



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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		SOLUTIONS
	CONSULT	FINANCE
BUY	SELL	LEASE
SERVICE		

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