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| --- | --- |
| Parish/Mission: | Date: |

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| --- | --- |
| City: | Phone: |

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| Project Description: | |
| Phase: of | Project Cost: |

***What you need to know before presenting a project to the Finance Advisory Council:***

1. *FAC meetings are the second Tuesday of each month – except for the months of July & August.*
2. *The Project Summary form should be received in the Finance Office no later than the last working day of the month prior to the* *month the project needs to be placed on the FAC Agenda.*
3. *For each project request provide an updated Parish Balance Sheet and Income Statement.*
4. *A project must be approved by FAC before a contract is created between Contractor and Parish.*
5. *Certificates of Insurance for $2,000,000 and Work Comp Certificates must be current, properly signed, and accompany all contracts, listing both the Parish and the Diocese as the Insured.*
6. *Before Bishop may approve a contract, it must be reviewed by Diocesan Legal Council.*

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| Name of Pastoral Council Chairperson: | Name of Finance Council Chairperson: |
| Chairperson’s Address: | Chairperson’s Address: |
| Work Phone: | Work Phone: |
| Home Phone: | Home Phone: |

*We, Parish Council and Finance Council, approved this project at our meeting on*

*Month, Day, Year*

*We also agreed that our Parish will fulfill its responsibility for all debts and agreements listed in this document and the Project Description, now and in the future.*

*Signed: Date:*

*Pastoral Council Chairperson*

*Signed: Date:*

*Finance Council Chairperson*

*Signed: Date:*

*I, Pastor of the above-named parish, accept the recommendation of Parish Council and Finance Council.*

**PROJECT WORKSHEET**

1. Current Project Amount $
2. Multiply amount of line 1 by .65 (65% of Project Cost) $
3. Parish’s Diocesan Debt $

(Contact Finance Office, ext. 142)

1. Parish Clergy Benefit Society (CBS) Debt $

(Contact Finance Office, ext. 142)

1. Parish Loans Outstanding (#44, page 4) $
2. Parish A/P over 45 days (#46, page 5) $
3. Add lines 3 through 6 above for Total Parish Debt $
4. Add lines 2 and 7 above. (65% of Project + Debt) $

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| 65% of the current project cost must be available in cash before  Bringing your project to the finance advisory council. |

1. Add lines 1 and 7 above. (Project Amount + Debt) $
2. Amount of parish savings: $
3. Amount of Building Fund savings: $
4. Amount needed to borrow for project: $

Number of payments @ % Variable rate (circle one): Yes No

Payment Amount $ Interest $ Current Pledges $

1. **Please provide photographs.**
2. This is phase of phases.

**PROJECT DESCRIPTION**

1. Describe this phase:

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1. Describe the total project. Include the project’s total square footage and enclose the project plan on paper no larger than 11”x17”.

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1. Have you sent the Diocesan Finance Office the End of Year Financial Report which was due August 30th of the current year? [YES] [NO]
2. Do you have a current Operating Budget? [YES] [NO]
3. If you have any payment agreements with the Diocese, check here [ ]. Please explain:

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**PROJECT COSTS**

DESCRIPTION PREVIOUS PHASE(S) CURRENT PHASE

1. Cost of previous phase $ $
2. Fundraiser’s fees $ $
3. Architect’s fees $ $
4. Design fee $ $
5. Acquisition of property $ $
6. Additional parking area $ $

**PROJECT COSTS**

DESCRIPTION PREVIOUS PHASE(S) CURRENT PHASE

1. City/County permits/fees $ $
2. Site preparation $ $
3. Soil sample test fees $ $
4. Construction cost $ $
5. Contractor’s fee $ $
6. Accumulated cost of all change orders will be no more than:

$ $

1. Project manager’s fees $ $
2. Landscaping $ $
3. Fencing/Security $ $
4. Utilities change $ $
5. New equipment $ $
6. New contents/furnishings $ $
7. Environmental testing $ $
8. Appraisal fees $ $
9. TOTAL Previous Phase(s) $
10. TOTAL Current Project Amount $
11. Enter the amount the parish owes the diocese. Copy from line 3. $
12. Enter the amount the parish owes the CBS. Copy from line 4. $
13. Enter total loans your parish has outstanding as of today. $ \_\_\_\_\_\_\_\_\_\_\_

(Copy total from #5, page 2.)

A. Name of Lender(s): \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

B. Principal(s) left: $ $

C. Interest to be paid: $ $

D. TOTAL Principal $ $

E. TOTAL Interest $ $

F. TOTAL Parish Loans outstanding: $\_\_\_\_\_\_\_\_\_\_\_\_

1. Please note below all debts over 45 days old by the end of the current month. This figure does not include the amount(s) owed for any of this project.

Name of Person/Company Amount owed (include finance charges)

$

$

$

1. TOTAL Parish accounts payable over 45 days: $

(Should agree with line 6)

1. Please estimate the increase of DMF for next year: $
2. Do you promise to keep current with DMF now and in the future? [Yes] [No]
3. Please estimate the increase of all operating costs the parish will have to assume each year once this Phase and the Final Phase have been completed. $ \_\_\_\_\_\_\_\_\_\_
4. Will the parish be able to handle this amount each year thereafter? [Yes] [No]
5. If the parish is planning to use funds that are in savings now, is the interest now being used for operating? [Yes] [No] If the answer to this question is “No”, please go to number 53.
6. Since you are using the interest for operating expenses you will have to find funds to replace this each year. Will your parish be able to handle this next budget year? [Yes] [No]
7. Depending on the Project Phase (Fundraiser, Architect, or Contractor), obtain three bids. Identify companies and bids below:

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| Company Name | Amount of Bid |
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Depending on Project Phase, give name, address, and phone number of the selected resource below.

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| **Fundraiser’s name:** |
| Address: |
| City/State/Zip: |
| Phone: |

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| **Architect’s Name** |
| Address: |
| City/State/Zip: |
| Phone: |

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| **Contractor’s name:** |
| Address: |
| City/State/Zip: |
| Phone: |

***55. Please attach the certificates where applicable:***

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| ***Type of Certificate*** | ***Amount*** | ***Date of coverage*** |
| Error and Omissions Insurance: |  |  |
| Personal and Property Damage Insurance: |  |  |
| Workers’ Compensation: |  |  |
| Local License: |  |  |

***Dates of coverage should cover the whole phase/project timeline.***

If you need assistance, please call the Diocesan Finance Office at (719) 544-9861 Ext 142.