

Guidance provided by Chastity Moran during 1/28/25 Delegation Call:

- **Activate Your Contingency Plan**
 - Implement your organization's government shutdown contingency plan to ensure readiness and maintain operational continuity.
- **Evaluate Financial Position**
 - **Calculate Liquidity:** Determine how many months of expenses can be covered using current cash reserves.
 - **Review Available Funds:** Assess unrestricted funds and determine how they can be utilized during this period.
- **Assess Existing Obligations**
 - **Examine Payment Terms:** Identify recurring expenses where payment terms can potentially be extended to preserve cash flow.
 - **Prioritize Commitments:** Focus on meeting critical financial obligations while deferring nonessential payments, where feasible.
- **Reevaluate Nonessential Costs**
 - **Adjust Program-Specific Spending:** Identify and reduce nonessential expenses.
 - **Review Professional Development & Travel Budgets:** Consider limiting or postponing costs associated with training, conferences, and travel until financial stability is assured.