

FCU - Project Finance Sheet

for Projects over \$1,000

To be completed before work begins

Project Description _____

Estimated Start Date _____ Estimated Completion Date _____

Project Lead _____ Phone # _____ Email _____

Estimated Expenses*

Item	Source	Cost	Terms of payment

Total Estimated Cost _____

Funding:

___ Line item in budget for budget year _____

___ Special Funding

___ Other (may need a legally called membership vote) Explain _____

Treasurer Review _____ Date _____ Standing Committee Liaison _____

Standing Committee Approval _____ Date _____

* \$1,000 < \$2,500 one estimate, \$2,500 < \$5,000 two estimates, ≥\$5,000 three estimates

Original to Church Clerk, Copy 1 to Treasurer, Copy 2 to Requestor, Copy 3 to Standing Committee Liaison

