

# Budget Scenario Decision Memo

To: [Board/Leadership] From: [Finance Lead] Date:

## Overview

Summarize why you are presenting scenarios.

## Scenario Headlines

Scenario	Income	Expenses	Cash on Hand	What we can fund	What we de
lay			(Q4)		
Conservative					
Likely					
Stretch					

## Recommendations

1. Approve \_\_\_\_\_ scenario for now.
2. Greenlight these investments if we hit stretch by [date].
3. Trigger contingency plan if revenue falls below \_\_\_\_\_.

## Asks of Leadership

- Decision needed on \_\_\_\_\_.
- Support requested for \_\_\_\_\_.