MONTGOMERY COUNTY EXTERNAL AGENCIES

GENERAL BUDGET INSTRUCTIONS:

External agencies should follow the instructions below for submission of budget requests. The information provided will assist in the review process.

The forms are attached and can also be accessed on Montgomery County's website: https://montva.com/budget. Click on the "Outside Agencies" link in the middle of the page. If you need assistance, please contact Robin Meade in the Montgomery County Management and Budget Department at (540) 382-6954 or email at meaderc@montgomerycountyva.gov.

NOTE: Forms are password protected and information can only be entered in the highlighted areas. When you have completed a form, save it using a new name.

All Agencies must complete MC Budget Forms 1A and 1B.

Human Services Agencies must ***ALSO*** complete MC Budget Forms 2A and 2B.

MC BUDGET FORM 1A

Complete this form providing as much documentation as possible. The request should comprehensively address funding and service levels of the agency.

- Complete the top section in its entirety.
- Explain the purpose of your agency and the services that you provide for the citizens.
- Explain the specific outcomes that have occurred because of your existing funding.
- Complete the **Revenue Section** for FY 2027 Budgeted revenue and FY 2028 Anticipated revenue.
- Complete the **Clients Section** for FY 2027 Client Estimate and FY 2028 Client Estimate. Do not duplicate clients.

MC BUDGET FORM 1B - REVENUE AND EXPENSE

- Complete this form showing the actual, budgeted, and requested revenue and expenses for your agency.
- Indicate the number of full- and part-time positions and any major property or equipment purchases.

Both forms and your agency's last audit must be emailed to Robin Meade at the email above.

MC BUDGET FORM 2A

- Put your agency's name at the top of this form.
- Complete questions 1-6 with concise answers.

MC BUDGET FORM 2B

- Since Form 2B is designed to cover many variables, there may be one or more funding source categories that seem unrelated to your agency. Answer all that you possibly can.

All FOUR forms and your agency's last audit must be emailed to Robin Meade at the email address above.

Deadline for submission is December 31, 2026.