

# NEW RIVER VALLEY JOINT BUDGET PROCESS

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## MEMORANDUM

**TO:** New River Valley Joint External Agency Heads

**FROM:** Terri Morris, Floyd County Administrator; Chris McKlarney, Giles County Administrator; David Ridpath, Radford City Manager; Johnathan Sweet, Pulaski County Administrator; and F. Craig Meadows, Montgomery County Administrator

**DATE:** November 8, 2019

**SUBJECT:** **FY 2021 New River Valley Joint Budget Requests**

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As we begin the budget planning process for the upcoming fiscal year, we want to thank you for a job well done in your efforts to serve the citizens and businesses of our communities. As managers within the New River Valley, we recognize that many organizations provide services to our residents and many of us fund the same organizations. Over the years, we have found the uniform budget submission packet is not only useful for the local governments involved in the Joint Budget Process, but also the many outside organizations that serve the citizens of the New River Valley.

Budget instructions have been tailored for your agencies, and it is imperative that you carefully review all instructions prior to working on your FY 2021 Joint Budget Request. The instructions offer a *step-by-step* guide to the development of your budget and the completion of all required forms.

Completed budget submissions must be postmarked by **December 30, 2019** and sent to **EACH** jurisdiction's contact person listed below. If you are not requesting funds from a locality please let the contact person know.

**Giles County** – 1 Taylor Ave., Suite 2 Pearisburg, VA 24150, Phone: 921-2525 ext. 1694  
Catherine Ballard [cballard@gilescounty.org](mailto:cballard@gilescounty.org)

**Radford City** – 10 Robertson Street Radford, VA 24141, Phone: 731-3614  
Chelista Linkous [Chelista.linkous@radfordva.gov](mailto:Chelista.linkous@radfordva.gov)

**Pulaski County** – 143 Third Street NW, Suite 1, Pulaski, VA 24301, Phone: 980-7705  
Diane Newby [dnewby@pulaskicounty.org](mailto:dnewby@pulaskicounty.org)  
Bradley Vaught [bwvaught@pulaskicounty.org](mailto:bwvaught@pulaskicounty.org)

**Floyd County** – P. O. Box 218, Floyd, VA 24091, Phone: 745-9300  
Cindy Ryan [cryan@floydcova.org](mailto:cryan@floydcova.org)

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**Montgomery County** – 755 Roanoke Street, Suite 2C, Christiansburg, VA 24073, Phone: 382-6960  
Susan Dickerson [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov)

Your submission should include an original and one emailed copy of the following:

## **EXTERNAL AGENCIES:**

- *NRVJ Budget Form 1A*
- *NRVJ Budget Form 1B-Revenue and Expense*
- *Any supporting documentation that you believe 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:**

- *NRVJ Budget Form 1A*
- *NRVJ Budget Form 1B-Revenue and Expense*
- *NRVJ Budget Form 2A*
- *NRVJ Budget Form 2B*
- *Any supporting documentation that you believe justifies your request for funds.*
- *A copy of last year's audit or a statement explaining why the audit is not included.*

Remember copies of your submission (electronic and hardcopy) should be provided to **EACH** jurisdiction's contact person. We believe this joint process is beneficial to you, as well as our governments. We appreciate your continued efforts in this process and thank you for your assistance.

**PLEASE NOTE:** *The NRV Joint Budget Review Presentation meeting will be Monday, February 3, 2020 with an inclement weather date of Wednesday, February 5, 2020. The meeting will take place at the New River Valley Business Center located at 6580 Valley Center Drive, Radford VA. Susan Dickerson will contact you by January 27, 2020 with a list of times agencies are scheduled to speak. We look forward to working with you as we develop our respective FY 2021 Budgets.*