

# CAPEX

This page should allow CE members to view current year CAPEX budget and spend - as well as reviewing future year forecasts.

As a general guideline, the CAPEX cycle looks like:

	Q1	Q2	Q3	Q4
<b>Current Year</b>	Budget confirmed Execute where possible	Execute projects	Execute projects	Complete projects <i>(beware payment terms - completion only when final payment is made)</i>
<b>Next Year</b>	Collect wish-list	Filter & rank wish-list	Submit budget proposal	Refine budget proposal

## CAPEX Guidelines/Best-Practices

- Spend (i.e. 'cash-out') must be completed within the relevant calendar year unless otherwise agreed. Consideration must be given to agreed payment terms - e.g. 60d+EOM terms means invoicing in September.
- There is a general 5% allowance for budget variation - beyond this, CAPEX Extension approval must be sought. TOTAL CE budget still has to be maintained, even if individual items creep up.
- Once budget is agreed, it is strongly recommended to ensure full spend is achieved. This will help to secure subsequent years' budgets. There is no reward for *not* spending the budget.
- It is recommended to include a contingency in your budget - either on each item, or overall. As the year progresses, if funds remain then add smaller spends - or reallocate 'spare' within CE - to ensure full spend.
- Take care with currency fluctuations relative to the fixed Euros budget - there is no 'allowance' for these against the budget.

## CAPEX Tools

### CAPEX Budgets & Forecasts

Needless to say, maturity of forecasts will decrease for distant years. It is likely that future years will be updated to account for additions or omissions in earlier years.

[2023 Budget & Progress](#)

[2024 Forecast](#)

[2025 Forecast](#)

[2026 Forecast](#)

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