

## **STOUGHTON CPA PROJECT CLOSE-OUT FORM**

Project Name: \_\_\_\_\_ Munis #: \_\_\_\_\_

Applicant's Organization: \_\_\_\_\_

Representative & Title: \_\_\_\_\_

Rep's Phone & Email: \_\_\_\_\_

Total Budget: \$ \_\_\_\_\_ Bonding Authorized: \$ \_\_\_\_\_

Expenditures: \$ \_\_\_\_\_ Bonding Issued: \$ \_\_\_\_\_

Surplus: \$ \_\_\_\_\_ Unissued Bonding: \$ \_\_\_\_\_

1. Was this project bonded? \_\_\_\_\_ (Yes/No) If so, list all bonds issued\*:

Amount: \$ \_\_\_\_\_ Date bonded: \_\_\_\_\_ Term: \_\_\_\_\_ years

2. Surplus funds may be closed out, and, if applicable, unissued bonding may be rescinded: \_\_\_\_\_

3. Project has been completed to the applicant's satisfaction, except for the following minor "punch list" items\*:

\_\_\_\_\_

4. Who will be responsible for maintenance? \_\_\_\_\_

5. All warranty materials have been submitted to the appropriate office: \_\_\_\_\_

6. Project expenses have been within approved scope: \_\_\_\_\_

7. Project has been completed within budget: \_\_\_\_\_

8. All invoices have been submitted for payment: \_\_\_\_\_

9. Additional comments\*: \_\_\_\_\_

\_\_\_\_\_

*(\*If additional space required, attach separate sheet)*

*To the best of my knowledge, the above statements are accurate and correct:*

\_\_\_\_\_  
Project Representative

\_\_\_\_\_  
Date

Date of CPC Vote to Recommend Account Close-Out/Rescission: \_\_\_\_\_