

Proposed Budget Outline for Board Meeting

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name]

Subject: Proposed Budget Outline for [Year]

Introduction

Dear Board Members,

Enclosed is the proposed budget outline for [Year]. This outline has been prepared to facilitate our discussions during the upcoming board meeting scheduled for [Date of Meeting].

Proposed Budget Overview

- **Revenue:**
 - Source 1: \$[Amount]
 - Source 2: \$[Amount]
 - Source 3: \$[Amount]
 - Total Revenue: \$[Total Amount]
- **Expenses:**
 - Category 1: \$[Amount]
 - Category 2: \$[Amount]
 - Category 3: \$[Amount]
 - Total Expenses: \$[Total Amount]
- **Net Profit/Loss:** \$[Amount]

Budget Allocation by Department

- Department 1: \$[Amount]
- Department 2: \$[Amount]
- Department 3: \$[Amount]

Conclusion

We look forward to discussing this proposed budget and receiving your valuable feedback. Please review the details in advance of our meeting.

Sincerely,
[Your Name]
[Your Position]