



Religious Organizations Supplemental Questionnaire

(Attach to Business Loan Application)

Faith Organization Name: _____

State Incorporated: _____ When formed: _____

Governing Body or Organization: _____

National Affiliation: Yes No If yes, with what denomination? _____

Average attendance: _____ # of days worship services: _____

Facility Seating Capacity: _____ # of times worship services: _____

Membership				
List Membership for the Last Three Fiscal Years				
	Current	Year:	Year:	Year:
Number of Family units:				
Total Number of Members:				
Members Under 18:				
Members 18-30:				
Members 31-60:				
Members Over 60:				

Staff			
Head Clergy and Key Leaders/Staff	Position/Title	Years with organization	Years total experience

Committees			
Name and responsibilities of key committees	Chairperson	# of committee members	Average length of service
Finance:			
Building:			
Other:			
Other:			

Financial Highlights					
	Annual Budget Year:	Current YTD	Year:	Year:	Year:
Total Receipts:					
Total Expenses:					

Additional Documentation Required

1. Copy of your organization's records (minutes from trustee, board or congregational meeting) for the approval authorizing this credit request.
2. Previous 3 years financial statements (actual and budget).
3. Current year operating budget, with year-to-date receipts and expenses, along with corresponding balance sheet.
4. Copy of certificate showing tax exempt status for both state and federal, if applicable.
5. For new construction, please attach a breakdown of the total project costs.
6. Briefly describe plans for capital expenditures, and additional equipment purchases over the next three years, including estimated costs beyond this project.

Proposed Project Funding

Cash already contributed to the project:	\$ _____
Other cash available:	\$ _____
List Cash to be collected by project completion date:	
Sale of Real Estate (describe) _____	\$ _____
Bequests, gifts (describe) _____	\$ _____
Other (describe) _____	\$ _____
Total equity provided by borrower:	\$ _____
Proceeds from proposed loan:	\$ _____
Total project cost:	\$ _____

Fund Raising Campaign

Dates of the fund raising campaign:	From: _____	To: _____
Total number of members making pledges:	_____	
Total amount pledged:	\$ _____	
Term over which pledges will be received:	_____ (Months)	
Total pledges received to date:	\$ _____	

New Construction Only

Will construction be at the present location or new location? _____

Describe the project: _____

New construction address: _____

Name of the architect: _____

Name of the general contractor: _____

(Please provide a copy of the proposal/contract)

Contact Information

Please provide the following contact information to allow us to better serve you in the event additional information is required for this request.

	Name	Phone Number	Best Time to Contact
Finance Chairperson	_____	_____	_____
Building Committee Chairperson	_____	_____	_____
Church Secretary	_____	_____	_____

For the purpose of procuring credit from time to time, I/We furnish the foregoing as a true and accurate statement of our financial condition on the date indicated.

Name: _____

By: _____ Title: _____

Date: _____ Phone: _____