FINANCIAL LEARNING CAFE

Funding Academy • F01

Lesson 3 Resource

Gather common financial documents

Use-of-funds worksheet

Premium lesson companion
Teaching brief • applied vocabulary • guided workbook • knowledge check • answer guide

Name ____

Date ____

Gather common financial documents

Applications may request statements, tax returns, financial reports, debt schedules, licenses, formation records, and contracts. Requirements vary by provider and product.

The deeper idea

A document is useful only when it is requested, current, legible, consistent, and explainable. A clean index prevents frantic uploads and contradictory versions.

Learning objectives

- Explain debt schedule in the context of gather common financial documents.
- Distinguish bank statement from an assumption or promotional summary.
- Show how financial statement changes cost, timing, control, responsibility, or risk.
- Complete the use-of-funds worksheet using traceable source information.

Vocabulary in action

debt schedule	Locate it in source material and state what it measures or governs.
bank statement	Use it to make the comparison concrete instead of relying on a label.
financial statement	Name who carries responsibility, what triggers it, and which control makes it visible.

FIVE-STEP DECISION METHOD

Move from information to a responsible next step.

1. Define the exact question

State the purpose, deadline, and consequence of delay. Connect the question directly to gather common financial documents.

2. Gather governing evidence

Collect current agreements, statements, official disclosures, operating records, or program instructions. Record the source and date.

3. Apply the vocabulary

Locate debt schedule, bank statement, and financial statement in the real document or process. Translate each into a dollar, date, action, control, or responsibility.

4. Test a difficult case

Change one important assumption - timing, volume, cost, income, access, or support - and explain whether the plan still works.

5. Record the decision

Choose proceed, revise, compare, seek qualified review, or stop. Name the next action, its owner, and the review date.

Applied scenario

A learner must make this decision this month. The learner gathers governing records, locates debt schedule, bank statement, and financial statement, and completes the assignment. The decision pauses if the difficult-case test exposes an obligation or operating risk that cannot be managed.

Use-of-funds worksheet

Build a dated document inventory and verify every requirement directly with the provider.

Purpose: What exact decision does gather common financial documents support?

Evidence: Which source documents prove the facts? Include dates.

Terms: Where do debt schedule, bank statement, and financial statement appear, and what does each change?

Stress-test and decision record

Stress test: Which assumption is most fragile, and what happens if it fails?

Decision record: What is the next action, who owns it, and when will it be reviewed?

My recorded status

☐ Proceed ☐ Revise ☐ Compare ☐ Seek qualified review ☐ Stop

KNOWLEDGE CHECK

Confirm your understanding.

1. State the central teaching in your own words.

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2. How do debt schedule and bank statement work together?

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3. What evidence is strong enough to use?

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4. What would make the plan pause?

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5. What belongs in the finished assignment?

ANSWER GUIDE

Compare reasoning, not just wording.

1. State the central teaching in your own words.

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2. How do debt schedule and bank statement work together?

Define each, locate both in source material, and explain their combined effect on the decision.

3. What evidence is strong enough to use?

Current, relevant, traceable information from an agreement, statement, official source, operating record, or qualified professional.

4. What would make the plan pause?

A missing governing fact, unsupported claim, unmanageable stress case, or inability to explain the responsibility attached to financial statement.

5. What belongs in the finished assignment?

Purpose, sources, term definitions, comparison or calculation, difficult-case result, unanswered questions, responsible owner, and review date.

Education-only boundary

This resource provides general education. It does not submit applications, negotiate with providers, handle customer funds, promise outcomes, or replace individualized guidance from an appropriately qualified professional.