

THE CHURCH OF SCOTLAND GENERAL TRUSTEES

GENERAL FORM

This form must be accompanied by particulars of the proposed work, together with any relevant reports, plans or drawings, estimates of costs, etc.

Congregation of..... Presbytery of.....

SECTION A: To be completed on behalf of the Financial Board of the Congregation and signed by the Clerk. If you need more space, please use the back page or attach a separate sheet.

1. Brief description of work proposed (Specify which building or buildings – eg, Church, Manse, Hall etc – the work relates to, the expenditure on each and whether work is to be phased. If more than one building is specified please advise if they are separate buildings or form part of a complex.)

2. Is the work being carried out as a result of a Professional Report and will it be controlled by an appropriately qualified person? Please give details.

3. ..Estimated cost of building works, purchase price, etc ..... £
VAT (if appropriate) ..... £
Professional and other fees (if appropriate) ..... £
Total £

4. If the Congregation holds monies in the Consolidated Fabric Fund, please specify:-
(a) amount of (b) proportion to be applied to this project
Capital £ £
Revenue £ £

5. What is the total cost of work which has been **authorised** by the Presbytery over the past 3 years in respect of the same building(s) referred to in para 1?

---

6. What amounts are the Congregation likely to have to spend over the next 3 years in respect of the same building(s) referred to in para 1?

---

7. Specify the names and distances of the nearest two Church of Scotland Churches.

---

**I hereby confirm that this form has been submitted to and approved by the Financial Board of this Congregation on ..... (date of meeting )**

Signature .....

Full Name.....

Address.....

.....

.....e-mail.....

Postcode.....

Daytime Telephone No.....

Position held (delete as appropriate):

**Clerk to Congregational Board / Kirk Session / Deacons' Court / Committee of Management**

---

**Note:** the completed Form together with all relevant supporting documents should be forwarded to the **Property Team Leader (Mr Jim Chalmers, 13 Inchwood Place, Cumbernauld, G68 9EA).**

If you have any queries regarding completion of the Form, you should contact Mr David Robertson, Assistant Secretary, General Trustees' Secretary's Department, 121 George Street, Edinburgh EH2 4YN Tel: 0131 225 5722. E-mail: gentrustees@cofscotland.org.uk

**SECTIONS B and C: To be completed by Presbytery Clerk in all cases.**

---

**SECTION B: PRESBYTERY DELIVERANCE**

- Notes:
1. In cases involving applications to the Central Fabric Fund, Presbytery is requested to state in its Deliverance, among other matters, its opinion on the necessity and suitability of the work proposed, whether the Congregation has contributed or proposes to contribute as largely as it ought and how large a loan it considers that the Congregation could service. In exceptional circumstances, an interest-free loan may be recommended.
  2. In cases involving applications to the Central Fabric Fund or where the Financial Limit is invoked, unless a copy of the latest Report under the Act of Assembly anent Care of Ecclesiastical Properties is in the hands of the General Trustees, Presbytery should furnish a copy of such Report.
  3. In cases where the Congregation is seeking the release of monies held by the General Trustees, Presbytery is asked to state specifically in the Deliverance whether it approves in those cases where the release of revenue over £10,000 or any amount of capital is involved.
  4. If Presbytery is supporting an application to Historic Scotland the separate blue form should be completed and sent to the General Trustees along with the General Form.

---

**SECTION C: (ignore if a Financial Limit Form accompanies this General Form)**

I confirm the Presbytery is satisfied that the Financial Limit will not be exceeded by:-

- (a) The cost of the proposed work plus the cost of work at the same building authorised by Presbytery over the previous 3 years or
  - (b) The cost of the proposed work plus the cost of other work likely to be required at the same building over the following 3 years.
- 

Date.....

.....  
**Presbytery Clerk**