

# MONTGOMERY COUNTY

F. CRAIG MEADOWS, COUNTY ADMINISTRATOR  
OFFICE OF COUNTY ADMINISTRATION  
MONTGOMERY COUNTY • VIRGINIA



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## MEMORANDUM

**TO:** External Agency Heads

**FROM:** F. Craig Meadows, County Administrator 

**DATE:** November 8, 2019

**SUBJECT:** **FY 2020-2021 Budget Requests**

It is time to begin the 2020-2021 fiscal year operating budget process. The process for the upcoming year will be similar to what we've 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 Fiscal Year 2020-2021 Operating Budget. As always, the budget instructions have been tailored for your agencies and it is imperative that you carefully review all instructions prior to developing your FY 2020-2021 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 returned to the Department of Financial and Management Services by December 30, 2019. Include a hard copy and email a copy of the completed forms to Susan Dickerson at [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov).

Please include the following in your submission:

**EXTERNAL AGENCIES:**

- M. C. Budget Form 1A
- M. C. 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:**

- M. C. Budget Form 1A
- M. C. Budget Form 1B-Revenue and Expense
- M. C. Budget Form 2A
- M. C. 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.

If you have any questions about filling out the FY 2021 budget forms, please contact Susan Dickerson at 394-2120 ext. 54072 or [dickersonss@montgomerycountyva.gov](mailto:dickersonss@montgomerycountyva.gov)

If you have additional budget questions please contact the County's Budget Manager, Marc Magruder at 394-2120 ext. 54060 or Susan at 394-2120 ext. 54072. I appreciate your continued efforts in this process and look forward to working with you as we develop the FY 2021 Operating Budget.