**DCB Agenda Item** [To be inserted by DCB Secretariat]

This template to be routed to DCB via the Secretary DCB email [SecretaryDCB@qld.lca.org.au](mailto:SecretaryDCC@qld.lca.org.au) Use the template in conjunction with the Covering Memo template and requirements in the Supporting Information Protocol and Guidelines Document

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| **Resolution Title** | **Title** [Insert the Title for the Proposed Resolution] |
| **Submitted by** | [Insert name of person and/or Mission Agency submitting the request] |
| **Description** | **Description**[Insert a short description of the issue requiring a DCB decision] |
| **Recommended DCB Resolution** | THAT xxx [insert words for proposed resolution and include the Financial year and the $ amount] |
| **Prior Endorsements have occurred with:** | 🞏 M&M Council Res # 🞏 LYQ Council Res #  🞏 LEQ Council Res # 🞏 LS Council Res #  🞏 Risk Audit Finance Ctte Res #  🞏 Parish / Congregation Res # |
| **Key factors that have shaped the budget** | Insert a short description of  key factors that have influenced or shaped the proposed budget including the main financial imperatives;  relevant business plan details;  mission or business opportunities;  key risks that may be addressed in the budget; and  any risks the DCB should be made aware of]  Insert Actual (including Forecast for some months) vs Budget for the preceding year. |