

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	What we de
lay			(Q4)	fund	

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 _____.