

# Approval Process Allocation of Property Sale Proceeds

## Phase 1

### Form 1 – Getting Started

Form 1 is the starting point for all applications. This is a tool for applicants to consider the context of the community beyond themselves, the process that led to the initial idea and how this fits with the vision of **mission and/or ministry opportunities** of the applicant. By submitting this form early in the process, this allows for other councils of the church to provide early feedback.

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## Phase 2

### Form 2A – Discerning and Deciding

Form 2A documents the discernment between the congregation and presbytery (or applicant and discernment partner) and facilitates development of the initial project idea to a more defined plan of action and how this idea responds to the overall **missional vision and strategy. For allocation of PSP**, this relates to the reasoning for the proposed use, how it fits with the congregation's long term strategy and enhances missional opportunities.

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## Phase 3A

### Form 3A- Application for Allocation of Property Sale Proceeds

Form 3A formally requests allocation of the Beneficial User proceeds for approval by other councils of the church. It specifies how the proceeds are to be allocated, how much and from the sale of which property. The details of the projects on which the proceeds are to be used (eg build, purchase or IOMF) should be submitted via application at the same time.

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## Phase 4

### Post – Approval

Once approved, the funds are set aside by Accounting Services in a specific account and drawn down as required. If the funds are to be used for capital works or purchase of property, a Request for Payment form will be sent to the congregation to attach to invoices to facilitate the use of the funds. If the funds are to be used for an IOMF they are invested with UCA Funds Management and the specified amount distributed every six months in line with interest earned.

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