



## Directions for completing Project Status Form

**Department** – Please list the name of the department that is responsible for the project.

**Project Tracking Number** – The tracking number is assigned to help the Capital Improvements Committee (CIC) match the project to the Municipal Capital Stabilization Account. This number is available from your CIC Liaison.

**Project Name** – Please list the name of the project as approved on the Town Meeting warrant.

**Approved** – Please list the date of the Town Meeting the project was approved at.

**Amount Approved** – Please list the amount of funds approved by Town Meeting.

**Actual Amount Used** – Please list the amount expended at the time of this report.

**Brief Description** – Please provide the Capital Improvements Committee with a brief description of the project to date. You may use the space provided or attach a separate piece of paper. This allows the committee to present accurate information to Town Meeting.

**Submitted By** – Please sign and date the form before submittal to the CIC mail slot at Town Hall. Print name and title of person submitting report.

**Reviewed By** – *For Capital Improvements Committee & Town Administrator Use Only.*