

MONTGOMERY COUNTY ARCHIVES
Guide to the Printed Material of
RECORD GROUP 4: FINANCE AND BUDGET
1931-2007

June 23, 1999
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Montgomery County Archives
Montgomery County Records Center
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ADMINISTRATIVE HISTORY

Before the incorporation of the County in 1946, financial reports presented to the County Commissioners were prepared by the County Treasurer's Office and County Accountant. In 1946 the Department of Finance was designated the agency responsible for financial accounting and reporting functions. Since 1946, the Department of Finance has managed the County government's financial operations, recommended and implemented fiscal policies, and administered the County's accounting and revenue systems. The Office of Management and Budget (OMB) was created in 1979 to consolidate all functions of the Offices of Budget and Research, Planning and Capital Programming, and Management and Public Policy. The mission of the new Office was to analyze fiscal policies and present recommendations to the County Executive on resource allocation, productivity improvement, and related matters. In fulfilling this mission the OMB is responsible for the preparation of the recommended and approved capital improvements program (CIP), the annual operating and capital budgets, and the public services program.

For additional information see other finding aids in Record Group 4.

EXTENT

25 cubic feet: 20 record boxes, 10 Hollinger boxes.

SCOPE AND CONTENT

The collection contains printed material produced by the Department of Finance, the Office of Management and Budget, and the Office of the Public Advocate for Assessments and Taxation dating from 1931-2007. The collection also contains some early financial reports to the County Commissioners.

The records are arranged as three series:

Series I: Department of Finance

Subseries 1: General Printed Material

Subseries 2: Annual Financial Reports

Series II: Office of Management and Budget

Series III: Financial Reports to the County Commissioners

Series IV: Office of the Public Advocate for Assessments and Taxation

Most records are arranged chronologically and then alphabetically within each year.

SERIES DESCRIPTIONS

Series I: Department of Finance, 1956-1997 **(3 cubic feet)**

This series contains fiscal reports prepared by or for the Department of Finance. The series is arranged as two subseries: General Printed Material; and Annual Financial Reports.

Subseries 1: General Printed Material
(1 cubic foot)

This subseries contains general printed material prepared by or for the Department of Finance, including tax revenue analysis documents and revenue statements. A business directory can also be found here.

This series is arranged alphabetically and then chronologically within each letter.

Subseries 2: Annual Financial Reports
(2 cubic feet)

This subseries consists of financial reports prepared by the Department of Finance which represent an annual summary of the financial condition of the County government.

Series II: Office of Management and Budget, 1932-2007
(20 cubic feet)

This series contains budgetary documents and reports prepared for the County government by the Office of Management and Budget and its predecessor agencies. Materials include budget estimates; annual levies; recommended and adopted capital, operating, and expense budgets; capital improvement programs (CIPs); budget appropriation resolutions; budget summaries; and other studies, reports, and manuals.

Selected CIPs from 1975-1987 and 1995-1999 include maps of the county regions and show the capital improvement project locations. See a full list of maps, located in Map Case 8, Drawer 1, at the end of the series.

Series III: Financial Reports to the County Commissioners, 1931-1946
(0.5 cubic feet)

This series contains financial reports to the County Commissioners before the establishment of the Department of Finance in 1946. The series includes Treasurer's reports, and also documents the examination of accounts by independent auditors for each County office which collected revenue.

Series IV: Office of the Public Advocate for Assessments and Taxation, 1984-1990
(1.5 cubic feet)

This series contains annual reports, special reports, assessment analyses, and public information about the office.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

PROVENANCE

The collection was culled from various accessions of printed material.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 4, **Printed Material**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 4: Finance and Budget. Records Title: Printed Material. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

PROCESSING STAFF/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Series I: Department of Finance

Subseries 1: General Printed Material

Box 1

[Analysis] Summary of 1972 Maryland Income Tax Returns Filed by Montgomery County Residents, 1974

[Analysis] Summary of 1973 Maryland Income Tax Returns Filed by Montgomery County Residents, 1975

Analysis of 1974 Maryland Income Tax Returns Filed by Montgomery County Residents, 1976

Analysis of 1975 Maryland Income Tax Returns Filed by Montgomery County Residents, [1976]

Analysis of 1978 Maryland Income Tax Returns Filed by Montgomery County Residents, 1980

Analysis of 1979 Maryland Income Tax Returns Filed by Montgomery County Residents, 1981

Analysis of County Residents' 1980 State Income Tax Returns, 1982

Analysis of County Residents' 1981 State Income Tax Returns, 1983

Analysis of County Residents' 1983 State Income Tax Returns, 1985

Analysis of County Residents' 1984 State Income Tax Returns, 1986

Analysis of County Residents' 1985 State Income Tax Returns, 1987

Analysis of County Residents' 1986 State Income Tax Returns, 1988

Analysis of County Residents' 1987 State Income Tax Returns, 1990

Analysis of County Residents' 1989 State Income Tax Returns, 1991

Analysis of County Residents' 1990 State Income Tax Returns, 1992

Analysis of County Residents' 1991 State Income Tax Returns, 1993

Analysis of County Residents' 1992 State Income Tax Returns, 1994

Analysis of County Residents' 1993 State Income Tax Returns, 1995

Analysis of Maryland Sales and Use Tax: FY '79, Revenues Collected in Montgomery County 1980

Analysis of Maryland Sales and Use Tax: FY '81, Revenues Collected in Montgomery County 1982

Analysis of Maryland Sales and Use Tax: FY '82, Revenues Collected in Montgomery County 1983

Analysis of Maryland Sales and Use Tax: FY '83, Revenues Collected in Montgomery County 1984

Analysis of Maryland Sales and Use Tax: FY '84, Revenues Collected in Montgomery County 1985

Analysis of Maryland Sales and Use Tax: FY '85, Revenues Collected in Montgomery County 1986

Analysis of Maryland Sales and Use Tax: FY '88, Revenues Collected in Montgomery County 1987

Comprehensive Annual Financial Report, FY 1991, 1991

Comprehensive Annual Financial Report, FY 1992, 1992

Comprehensive Annual Financial Report, FY 1999, 1999

Comprehensive Annual Financial Report, FY 2000, 2000

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Debt Service Program, FY 1972-1973, [1972]
Debt Service Program, FY 1979-1980, 1979
Debt Service Program, FY 1988 (revised), 1987
Debt Service Program, Bonded Debt, FY 1989, 1988
Debt Service Program, Bonded Debt, FY 1990, 1989
Debt Service Program, Bonded Debt, FY 1991, 1990
Debt Service Program, Bonded Debt, FY 1992, 1991
DLC Stores Operations Performance Audit Report, FY 1977-1978, 1978
Description of Taxes and State Aid in Montgomery County, Maryland, 1982
Economic Analysis and Long-term Fiscal Plan for Montgomery County, Maryland, 1974
Final Report of an Office Automation Study, 1980
Financial Statistics for the Fiscal Years 1955-1956, [1956]
Fire Tax Recommendations, 1955
Fiscal Policy for the County Executive's Recommended Capital Improvements Program,
Operating Budget and Public Services Program, 1989
FY 1975 Maryland Sales and Use Tax Receipts Collected in Montgomery County Compared
with Collections from Other Jurisdictions, [1975]
FY 1976 Maryland Sales and Use Tax Revenues Collected in Montgomery County Compared
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FY 77 Montgomery County Revenues Compared with Prior-Year Collections and FY 77
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Box 2

FY 95 Montgomery County Revenue Projections and Assumptions, 1994
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FY 97 Montgomery County Revenue Projections and Assumptions, 1996
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General Obligation Bonds, May 1, 1970, 1970
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General Obligation Bonds, May 13, 1976 and October 1, 1976, 1976
General Obligation Bonds, April 15, 1977, 1977
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and Bethesda Parking Lot Bonds, May 1, 1979, 1979
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General Obligation Bonds (Preliminary Official Statement), Sept. 28, 1993
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General Obligation Bonds (Official Statement), March 27, 1996
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General Obligation Bonds (Preliminary Official Statement), March 31, 1999

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General Obligation Bonds (Official Statement), January 2000
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General Obligation Bonds (Official Statement), February 2001
[General] Bonds and other Obligations (Annual Information Statement), Dec. 2001
General Obligation Bonds (Official Statement), February, 2002
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Geographic Source of FY 1977 State of Maryland Tax Collections, 1978
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Geographic Source of FY 1991 State of Maryland Tax Collections, 1992
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Montgomery County State and Local Tax Burdens, 1976-1977, 1977

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Series II: Office of Management and Budget, 1932-2007

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Budget and Programs Approved for FY 1968-1969, 1968
Recommended Capital Budget and CIP: County Facilities 1968-69 through 1972-73, 1968
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Report on the Techniques Employed to Establish a Foundation for a Planning - Programming -
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Approved Capital Budget and CIP FY 71-76: County Government, 1971
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Recommended CIP FY 72-77, Project Description Forms, [1971]

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Approved CIP FY 73-78 (2 volumes), 1972
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Manual for the Preparation of the Annual Budget, 6-Year Public Services, CIP FY 74-79, 1972
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Recommended CIP FY 73-78, Volume 1, 1972
Approved CIP FY 74-79, 1973
CIP Resolutions FY 74-79, 1973 (2 folders)
Manual for the Preparation of the Annual Budget, 6-Year Public Services Program and CIP
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Recommended CIP FY 74-79, 1973 (2 volumes)
CIP FY74-79 map supplement "Plan for Progress," 1973 (*see Flat File 33*)
Approved CIP FY 75-80, 1974 (2 volumes)
Manual for the Preparation of the 6-Year CIP FY 1976-1981, and 1974 Policy Program, [1974]

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Public Services Program FY 75-80 and Annual Budget FY 75, 1974
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Adopted CIP FY 1981-1986, Approved FY 1981 Appropriations, Operating and Capital Budget,
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Request for Proposals: Cable Communications Systems Franchise, 1981
Recommended CIP FY 1983-1988, Summary, 1981
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Recommended FY 83 Budget and Public Services Program FY 83-88, 1982
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Evaluation of the County Executive's 1979 Reorganization, 1982
Final Report: Productivity and Effectiveness Study of the Montgomery County Sheriff's Department, 1982
Policies on the Use of Automation in Montgomery County, Maryland, 1982
Response of Cable Franchise Applicants to Evaluation of Applications by Telecommunications Management Corporation, Ma 1982
Response to Applicant Critiques of Cable Franchise Application Evaluations, August 1982
Recommended CIP FY 1984-1989, 1982 (2 volumes)
Recommended CIP FY 1984-1989, Summary, 1982
Recommended FY 84 Budget and Public Services Program FY 84-89, 1983 (2 volumes)
Recommended FY 84 Personnel Complement, 1983
Adopted FY 84-89 CIP, Approved FY84 Appropriations, Operating and Capital Budgets, 1983 (2 volumes)
Economics of Quarries in Montgomery County, 1983
Manual for Preparing the Operating Budget, 1983
Recommended CIP FY 1985-1990, 1983 (2 volumes)
Recommended CIP FY 1985-1990, Summary, 1983
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Manual for the Preparation of the FY 86-91 6-Year CIP, 1984
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Recommended FY 86 Budget and Public Services Program FY 1986-1991, 1985 (2 volumes)
Opinion Survey of Montgomery County Citizens, 1985
Adopted FY 86-91 CIP, Approved FY 86 Appropriations, Operating and Capital Budgets, 1985 (2 volumes)
Approved FY 86 Personnel Complement, 1985
FY 86 Organization Guide, 1985
Planning Assumptions for Preparing the 6-year Public Servicers Program, 1986

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Recommended FY 87-92 CIP, 1986 (2 volumes and Summary)
Recommended FY 87 Budget and Public Services Program FY 1987-1992, 1986 (2 volumes)
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Recommended FY 88-93 CIP, 1987 (2 volumes)
County Executive Recommended FY 88 Annual Growth Policy, 1987
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Recommended FY 88 Budget and Public Services Program FY 1988-1993, 1987 (2 volumes)

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Adopted FY 88-93 CIP, Approved FY 88 Appropriations, Operating and Capital Budgets, 1987
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Approved FY 88 Personnel Complement, 1987
Recommended FY 89-94 CIP, 1988 (2 volumes)
Planning Assumptions: Using Trends and Projections for Developing 6-Year Public Services
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Recommended FY 89 Budget and Public Services Program FY 1989-1994, 1988 (2 volumes)
Fiscal Policy for the County Executive's Recommended CIP, Operating Budget and Six-Year
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Demographics and Other Data for Planning Assumptions, 1989
Recommended FY90 Budget and Public Services Program, 1989 (2 volumes)
Recommended FY90 Personnel Complement, 1989
Approved FY90 Appropriations: Operating and Capital Budgets, 1989 (2 volumes)
Recommended FY91-96 CIP, 1990 (2 volumes)
Recommended FY91 Budget and Public Services Program, 1990 (2 volumes)
Improving Public Services Program Planning, Requirements Planning for CIP and the Six-Year
Public Services Plan, 1990
Approved FY91 Operating Budgets and FY91-96 CIP, 1990 (2 volumes)

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Manual for the Preparation of the FY 92 - 97 CIP, 1990
Changes over Four Years, Comparative Data from Montgomery County Citizen/Household
Surveys, 1985 - 1989, 1990
1989 Montgomery County Citizen/Household Survey, 1990
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Characteristics, 1991
Recommended FY92-97 CIP, 1991 (2 volumes)
Recommended FY92 Revenue Enhancements, 1991
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Recommended FY01 Capital Budget and CIP FY 01-06, Budget in Brief, 2000
Fiscal Plan, FY03-08, April 2002
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County Maps (five regions): Montgomery County Capital Improvements Program, FY1994-1999

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