**Suggested Covering Memo**

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 outlined in the Supporting Information Protocol and Guidelines Document.

Date

District Church Board

Attention: Secretary

Email SecretaryDCB@qld.lca.org.au

Greetings in Christ,

**Request for Approval of New Borrowing - <name of entity>**

It is requested that District Church Board approve the borrowing of $xxxxx from <LLL or Bank>

**Background**

The new borrowing is required to ……

**Key Issues**

Key issues considered include ….

**Options**

Options considered included ……

**Do Nothing Option**

In the event nothing is done, the implications would be ……

**Governance Process**

The new borrowing application has been considered by:

* XXXX Council; resolution #

I commend this application for your approval.

Yours faithfully,

Signature

Appointment

Enclosures:

1. New Borrowing Decision Required Template
2. Completed and Signed Church Loan Application Form
3. Completed and Signed School Loan Application Form
4. Completed Checklist for Approval of School Loan Application Form
5. Independent loan or borrowing limit reports
6. Other information relevant to supporting the application