

Executive Summary

Capital Budget Plan

Prepared By: [Name/Department]

Date: [MM/DD/YYYY]

Period Covered: [FY Start – FY End]

1. Objective

Briefly describe the main objectives of the capital budget plan. Summarize the strategic purpose and outcomes anticipated from the investments proposed.

2. Overview of Capital Projects

1. **Project Name 1:** Short description, purpose, and expected impact.
2. **Project Name 2:** Short description, purpose, and expected impact.
3. **Project Name 3:** Short description, purpose, and expected impact.

3. Total Capital Requirements

- **Total Requested Budget:** \$[Total Amount]
- **Funding Sources:** List primary sources (e.g., internal reserves, loans, grants).

4. Key Benefits & Risks

- **Benefits:** Summarize main benefits such as ROI, cost savings, growth enablement.
- **Risks:** Highlight major risks and proposed mitigation strategies.

5. Summary Timeline

Provide a high-level summary of the expected timeline for major projects and capital expenditures.

6. Recommendations

Outline recommended actions or approvals required from stakeholders or leadership.

Important Notes

- Ensure all budgeted projects align with organizational strategy.
- Use clear, concise language to aid decision-makers' understanding.
- Update figures and projections as new data becomes available.
- Document assumptions and risk factors transparently.
- Executive summary should fit in a single page for clarity.