

# Capital Expenditure Report

Department:  
Operations  
Prepared By:  
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Date:  
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Reporting Period:  
Q2 2024  
Report No.:  
CAPEX-024-Q2-OP

## Summary

This report outlines the approved and proposed capital expenditures for the Operations Department during the reporting period. It details expenditure by project, category, status, and highlights budget status and variances.

## Capital Expenditure Details

Project/Asset Name	Category	Description	Budgeted Amount	Actual Expenditure	Status	Variance
Warehouse Renovation	Building	Structural upgrades to main warehouse	\$120,000	\$115,500	Completed	\$4,500 under
Forklift Purchase	Equipment	Acquisition of 2 electric forklifts	\$50,000	\$49,800	Completed	\$200 under
IT Infrastructure Upgrade	Technology	Replacement of outdated servers	\$40,000	\$0	Pending	N/A
Solar Energy Installation	Green Initiative	Install solar panels on roof	\$80,000	\$15,400	In Progress	\$64,600 remaining
Total			\$290,000	\$180,700		

## Important Notes:

- Capital expenditures require prior management approval and may be subject to board oversight.
- Supporting documents and vendor quotes should be attached with each project entry.
- This report serves for both budgeting and audit trail purposes; accuracy is essential.
- Any delays or overruns should be explained in an attached variance explanation sheet.