

COUNTY OF ACCOMACK FINANCE DEPARTMENT

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Memorandum

To: All Constitutional Officers and Heads of Departments, Offices, Divisions, Boards, Commissions and Agencies of Accomack County

From: Leslie M. Lewis, CPA, Director of Finance

Date: November 19, 2025

Subject: Fiscal Year 2027 Budget Call

The Code of Virginia, Title 15.2, Counties, Cities, and Towns, Chapter 25 (Budgets, Audits, and Reports) states that "All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for their department, office, division, board, commission, or agency." Chapter 25 also provides guidance on the budget to be submitted and outlines the authority of localities to request information from departments and other entities.

You are requested to provide an estimate of the funds needed for your department, office, division, board, commission, or agency during the fiscal year 2027. Please refer to the required information outlined below. ***The deadline for submission is December 19, 2025.***

THE ITEMS OF INFORMATION YOU ARE REQUIRED TO SUBMIT INCLUDE:

- Departmental or Agency Mission Statement
- Updated Description of Services Provided
- Accomplishments and Challenges also updated
- Major Issues and Initiatives to be Addressed in the Next Two Years

- Outcomes and Workload/Performance Measures for prior year
- Full-time Equivalent History
- Requests for Budget Changes and with justifications

Please be advised that all departments reporting directly to the County Administrator must submit their departmental goals, along with the requested information above. There is a designated section on the electronic budget submission form to provide this information.

SUBMISSION FORM

An electronic budget submission form has been implemented to simplify the submission process. This form includes fields for all required information and is based in Microsoft Excel. It is essential that you use this form to submit your budget request.

Please submit all requests to kfeeney@co.accomack.va.us.

OTHER INFORMATION

The Finance Office will be receiving budget requests for the formal Capital Improvements Program (CIP). They will be incorporated into the capital budget requests for this budget.

Submissions, including performance measures and mission statements, will be reviewed by County staff before being submitted to the Board of Supervisors. Any submissions that are incomplete or non-compliant will be returned for revision.

Please see the budget calendar FY27 for the dates in early February have been **tentatively** scheduled to allow departments and agencies to present their budget requests to the Board of Supervisors and/or County Administrator.

Please call me at extension 5706 or Amy at extension 5737 if you have any questions or need any further information.