

Budget Tips

- Provide narrative notes to **explain budget assumptions** to your audience.
- It is important to have explanatory notes that accompany your budget, where the **calculations are clearly explained**.
- Do not “pad” numbers to give yourself wiggle room. Instead, use the most **accurate numbers** possible so that the budget does not become distorted and therefore much less valuable for planning purposes.
- **Pay attention to presentation.** Your budget could be brilliant, well-researched, and well-documented, but if it is unreadable, your work will be undermined. Budgets that are easy to read and understand are well-formatted.
- Prepare budgets that reflect **actual timing** of revenue and expenses.