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| **SUBMISSION**Finance, Investment and Property BoardThe Uniting Church in AustraliaQUEENSLAND 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
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| **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>