

MEMORANDUM

TO: External Agency Heads

FROM: Angela M. Hill, County Administrator *AMH*

DATE: November 1, 2024

SUBJECT: **FY 2026 Annual Budget**

It is time to begin the development of the county's FY 2026 operating budget. While there are many unknowns at this early stage of the process, preliminary estimates indicate steady revenue growth that will allow us to accelerate momentum as we continue to provide superior customer service.

This memo is to provide guidance as you prepare your information for the FY 2026 operating budget. Budget instructions have been tailored for your agency and it is important to review them carefully. The instructions offer a step-by-step guide to budget development and completion of all required forms. Budget forms are attached and may also be found on the county's website.

All Agencies must include the following in their budget submissions:

- MC Budget Form 1A
- MC Budget Form 1B-Revenue and Expense
- Any supporting documentation providing justification of your request
- Most recent agency audit report, or a statement explaining why the audit cannot be provided

Human Services Agencies must ALSO include the following:

- MC Budget Form 2A and
- MC Budget Form 2B

Should you have any specific questions about the FY 2026 budget forms, please contact Susan Dickerson at 540-382-6960 or dickersonss@montgomerycountyva.gov. Any other budget related questions you may have should be directed to Marc Magruder at 540-382-6954, or magrudermm@montgomerycountyva.gov. **Your completed budget submissions are due to Susan Dickerson via email no later than December 31, 2024.** Please do not submit paper forms.

Thanks in advance for your efforts in this process. I look forward to working with you as we develop the FY 2026 operating budget.