

Capital Project Expense Budget

This sample budget includes line items that are typical of many capital projects the Trust considers. Your project budget should include all necessary and appropriate line items to ensure it is successfully completed.

We prefer to receive project budgets in Excel (.xlsx) format and have provided a template you are welcome to use. The blue boxes are for data entry, and you are welcome to add/remove lines as needed. Please use no less than 10-point font.

CENTRAL HEADQUARTERS BUILDING BUDGET

Hard Costs	Land acquisition		\$350,000
	Site preparation (excavation, utilities, etc.)		\$328,000
	Construction (16,230 square feet)*		\$3,245,820
	Landscaping		\$131,500
	Parking lot, sidewalks		\$223,000
		Sub-Total	\$4,278,320
Soft Costs	Architect and engineering		\$341,050
	Permitting and fees		\$36,000
	Construction loan interest, legal, etc.		\$71,200
		Sub-Total	\$448,250
Furniture, Fixtures, and Equipment (FF&E)	Offices (15): desks, chairs, bookshelves		\$30,000
	Reception and lounge		\$10,000
	Meeting room tables and chairs		\$25,000
		Sub-Total	\$65,000
Contingency		Sub-Total	\$300,000
		Total	\$5,091,570
Request from Murdock Trust			\$ 200,000

BUDGET NARRATIVE

1. Land cost based on actual purchase price of three acres of prime business property
2. Site preparation and construction based on contractor bids (about \$200 per square foot)
3. Landscape is an estimate; actual not to exceed budgeted amount
4. Parking lot and sidewalks based on contractor's estimate
5. Architect and engineering based on agreed-upon costs (includes some pro bono work)
6. Permitting and fees are estimates based on published city expenses
7. Construction loan interest, legal, etc. are estimates based on potential requirements
8. Contingency is about 6 percent of the total project costs