

NEW RIVER VALLEY JOINT BUDGET PROCESS

MEMORANDUM

TO: New River Valley Joint External Agency Heads

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

DATE: November 4, 2016

SUBJECT: **FY 18 New River Valley Joint Budget Requests**

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. We have faced an array of fiscal challenges over the past years: state and federal funding reductions, constrained revenues, and a continued weak economy, all of which have forced us to critically examine our operations.

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. For many years, we have found the uniform budget submission packet useful for the local governments involved in the Joint Budget Process.

The development of the FY 18 Budget for each of our localities continues to be a challenge. Please keep in mind that resources are limited and reductions in your current funding level may be required.

Budget instructions have been tailored for your agencies and it is imperative that you carefully review all instructions prior to working on your FY 18 Joint Budget Request. The instructions offer a *step-by-step* guide to the development of your budget and the completion of all required forms.

Please note that your completed budget submissions must be postmarked by **December 30, 2016** to **each** of the following jurisdictions:

Pulaski County – 143 Third Street NW, Suite 1, Pulaski, VA 24301 – Phone: 980-7705

Diane Newby dnewby@pulaskicounty.org

AND Bradley Vaught bwvaught@pulaskicounty.org

Radford City – 10 Robertson Street Radford, VA 24141 – Phone: 731-3614

Patricia Cox Patricia.Cox@radfordva.gov

Floyd County – P. O. Box 218, Floyd, VA 24091 – Phone: 745-9300

Cindy Ryan cryan@floydcova.org

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Giles County – 151 School Road, Pearisburg, VA 24134 – Phone: 921-1421 ext. 29
Rhonda Tickle rtickle@gilescounty.org

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

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

FOR EXTERNAL AGENCIES:

- *NRVJ Budget Form 1-A*
- *NRVJ Revenue and Expense Form*
- *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.*

FOR HUMAN SERVICES AGENCIES:

- *NRVJ Form 1-A*
- *NRVJ Revenue and Expense Form*
- *NRVJ Form 2-A*
- *NRVJ Form 2-B*
- *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.*

Copies of your submission (electronic and hardcopy) should be provided to **each** jurisdiction. We believe this joint process will again be 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 held **Monday, February 6, 2017** at the New River Valley Business Center located at 6580 Valley Center Drive, Radford VA. Susan Dickerson will contact you by email prior to that date with a list of times agencies are scheduled to speak. We look forward to working with you as we develop our respective FY 18 Budgets.*