



April 8, 2009

BOARD OF COUNTY
COMMISSIONERS

www.co.bay.fl.us

POST OFFICE BOX 1818
PANAMA CITY, FL 32402

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EDWIN L. SMITH
COUNTY MANAGER

The Honorable Mark Andersen
Bay County Supervisor of Elections
205 Mosley Avenue
Lynn Haven, Florida 32444

SUBJ: FY 2010 Budget Request

The Board of County Commissioners has adopted a budget calendar, which requires that all departments and agencies provide their FY 2010 Budget Requests to the Budget Office by June 1, 2009.

The County Manager, Mr. Ed Smith and the budget staff will review all such budget request during the month of June. We would also like to receive a copy of your latest financial audit and justification of how your agency expects to expend the requested funds.

Thank you for your assistance and cooperation. If you should have any questions, please do not hesitate to call the Budget Office at (850) 784-4029.

Sincerely,

A handwritten signature in cursive script that reads "Valerie".

Valerie Smith
Senior Staff Assistant

/vws
cc: County Manager

RECEIVED



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