

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 (Q4)	What we can fund	What we delay
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 _____.