

**HOW TO USE CAPITAL PROJECT DESCRIPTION PAGES**

***Funding Summary***

- Summarizes the amount of funding provided for each project from inception through the five year program.
- Indicates the amount of funding allocated to each phase (i.e. design, construction, etc.) over the five year program.

***Project Comments***

- This narrative includes information such as:
  - a description of the project,
  - the location of the project,
  - the need for the project,
  - the status of the project,
  - description of linkages to other projects, and
  - information on project funding.

***Funding Schedule***

- Indicates sources of funding for the project for each year of the five year program.
- Indicates the amount of funding in each year of the five year program.

***Operating Budget Impact***

- Indicates the increased operating costs or savings resulting from the completion of the project. These costs or savings will eventually have to be incorporated into the operating budget.
  - if the project will generate savings in the operating budget, the impact is shown in parentheses.
- Indicates the year the additional expenses or savings will impact the budget.
- Indicates if the project will generate additional revenues to offset the additional operating expenses.
- A summary of the impact of capital projects on operating budgets can be found in this section.