

## # 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	1	1	1	1	1
Likely	1	1	1	1	1
Stretch	1	1	1	1	1

### ## 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 \_\_\_\_\_.