MONTGOMERY COUNTY VIRGINIA
EST. 1776

CHRISTOPHER S. LAWRENCE
DEPUTY COUNTY ADMINISTRATOR
755 Roanoke Street, Suite 2E
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MEMORANDUM

TO: External Agency Heads

FROM: Christopher S. Lawrence, Deputy County Administrator

DATE: November 3, 2026

SUBJECT: **FY 2028 Annual Budget**

The purpose of this memo is to provide guidance as you prepare your budget requests for FY 2028. Budget instructions have been tailored for each agency, and it is important to review them carefully. These instructions offer a step-by-step guide to assist in budget development and completion of all required forms. All budget forms are attached, and these may also be found on Montgomery County's website at https://montva.com/budget.

All Agencies must include the following information in budget submissions:

- MC Budget Form 1A
- MC Budget Form 1B – Revenue and Expense
- Supporting documentation providing justification for 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
- MC Budget Form 2B

Should you need assistance with budget forms, please contact Robin Meade, Budget Manager, at (540) 382-6954 or meaderc@montgomerycountyva.gov. Other budget related questions should be directed to Marc Magruder, Director of Management and Budget, at (540) 382-6954 or magrudermm@montgomerycountyva.gov.

Budget requests are due to Robin Meade via email no later than December 31, 2026. Please do not submit paper forms.

Thank you for your efforts in this important process.