



South Central Conference Church and School Building Purchase/Renovation Checklist

Church Name: _____

Pastor Name: _____

Treasurer Name: _____

Description of Project: _____

SCC Treasury Personnel: _____

Review Date: _____

Church/School Project Description			
Details or description of the project <i>*Please give a brief description of the project background. Identify the source of the project request in the space provided.</i>			
Church Board/Business Minutes			
	Yes	No	Instructions
Has the church board approved the project?	<input type="checkbox"/>	<input type="checkbox"/>	Submit to Conference
Financial Information			
	Yes	No	Instructions
Financial records reflecting the past 3 years	<input type="checkbox"/>	<input type="checkbox"/>	Submit to Conf. Treasurer
Documents showing proposed cost of project	<input type="checkbox"/>	<input type="checkbox"/>	Submit to Conf. Treasurer
The church has 35% of the project cost on hand at start of project	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
The church loan request is within the borrowing limits of the NAD, 500% of its average annual tithe for the past three years or 65% of project costs, whichever is less	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Board minutes reflect a borrowing period of up to 20 years	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Amortization of proposed note payment developed	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Pro Forma showing disposal income	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only

Confidential

Church & School Building Purchase_Renovation Checklist 1

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Building Process			
	Yes	No	Instructions
If purchasing an existing building, has an EPA Survey been performed?	<input type="checkbox"/>	<input type="checkbox"/>	Submit Copy to Conf.
If purchasing an existing building, has an appraisal report been processed?	<input type="checkbox"/>	<input type="checkbox"/>	Submit Copy to Conf.
If purchasing an existing building, has the property been inspected if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	Submit Copy to Conf.
If building, has the Conf. Building Committee approved the project?	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Has the Association Committee approved the project?	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance			
	Yes	No	Instructions
Has insurance been acquired for the new building purchased?	<input type="checkbox"/>	<input type="checkbox"/>	Submit Copy to Conf.
If the church already owns a building, has a request been made to add the new structure to the current policy?	<input type="checkbox"/>	<input type="checkbox"/>	Submit Copy to Conf.
Has the insurance policy been updated to reflect the new mortgagee for said property?	<input type="checkbox"/>	<input type="checkbox"/>	Submit Copy to Conf. and Lender
Purchasing New Property			
	Yes	No	Instructions
Has a closing attorney been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Has an order for the Title Search been obtained? Will Owner's Title Insurance be needed?	<input type="checkbox"/>	<input type="checkbox"/>	Submit to Conf.
Has an order for the Title Search been obtained? Will Owner's Title Insurance be needed?	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Have signatures for Deed and Notary been secured?	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Date and location of closing obtained?	<input type="checkbox"/>	<input type="checkbox"/>	For Conf. Use Only
Constraint			
	Yes	No	Instructions
Has the Project Budget been approved? <i>*Indicate dollar amount of the Project Budget in the space provided.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Project Estimates			
	Yes	No	Instructions
Start Date <i>*Please indicate your estimated Start Date in the space provided in the following format: [mm/dd/yyyy]</i>	<input type="checkbox"/>	<input type="checkbox"/>	
End Date <i>*Please indicate your estimated End Date in the space provided in the following format: [mm/dd/yyyy]</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Efforts in hours <i>*Please indicate the estimated hours in the space provided.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Budget <i>*Please indicate the estimated budget in the space provided.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

General Observations

**Please provide information regarding the overall readiness of project initiation in the space below. This must be filled-in by the Facilitator.*

Board Actions

ID	Action Item	Voted	Date [mm/dd/yyyy]
	Church Board		
	Building Committee/Association Committee		
	Southern Union Revolving Fund Committee		

Approvals

**Please provide all dates in the following format: [mm/dd/yyyy]*

Church Pastor: _____ Date: _____

Church Treasurer: _____ Date: _____

SCC Treasurer: _____ Date: _____

SCC Asst. Treas.: _____ Date: _____

Facilitator: _____ Date: _____

Attendee: _____ Date: _____