

TROY HIGGINS COMMUNITY FIELD OF MEMBERSHIP APPLICATION

Name of Credit Union: _____ Date: _____

Address: _____

Current Field of Membership: Single Common Bond Multiple Common Bond

1. What is the designation of the proposed community?

Political subdivision – Name: _____

Rural service area

Southeast North Central Southwest South Central Northeast Northwest

Oklahoma Metropolitan Statistical Area

Enid Lawton Tulsa Oklahoma City

Non-standard community

2. If the proposed community is a **non-standard community**, what are the proposed community boundaries?

3. If the proposed community is a **non-standard community**:

(A) What are the locations of the credit union's service facilities within the proposed community?

(B) List the daily or weekly newspapers serving the proposed community.

(C) Describe the characteristics within the proposed community which show that members of the community share a common interest or otherwise interact.

(D) Attach a map of the geographic boundaries of the proposed community.

4. If the proposed community is a ***political subdivision or non-standard community***, what is the total population of the proposed community, and the source for this information?
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5. Attach a copy of the proposed amended credit union bylaws, including a list of the Select Employee and Select Associational Groups that the credit union will continue to serve. The credit union may model its amendment after the approved sample bylaw amendment included with this application as Appendix "A".
6. Attach a detailed pro-forma Business Plan for the proposed community credit union that focuses on the unique financial and operational characteristics of a community field of membership. The Business Plan should include, at a minimum, the following items;
- (A) current financial statements, including the income and delinquency report;
 - (B) pro forma balance sheets and income/expense statements for two years (as called for in Appendix "B" of this application) and related assumptions for each;
 - (C) the number of existing members and the estimated number of members expected to be served after the conversion. Estimated growth should reflect membership growth number and percentage for each of the four years following the conversion to a community field of membership;
 - (D) a detailed marketing plan (with budget and calendar projections for two years) addressing how the community will be served;
 - (E) any new products or services that will be added and any existing products or services that will be changed;
 - (F) location and description of existing service facilities, including branches, drive-through facilities, ATMs, internet website, etc., and a detailed description of any new facilities/fixed assets that will need to be added or remodeled due to membership growth. Note whether any new real estate, facilities, and furniture/fixtures will comply with Title 6 O. S., Section 2006(4);
 - (G) a report describing both existing and planned staffing requirements. Describe the specific need for any additional staff;
 - (H) a report concerning the anticipated financial impact on the credit union in terms of need for additional employees and/or fixed assets/facilities;
 - (I) changes that will be made to existing credit union policies, such as Loan Policies, Liquidity Policies, etc.; and
 - (J) describe the methods by which the credit union will verify membership eligibility, when eligibility is based on working, worshipping, or school attendance in the proposed community. (Residence in the proposed community may be verified by current utility bills, driver's license, or other documentation which verifies the member's permanent residence.)

7. Attach a signed copy of the minutes of the meeting in which the Board voted to proceed with the conversion to a community field of membership, or a certificate of vote of the same meeting.
8. Enclose a check payable to the Oklahoma State Banking Department in the amount of \$800.00.

Chairman of the Board (Signature)

Signature Above (Typed)

Date Signed

President/Manager (Signature)

Signature Above (Typed)

Date Signed

CERTIFICATE OF APPROVAL

I HEREBY CERTIFY, that the foregoing Amended Certificate of Incorporation of the

_____ Credit Union, in

_____, Oklahoma, has been approved

by the State Credit Union Board and the Oklahoma State Bank Commissioner.

WITNESS my hand and official seal this _____ day of _____, 2001,

in Oklahoma City, Oklahoma.

(SEAL)

Oklahoma State Bank Commissioner

CERTIFICATE OF APPROVAL

_____ CREDIT UNION

Adopted this ____ day of _____, 2001, as the official bylaws
of _____ Credit Union.

(Sign Below)

_____ Chairman	_____ Vice Chairman	_____ Secretary/Treasurer
_____ Director	_____ Director	_____ Director
_____ Director	_____ Director	_____ Director
_____ Director	_____ Director	_____ Director

State Credit Union Board Approved:

_____, 2001
(Date Approved)

(SEAL)

Oklahoma State Bank Commissioner

_____, 2001
(Date Signed)

APPENDIX "A"
TO THE COMMUNITY FIELD OF MEMBERSHIP APPLICATION

Sample Bylaw Amendment

Community Field of Membership. The credit union's field of membership may include individuals who reside, work, worship, or attend school in the following community: *[If the community is a Rural Service Area, Oklahoma Metropolitan Statistical Area, or political subdivision with established boundaries, identify the community by name. If the community is a non-standard community, identify the boundaries of the community.]* In addition, the credit union may serve any individual who is now, or who shall later become, an employee or member of the group(s) having a common bond of occupation or association listed [below*] [in the attachment to these bylaws**].

**[If the credit union has a single common bond field of membership or the number of select groups is few, the bylaws may list the field of membership and select groups immediately below the above paragraph. All select groups should be listed rather than only those falling outside of the community, because a select group might later relocate outside of the community.]*

***[If the number of select groups is lengthy, the credit union should prepare an attachment with a complete list of its select groups. All select groups should be listed rather than only those falling outside of the community, because a select group might later relocate outside of the community.]*

APPENDIX "B"
TO THE COMMUNITY FIELD OF MEMBERSHIP APPLICATION

PRO FORMA BALANCE SHEET PROJECTIONS
(In 000's Dollars)

ASSETS	Year 1	Year 2
Cash and Transaction Accounts		
Investments Detail		
Non FAS 115		
Held to maturity		
Trading		
Available for sale		
Investments Total		
Loan Detail		
Consumer loans		
Real estate first mortgage loans		
Other real estate loans		
Credit card loans		
Agricultural loans		
Business loans		
New vehicle loans		
Used vehicle loans		
Leases receivable		
All other loans		
Less allowance for loan losses		
Net Loans		
Fixed Assets – net of depreciation (provide details on separate schedule)		
Insurance Capitalization Deposit		
Other Real Estate Owned		
Other Assets (provide details on separate schedule)		
Total Assets		

PRO FORMA BALANCE SHEET PROJECTIONS

(In 000's Dollars)

LIABILITIES	Year 1	Year 2
Shares and Deposits Detail		
Share drafts		
Regular shares		
Money market shares		
Share certificates		
IRA/Keogh shares		
Other shares		
Member Shares Total		
Non-member Deposits		
Total Shares and Deposits		
Dividends and Interest Payable		
Borrowed Money and Interest Payable		
Other Payables and Liabilities (provide details on separate schedule)		
Total Liabilities		
Net Worth (from Capital Computation Page)		
Total Liabilities and Net Worth		

PRO FORMA NET WORTH COMPUTATION PROJECTIONS

(In 000's Dollars)

NET WORTH	Year 1	Year 2
Regular Reserves		
Other Reserves		
Undivided Earnings		
Accumulated Unrealized Gains (Losses) on AFS Securities		
Net Worth		
Allowance For Loan Losses		
Capital		
Capital Ratios		
Net Worth to Assets		
Capital to Assets		
Projected Capital Growth Rate		

PRO FORMA INCOME AND EXPENSE PROJECTIONS

(In 000's Dollars)

	Year 1	Year 2
Interest Income		
Net Interest and Fees on Loans		
Interest Earned on Investment Securities		
Other Interest Income		
Total Interest Income		
Interest Expense		
Dividends on Shares		
Interest on Borrowed Money		
Total Interest Expense		
Net Interest Income		
Provision for Loan and Lease Losses		
Net Interest Income after Provision for Loan and Lease Losses		
Non-Interest Income		
Fee Income		
Other Operating Income		
Gain (Loss) on Investments		
Gain (Loss) on Disposition of Assets		
Other Non-Operating Income (Expense)		
Total Non-Interest Income		
Non-Interest Expense		
Compensation and Benefits		
Travel and Conference		
Office Occupancy		
Office Operations		
Education and Promotional		
Loan Servicing		
Professional and Outside Services		
Member Insurance		
Examination/Supervision Fees		
Miscellaneous Operating Expenses		
Total Non-Interest Expense		

