



TO: Outside Agencies
FROM: Michael J. Lewis – Commissioner of Finance
RE: 2025 Budget Requests

Enclosed is your 2025 budget request package for outside agencies. As described in these materials, this information will serve as the basis for development of the 2025 County operating budget.

All budget requests are to be written on the computer printouts **since these are the only documents used for data input into the computerized budget system, no substitutes will be accepted.** Please write your request under the “Projection Level 1” column. Your requests should provide details of current operations with projected expenditure and revenue estimates (where applicable) through the end of 2024.

In addition to all relevant documents related to the traditional decentralized budget process outlined by the Putnam County Legislature, the County Executive and the administration is seeking requests for funding that prioritize a number of items including the County's Mission Statement, aligns with the county's 2022-2024 Community Health Assessment and Community Health Improvement Plan, supports environmental sustainability, fosters economic development, adds Americans with Disabilities (ADA)-accessibility facility and building improvements, and supports projects for our special needs populations.

Please also include the attached information requested pursuant to the decentralized budget guidelines adopted by the Putnam County Legislature. Please provide the required information in PDF format by EMAIL along with your budget submission. If information such as the latest tax return and audited financial statements are not available yet, please indicate this and email the required information once it becomes available.

Your completed package must be returned **BY EMAIL** on or before, **Friday June 28th, 2024** to budget@putnamcountyny.gov.