

ST. AMBROSE FINANCIAL SERVICES, INC.
IMPROVEMENT AUTHORIZATION

SAMPLE

PARISH St. Mary's Parish Location Centerville

Improvement Proposal(s): 1. Replace roof on church.

2. Replace windows in the rectory.

Amount estimated cost of each project: 1. \$ 60,000.00 2. \$ 20,000.00

Total amount of project(s): \$ 80,000.00

How will each improvement be financed? 1. Funds on deposit with St. Ambrose Financial Services, Inc.

2. Parish picnic and fall festival funds.

Does parish have funds invested in St. Ambrose Financial Services, Inc.? Yes. Amount? \$105,000.00

Does parish have funds invested outside St. Ambrose Financial Services, Inc.? No. Amount?

If yes, where are funds invested? N/A

*All excess funds are required to be on deposit in the Deposit and Loan Fund with St. Ambrose Financial Services, Inc. prior to commencement of any building project.

Is parish current with all accounts receivable and loan/interest payments owed to St. Ambrose Financial Services, Inc.? Yes.

Is parish current with all accounts receivable owed to the Diocese of La Crosse? Yes.

If applicable, is parish current on subsidy payments to unified Catholic school system? N/A

NOTE: The parish MUST be current on all receivables as outlined above prior to beginning any building project.

Is a Building Commission Meeting, as outlined in the *Policy and Procedure for Building or Renovating*, required for this project? No.

If so, has the Building Commission Meeting been scheduled? Date of meeting?

Please see insurance information on reverse of this form.

DATES OF MINUTES THIS PROJECT RECEIVED CONSENSUS BY PARISH CONSULTATIVE BODIES:

PASTORAL COUNCIL FINANCE COUNCIL

PASTOR'S SIGNATURE Date

BISHOP'S AUTHORIZATION Date

Contractor should have insurance in force for the following: COMPREHENSIVE GENERAL LIABILITY (including: Completed operations; Underground explosion and collapse; Contractual liability; Independent contractors; Comprehensive form; Broad form property damages, Personal injury), AUTOMOBILE, WORKERS COMPENSATION AND EMPLOYERS LIABILITY.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE OBTAINED BY THE CONTRACTOR FROM HIS INSURANCE CARRIER WHICH NAMES YOUR PARISH, BISHOP WILLIAM CALLAHAN AND THE DIOCESE OF LA CROSSE AS "ADDITIONAL NAMED INSURED." (The contractor can easily obtain this certificate of insurance from his insurance company with little or no cost.)

Original contracts are to be filed with St. Ambrose Financial Services, Inc.

-----FOR ST. AMBROSE FINANCIAL SERVICES, INC. USE-----

Accounts: Current Overdue Balance

Loans:

Savings:
