: M.C. BUDGET FORM 1A, M. C. BUDGET FORM 1B-REVENUE AND EXPENSE, M. C. BUDGET FORM 2A for Human Service Agencies, and M. C. BUDGET FORM 2B for Human Service Agencies.

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. Also, 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 2020 *Budgeted* revenue and FY 2021 *Anticipated* revenue.
 - *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*
- Complete the **Client Section** for FY 2020 *Client Estimate* and FY 2021 *Client Estimate*. All clients should be unduplicated.
 - *Note: The 'Increase/Decrease from' and the 'Percentage' columns are formula protected.*

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. 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!



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ATTN: Susan Dickerson
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Christiansburg, VA 24073
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Deadline for your submission is December 30, 2019.