



«Merge Record #»  
**COUNTY OF WASHINGTON, VIRGINIA**  
**DEPARTMENT OF ACCOUNTING**

**ANNUAL COUNTY OPERATING BUDGET REQUEST**  
**DEPARTMENT OR AGENCY BACKUP DOCUMENTATION**  
**FISCAL YEAR 2010-2011**

**INSTRUCTIONS**

This ANNUAL COUNTY OPERATING BUDGET REQUEST form should be completed and submitted with your Detailed Budget Request Form. Please explain in detail all major changes being requested for your Department or Agency. Backup documentation is very essential when evaluating your Budget Request for next fiscal year.

**GENERAL INFORMATION**

COUNTY DEPARTMENT OR AGENCY \_\_\_\_\_

\_\_\_\_\_  
Street Address or P.O. Box                      City                      State      Zip Code                      Area Code & Office Telephone

\_\_\_\_\_  
Area Code & Mobile Telephone      Area Code & Fax Number                      E-mail

**PROPOSED CHANGES IN REQUESTED FUNDS**

YOU SHOULD PROVIDE WRITTEN EXPLANATION AND JUSTIFICATION FOR ALL MAJOR CHANGES IN YOUR BUDGET REQUEST. YOU MAY INCLUDE MAPS, DRAWINGS, PHOTOGRAPHS, ETC. ALONG WITH YOUR WRITTEN INFORMATION ON SINGLE-SIDE PAPER NO LARGER THAN 8 1/2" BY 11" ATTACHED TO THIS FORM.

**AUTHORIZATION**

THIS BACKUP DOCUMENTATION HAS BEEN PREPARED AND SUBMITTED BY THE FOLLOWING AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
Printed Name and Title of County Department or Agency Representative                      DATE: \_\_\_\_\_

**EXPLANATION OF MAJOR CHANGES IN BUDGET REQUEST**

Large empty box for providing the explanation of major changes in the budget request.

«AGENCY\_OR\_DEPARTMENT»

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