**Suggested Covering Memo**

Date

District Church Board

Attention: Secretary

Email SecretaryDCB@qld.lca.org.au

Greetings in Christ,

**Request for Approval of Budget - <name of entity>**

It is requested that District Church Board approve the proposed budget for …….

Any other relevant supporting information

**Background**

The budget has been developed in a financial environment …..

The budget has been developed in a mission environment of …..

**Key Issues**

Key issues considered in the preparation of the budget include ….

Auditors recommendations being acted on include …..

Legislative and Regulative changes impacting on the budget include ….

Market and/or mission analyses results impacting on the budget include ….

Borrowings. In the budget period, the it is intended to borrow ….

Significant Projects. In the budget period the following significant projects will commence/be ongoing/ completed ….

Staff. In the budget period it is intended that staff numbers will …..

**Options**

Options considered for changes in income or expenditure included ……

**Do Nothing Option**

In the event the budget is not approved, the implications would be ……

**Governance Process**

The budget has been considered by:

* XXXX Council; resolution #

I commend this budget for your approval.

Yours faithfully,

Signature

Appointment

Enclosures:

1. Budget Approval Decision Required Template
2. Other information relevant to supporting the application