

NEW RIVER VALLEY JOINT BUDGET PROCESS

MEMORANDUM

TO: New River Valley Joint External Agency Heads

FROM: Johnathan Sweet, Pulaski County Administrator; Linda Millsaps, Floyd County Administrator; Chris McKlarney, Giles County Administrator; David Ridpath, Radford City Manager; and Angela M. Hill, Montgomery County Administrator

DATE: November 3, 2023

SUBJECT: **FY 2025 New River Valley Joint Budget Requests**

As we begin the budget planning process for the upcoming fiscal year, we want to thank you for a job well done in your efforts to serve the citizens and businesses of our communities. As managers within the New River Valley, we recognize that many organizations provide services to our residents and many of us fund the same organizations. Over the years, we have found the uniform budget submission packet is not only useful for the local governments involved in the Joint Budget Process, but also the many outside organizations that serve the citizens of the New River Valley.

Budget instructions have been tailored for your agencies, and it is imperative that you carefully review all instructions prior to working on your FY 2025 Joint Budget Request. The instructions offer a *step-by-step* guide to the development of your budget and the completion of all required forms.

Completed budget submissions must be sent by email only to **EACH** jurisdiction's contact person listed below by **December 31, 2023**. **If you are not requesting funds from a locality please let the contact person for that locality know.**

Giles County -	Catherine Ballard	cballard@gilescounty.org	Phone: 921-2525
Radford City -	Chelista Linkous	Chelista.linkous@radfordva.gov	Phone: 731-3614
Pulaski County -	Diane Newby Bradley Vaught	dnewby@pulaskicounty.org bwvaught@pulaskicounty.org	Phone: 980-7705
Floyd County -	Kim Chiddo	kchiddo@floydcova.gov	Phone: 745-9300
Montgomery County -	Susan Dickerson	dickersonss@montgomerycountyva.gov	Phone: 382-6960

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Your emailed submission should include the following:

- NRVJ Budget Form 1A
- NRVJ Budget Form 1B-Revenue and Expense
- NRVJ Budget Form 2A (*Human Services Agencies only*)
- NRVJ Budget Form 2B (*Human Services Agencies only*)
- Any supporting documentation that you believe justifies your request for funds.
- Last year's audit or a statement explaining why the audit is not included.

The budget forms are intended to request information to assist in the review process. Please note as part of the review process, it is possible the group or an individual government may request additional information.

Submissions need to be emailed to **EACH** jurisdiction's contact person. Please let the jurisdictions know if your agency is **not** requesting funding from their locality.

We believe this joint process is beneficial to you, as well as our governments. We appreciate your continued efforts in this process and thank you for your assistance.

PLEASE NOTE: *The NRV Joint Budget Review Presentation meeting will be Wednesday, January 31, 2024 with an inclement weather date of Wednesday, February 7, 2024. The meeting will take place in the New River Room at the New River Valley Business Center located at 6580 Valley Center Drive, Radford VA. Susan Dickerson will contact you by January 25, 2025 with a list of times agencies are scheduled to speak. We look forward to working with you as we develop our respective FY 2025 Budgets.*