

**Diocesan Finance Council**  
**Financial Plan for Building and Renovation Projects**  
**Parish/Institution: <Enter Parish Name>**  
**Project: <Enter Project Name>**  
**Date Prepared: <Enter Date>**

*The Diocesan Finance Councils exist per Canon Law 492. Amongst other responsibilities, the Council reviews potentially significant fiscal undertakings that might obligate the Diocese as a whole or an entity within the Diocese. The Council seeks to clarify each opportunity's risk and potential benefit and provide independent counsel on the merits and consequences to the Bishop, who will make the final decision. Typically, the following information is sought by the Council.*

**A. Estimated Total Cost of Project:**

1. Additional Land to be acquired	\$
2. Architect Fee	\$
3. Construction/Purchase Costs	\$
4. Other Costs	\$ _____
<b>Total Project Costs</b>	<b>\$ _____</b>

**B. How Will the Project Be Financed:**

1. Cash Available for the Project	
a. Cash on Hand from Parish/School Accounts	\$
b. Cash from Deposit and Loan Funds on Deposit	\$
c. Other Cash (Describe)	\$
d. Other Cash (Describe)	\$
e. Other Cash (Describe)	\$ _____
<b>Total Cash Available</b>	<b>\$ _____</b>

?, Additional Cash to be raised before construction is complete	
a. From Pledges	\$
b. Funds to be generated from operations	\$ _____
<b>Total Cash Still to Be Raised</b>	<b>\$ _____</b>

3. Loan from Diocese's Deposit and Loan Fund	\$ _____
<b>Total Project Funding</b>	<b>\$ _____</b>

<b>Project Over/{Under} Funded</b>	<b>\$ _____</b>
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**Additional information often sought by the Finance Council at the presentation:**

1. A description of the project and its scope.
2. How will this project advance the work of the specific ministry, the parish community, or the work of the Diocese? Specific, measurable outcomes are helpful if possible. (i.e. expanded seating for 50 in sanctuary, classroom space for weekly adult religion classes, etc.)
3. If additional fundraising is needed, has professional fundraising counsel been sought to assess potential? What was the result of the assessment?
4. Describe the parish community's involvement in and support of this project.
5. Consequences to parish/community if the project doesn't advance,

**Financial Information Submitted By:**

\_\_\_\_\_  
 Chairperson, Parish/School Project Planning Committee

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 Date

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Parish Pastor/Administrator/Priest Delegate

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Date

**Financial Information Approved By:**

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Diocesan Finance Officer

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Date

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Bishop

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Date