

Budget Approval Decision Memorandum

Date: June 28, 2024
From: Jane Thompson, Finance Director
To: Executive Leadership Team
Subject: FY2025 Department Budget Approval

Purpose

This memorandum presents the proposed FY2025 departmental budget request for review and formal approval by the Executive Leadership Team.

Background

Departments have submitted budget proposals for the upcoming fiscal year following the guidelines established in March 2024. The consolidated budget reflects organizational priorities, planned initiatives, and resource allocations necessary to meet strategic objectives.

Proposed Budget Summary

Department	Requested Amount	Previous Year	Change (%)
Operations	\$845,000	\$812,000	+4.1%
Human Resources	\$390,000	\$370,000	+5.4%
Technology	\$520,000	\$510,000	+2.0%
Marketing	\$260,000	\$200,000	+30.0%
Total	\$2,015,000	\$1,892,000	+6.5%

Recommendation

After internal review, Finance recommends approval of the proposed budget as submitted. Adjustments have been incorporated based on feedback from each department and alignment with organizational goals.

Decision

Approved: ☐ **Not Approved:** ☐

Comments:

Executive Approver Signature

Date

Important Notes

- This memorandum serves as an official record of budget approval decisions.
- Ensure all supporting documents and justifications are attached.
- Use clear rationale for any non-approval decisions.
- Retain signed copies as part of organizational records for audit purposes.
- Review and update approval workflows periodically to align with policy changes.