**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 Limit - <name of entity>**

It is requested that District Church Board approve the change of borrowing limit from $xxxx to $xxxx

**Background**

The new borrowing limit 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 limit application has been considered by:

* XXXX Council; resolution #

I commend this application for your approval.

Yours faithfully,

Signature

Appointment

Enclosures:

1. New Borrowing Limit Decision Required Template
2. Independent loan or borrowing limit reports
3. Other information relevant to supporting the application