

## MONTGOMERY COUNTY EXTERNAL AGENCIES

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### CONTACTS

The following people can assist you with questions regarding the budget process:

| Contact Person | Topic       | Phone Number   | Email                             |
|----------------|-------------|----------------|-----------------------------------|
| Marc Magruder  | Base Budget | (540) 382-6954 | magrudermm@montgomerycountyva.gov |
| Robin Meade    | Forms       | (540) 382-6954 | meaderc@montgomerycountyva.gov    |

### CHECKLIST

Your emailed submissions to Robin Meade should include the following:

- ☒ MC Budget Form 1A (*ALL Agencies*)
- ☒ MC Budget Form 1B - Revenue and Expense (*ALL Agencies*)
- ☒ MC Budget Form 2A (*Human Services Agencies only*)
- ☒ MC Budget Form 2B (*Human Services Agencies only*)
- ☒ Copy of your last audit (*All Agencies*)

**Deadline for submission is December 31, 2025.**