

BUDGET APPROVAL AND PROJECT EXPENDITURE SUMMARY

Congregation: _____	Date: _____	Plan No.: _____	Seats: _____
Location: _____	Financing by Congregation: _____ (Local Currency)		
City/State (or Province)	Financing by Branch: _____ (Local Currency)		
Property Cost: _____	Area: _____ m ²	Cost per m ² : _____	Legal Owner: _____
Building Cost: _____	Area: _____ m ²	Cost per m ² : _____	
Description of Project:			

Approved Budget			Actual Project Costs						
TC	Description	Total	Month	Month	Month	Month	Incurred by Branch	Total	
11	Job Setup								
12	Contractor								
Project Support—Subtotal									
21	Demolition								
22	Earthwork								
23	Fence/Retaining Wall								
24	Storm Drainage								
25	Waste Management								
26	Pavement								
27	Landscaping								
28	Site Works Contractor								
Site Works—Subtotal									
61	Concrete								
62	Masonry								
63	Metals								
64	Woodwork								
65	Roof Cover/Insulation								
66	Doors/Windows								
67	Finishes								
68	Furnishings								
69	Mechanical								
70	Electrical								
71	Construction Contractor								
Kingdom Hall—Subtotal									
Average Project Overhead			Average Project Overhead Cost (Supplied by Accounting Office)						
Total									

Transaction Code (TC) Details		
11	Job Setup	Engineering, shop/as-built drawings, quality control testing, building permits, temporary buildings, survey
12	Project Support Contractor	All contracted or lump sum costs for Project Support
21	Demolition	Demolition and removal of existing structures, heavy equipment rental
22	Earthwork	Large excavation (e.g., cut and fill), general site grading, tree removal, sod stripping, building pads
23	Fence/Retaining Wall	All work related to fence, retaining walls
24	Storm Drainage	Culverts, manholes, catch basins, bedding, grates, piping
25	Waste Management	Sewer lines, force mains, septic tanks, drain fields, grease traps, sand filters, pit toilet system, etc
26	Pavement	Sidewalks, roads, parking
27	Landscaping	Trees, shrubs
28	Site Works Contractor	All contracted or lump sum costs for Site Works
61	Concrete	Foundations, slabs, precast or cast-in-place beams, concrete, rebar
62	Masonry	Concrete masonry units, bricks, mortar, joint reinforcement, tie systems
63	Metals	Structural steelwork (e.g., angle iron, channel iron, I-beam), load-bearing metal wall frame, metal decking
64	Woodwork	Rough carpentry (trusses, decking, glue laminated constructions), finish carpentry, cabinets
65	Roof Cover/Insulation	Waterproofing (e.g., sheet membrane: fluid applied, sheet metal, moister barriers), insulation, fireproofing
66	Doors/Windows	Doors, frames (wood, steel), hardware, windows (wood, steel, aluminum)
67	Finishes	Interior wall and ceiling materials (including nonload-bearing metal wall frame), lath, plaster, tile, paint
68	Furnishings	Benches, chairs, cabinets, literature counters, contribution boxes
69	Mechanical	Domestic water system, heating, fire protection, drain, waste, vent, plumbing fixtures, ventilation
70	Electrical	Rough-in electrical work, switchgear and feeders, generator, outlets, lighting system, sound system
71	Kingdom Hall Contractor	All contracted or lump sum costs for Kingdom Hall

Funds Allocated (including property)	<input type="checkbox"/> Loan Repayment <input type="checkbox"/> Monthly Contribution	Signed (KHCD Overseer)	OK (Branch Committee)	OK (Branch Committee)
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