



B. Financial Information:

For questions 1 – 6, please list requested information for the last 5 year

Year	_____	_____	_____	_____	_____
1. Operating Budget	_____	_____	_____	_____	_____
2. Actual Operating Income	_____	_____	_____	_____	_____
3. Membership Figures	_____	_____	_____	_____	_____
4. Giving Units (family units or single adults)	_____	_____	_____	_____	_____
5. Avg. Worship Attendance	_____	_____	_____	_____	_____
6. Avg. Sunday School Attendance	_____	_____	_____	_____	_____
7. Breakdown of current membership:	under 18	_____	_____	_____	_____
	18 – 30	_____	_____	_____	_____
	30 – 60	_____	_____	_____	_____
	over 60	_____	_____	_____	_____

(Note: if your organization has a breakdown in alternate age groupings, please use that grouping)

8. Average family income of membership? _____
9. When was the last date your membership rolls were purged? _____
10. Are you past due or have been past due on any financial obligation during the last 3 years? If yes, give details. _____
 Are any members of your church going to receive loan proceeds? If yes, give details. _____

C. Property Information:

1. How many acres do you own? _____
2. What is the square footage of your facilities? _____
3. What date did you acquire your facilities and at what cost? _____
4. How many acres currently occupied by your facilities? _____
5. Please list a description, the year completed, and the construction costs of any improvements:

6. Has the property been appraised? _____
 Date: _____ Value: _____ Appraiser: _____
7. Insurance Coverage? (yes or no; if yes, amount) _____
 Who holds title? _____



D. Project Information:

1. Please provide a description of the current project _____

2. Who is your architect? _____
3. What is the total cost of the project? _____
 - a. Construction _____
 - b. Soft Costs _____
 - c. Furniture/fixtures _____
 - d. Contingency _____
 - e. Interest carry during construction _____
 - f. Total Estimated Cost _____
4. What is the estimated length of construction? _____
5. How much cash is available for the project? _____
6. Are you/will you be involved in a special fund raising campaign for this project? _____
If yes, what is the start date? _____
If yes, what is the length of the campaign? _____
If yes, how much is pledged to date? _____
If yes, any pledges over \$25,000? _____
If yes, any pledges over \$50,000? _____
If yes, any pledges over \$100,000? _____
Did you use a professional fundraiser? _____
If yes, which one? _____

E. Loan Information:

1. What is the amount of the loan being requested? _____
2. Is Board of Trustees action necessary for this loan? (attach resolution) _____
3. Is congregation's approval necessary for this loan? (attach resolution) _____

F. Additional Information Needed:

1. Resume from Head Clergyman
2. Brief history of the organization
3. Last three years fiscal year end financial statements (income statements & balance sheets) – preferably CPA prepared
4. Most recent interim financial statements (combined operating and restricted) (income statements & balance sheets)
5. Copy of your latest budget
6. If available, copy of architect's and contractor's contract (if applicable)
7. Operating budget projections for the next 3 years