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| --- | --- | --- | --- | --- | --- | --- | --- |
| **SUBMISSION**  Finance, Investment and Property Board  The Uniting Church in Australia  QUEENSLAND SYNOD | | | | | | | |
| **DATE** | | DD Month Year | | | **AGENDA ITEM** | | **Synod office to complete** |
| **TYPE** | | Information/Decision Paper | | | | | |
| **TITLE** | | **<Insert report title>** | | | | | |
| **RECOMMENDATIONS** | | 1. <insert resolution wording e.g. That the report be noted.> 2. <insert resolution wording e.g. That the FIP Board approve XYZ.> | | | | | |
| **SYNOD OFFICE REVIEW** | | P Cranna to complete the below if applicable | | | | | |
| Governance Approval | STATEGIC ALIGNMENT Responsible Body | | ALIGN WITH PROPERTY PRINCIPLES | CONSULTAION WITH THE CHURCH | |  | |
| Yes / No | Yes / No | | Yes / No / NA | Yes / No | | Yes / No | |
| WHO |  | |  |  | |  | |
| **MANAGEMENT COMMENTS** | |  | | | | | |
| **EXECUTIVE SUMMARY** | | <Insert a short, concise paragraph or two summarising the intention of the paper and the major reasons why the recommendation should be approved.> | | | | | |
| **SUBMITTED BY** | | <Name, Position> | | | | | |
| **DECISION TO BE COMMUNICATED TO** | | * <Insert name/team> | | | | | |
| **BACKGROUND** | | Provide key information to understand the proposal.  If you are simply providing a briefing/update, provide:   * An overview * Major work undertaken on the topic or by your team * Update – progress towards business plan objectives * Early warning – long term issues | | | | | |
| **ISSUES & OPTIONS**  ***Issues & Options (cont’d)***  *Issues & options cont’d…* | | **Complete and relevant:**   * Is there enough information for the reader to make a decision with confidence? * Is there enough analysis and/or supporting information?   **Risks:**   * Include the pros and cons and material risks of each alternative open to the ELT,   **Expert Advice:**   * Has the subject matter under consideration received expert advice if required? * If the subject matter has any potential health and safety impact/issues, how are these being managed?   **Strategy:**   * How is the decision being sought aligned with the strategic plan in terms of performance drivers, costs and timeframes?   **Financial information:**   * Is the financial information complete and accurate? * Has a cost benefit analysis been undertaken? * Is the expenditure budgeted or unbudgeted? * What is the proposed timing of the expenditure and the cash flow implications? | | | | | |
| **ATTACHMENTS** | | 1. <insert content> 2. <insert content> | | | | | |

**Attachment A**

**Heading**

<insert content>