

Capital Expenditure (CapEx) Report Format

FY 2024–2025

1. Project Overview

Project Name	New Manufacturing Plant Expansion
Department	Production
Project Manager	Jane Doe
Start Date	2024-07-01
Estimated Completion	2025-06-30

2. CapEx Summary

Item/Asset	Description	Quantity	Unit Cost (USD)	Total Cost (USD)
Land Acquisition	Purchase of new site	1	500,000	500,000
Machinery	Production line equipment	5	120,000	600,000
Building Construction	Factory facility	1	750,000	750,000
IT Infrastructure	Servers and networking	1	80,000	80,000
Contingency	Unforeseen expenses	-	-	50,000
Total CapEx Estimate				1,980,000

3. Funding Source

Source	Amount (USD)
Internal Funds	1,000,000
Bank Loan	800,000
Government Grant	180,000
Total Funding	1,980,000

4. Implementation Timeline

Milestone	Expected Date	Status
Site Acquisition Completed	2024-08-15	Planned

Building Construction Started	2024-09-01	Planned
Machinery Installation	2025-03-01	Planned
Project Completion	2025-06-30	Planned

Important Notes

- CapEx reports are essential for tracking large-scale investments and their impact on company assets.
- Ensure all estimates are thoroughly reviewed and approved by the relevant departments before finalization.
- Monitoring the utilization of funds against approved budget is critical for financial control.
- Include justifications and supporting documents for all major items to enhance transparency and accountability.
- Regular updates to this report are recommended during the project lifecycle.