NEW RIVER VALLEY JOINT BUDGET REVIEW PROCESS

GENERAL BUDGET INSTRUCTIONS:

Joint agencies should follow the instructions below for submission of budget requests to the Counties of Montgomery, Floyd, Giles, and Pulaski and the City of Radford. The information provided will assist in the review process. Please note, it is possible this group or an individual locality may request additional information.

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 New River Valley Joint Agencies must complete NRVJ Budget Forms 1A and 1B.

NRVJ 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 to 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.

NRVJ 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 *each* locality listed on the Contact List. If your agency *is not* requesting funding from a locality please inform the designated contact person.

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

NRVJ BUDGET FORM 2A

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

NRVJ 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 and break down figures by jurisdiction wherever possible.

All FOUR forms and your agency's last audit must be emailed to *each* locality listed on the Contact List. If your agency *is not* requesting funding from a locality please inform the designated contact person.

Deadline for submission is December 31, 2026.