

FINANCIAL DOCUMENTATION NEEDED FOR LOAN REQUESTS

Use this checklist as a guide to help gather and organize the documentation needed for your loan request.

CURRENT YEAR TO DATE FINANCIAL STATEMENTS

_____ YTD Income and Expense Statement (also referred to as a P&L)

_____ Budget Comparison (projected budget as compared to actuals)

_____ Balance Sheet

_____ Bank Statements and/or Quarterly Statements that verify cash and investments

YEAR END FINANCIAL STATEMENT FOR THE PREVIOUS THREE (3) YEARS

_____ Income and Expense Statements (also referred to as P&L Statements)

_____ Budget Comparisons

_____ Balance Sheets

SUMMARY OF ALL OUTSTANDING DEBT

_____ Original loan amount(s) vs. Current loan amounts

_____ Interest Rate(s)

_____ Origination and maturity date(s)

PROJECT INFORMATION

_____ Description of what are you trying to accomplish? When? Why?

_____ How much money are you looking to borrow?

_____ Project Information (construction documents, contractor information, budget, target purchase area, etc...)

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DEMOGRAPHIC INFORMATION

_____ YTD average attendance trends (by program, by age)

_____ Previous three years attendance trends (by program, by age)

_____ Membership numbers (by age and/or family units)

_____ Giving Units

_____ Total annual giving of your top 15 Donors – listed individually (no names)

_____ Community demographics (if available)

GOVERNMENT OF THE ORGANIZATION

_____ Articles of Incorporation

_____ Constitution

_____ By-Laws

_____ Brief history

_____ Explanation of other entities you are formally affiliated with

_____ Leadership bio's