**4T19 MONTHLY COST REPORT**

(To accompany all Payment Certificates)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| LOCAL AUTHORITY: DATE:  PROJECT TITLE: PROJECT NO.:  CONSULTANT: PROVINCIAL PROJECT NO.:  CONTRACTOR: CONTRACT NO.: | | | | | | |
| DATE OF CONTRACT AWARD  CONTRACT START DATE  CONTRACT COMPLETION DATE  REVISED COMPLETION DATE  ANTICIPATED ACTUAL COMPLETION DATE | | | **CASH FLOW** (\*indicates actual historical values) | | | |
| CONSTRUCTION: PAYMENT CERTIFICATES | | | |
|  | Total Claimed before Apr ‘07 |  |  |
| ESTIMATED % PHYSICAL COMPLETION | |  | MNTH/FIN YRS | 06/07 | 07/08 | 08/09 |
| **TENDER** | | **AMOUNT** | APR |  |  |  |
| TENDERED WORK | |  | MAY |  |  |  |
| ESCALATION | |  | JUN |  |  |  |
| CONTINGENCIES | |  | JULY |  |  |  |
| SUBTOTAL | |  | AUG |  |  |  |
| VAT | |  | SEP |  |  |  |
| **TOTAL TENDER SUM (INCL. VAT)** | |  | OCT |  |  |  |
| CURRENT ESTIMATE | |  | NOV |  |  |  |
| TENDERED WORK | |  | DEC |  |  |  |
| ADDITIONAL WORK/SAVINGS | |  | JAN |  |  |  |
| TRAINING COSTS | |  | FEB |  |  |  |
| ESCALATION | |  | MARCH |  |  |  |
| SUBTOTAL | |  | SUBTOTAL (CONST) |  |  |  |
| VAT | |  | FEES  (Including site supervision cost) | | | |
| TOTAL CURRENT ESTIMATE | |  |  | Total claimed before Apr ‘07 |  |  |
| **ANTICIPATED CLAIMS**  (OUTSTANDING CONTRACTOR’S CLAIMS | |  | MNTH/FIN YRS | 06/07 | 07/08 | 08/09 |
| A. TOTAL CURRENT ESTIMATE (b/f) | |  | APR |  |  |  |
| B1 DESIGN FEES (including disbursements, etc.) | |  | MAY |  |  |  |
| B2 SITE SUPERVISION COST | |  | JUNE |  |  |  |
| B3 TRAINING/COMMUNITY LIAISON COSTS | |  | JUL |  |  |  |
| B. TOTAL INDIRECT COSTS | |  | AUG |  |  |  |
| C. OTHER COSTS (Specify) | |  | SEP |  |  |  |
| **TOTAL ANTICIPATED COSTS (A+B+C)** | |  | OCT |  |  |  |
| REMARKS: | | | NOV |  |  |  |
|  | | | DEC |  |  |  |
|  | | | JAN |  |  |  |
|  | | | FEB |  |  |  |
|  | | | MAR |  |  |  |
|  | | | SUBTOTAL (FEES) |  |  |  |
|  | | |
|  | | | TOTAL FOR YEAR | 0 | 0 | 0 |
|  | | |
|  | | | TOTAL ANTICIPATED COST: R | | | |
| D. **AUTHORISED PROJECT FUNDS** | **AMOUNT** | | **APPROVED BUDGETS** | 06/07 | 07/08 | 08/09 |
| OWN FUNDING |  | | OWN FUNDING |  |  |  |
| OTHER (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | OTHER |  |  |  |
|  |  | |  |  |  |  |
| TOTAL PROJECT COST |  | | TOTALS | 0 | 0 | 0 |
|  |  | | TOTAL APPROVED BUDGET: R | | | |
| COMPLETED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

Note: All costs and fees to include VAT. Financial year from 1 April to 31 March (or as further defined by the client)

***PROJECT MANAGEMENT GUIDELINES***

# PROJECT COST ANALYSIS

|  |  |  |
| --- | --- | --- |
| LOCAL AUTHORITY: DATE:  PROJECT TITLE: PROJECT NO.:  CONSULTANT: PROVINCIAL PROJECT NO.:  CONTRACTOR: CONTRACT NO. | | |
| BREAKDOWN OF PROJECT COSTS | | **% OF TOTAL** |
| Labour | R |  |
| Material | R |  |
| Plant & Equipment | R |  |
| Overhead costs & Profit | R |  |
| Professional Fees  (Design & Supervision | R |  |
| Contingency/Escalation | R |  |
| VAT | R |  |
| Other costs (state) | R |  |
| TOTAL ESTIMATED CONTRACT COSTS (A) | R | 100% |

# OVERHEAD COST ANALYSIS

|  |  |  |
| --- | --- | --- |
| BREAKDOWN OF PROJECT COSTS | | **% OF TOTAL** |
| Payroll Cost of services (PCOS) | R |  |
| Consultants | R |  |
| Travel Air | R |  |
| Travel Car | R |  |
| Staff Accommodation | R |  |
| Accommodation Others | R |  |
| Cell Phone | R |  |
| Telephone / Fax | R |  |
| Printing and Copying | R |  |
| Communications & Advertising | R |  |
| Entertainment and Meals | R |  |
|  |  |  |
| VAT | R |  |
| Other costs (state) | R |  |
| TOTAL ESTIMATED OVERHEAD COSTS (B) | R | 100% |
| TOTAL ESTIMATED PROGRAMME COST (A+B) | R |  |

|  |
| --- |
| Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***PROJECT MANAGEMENT GUIDELINES***

# DESIGN PHASE MONTHLY REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IMPLEMENTING AGENT: DATE:  PROJECT TITLE: PROJECT NO.:  CONSULTANT: PROVINCIAL PROJECT NO.: | | | | | |
| PROGRAMME – HISTORICAL AND ANTICIPATED DATES  (\*Indicates Actual historical dates) | | | | | |
|  | DATE |  | | | DATE |
| Business Plan/Technical Report Submission. |  | Agreement between Client & consultant | | |  |
| Approval funds |  | Tenders close | | |  |
| Approval of Counter Funding |  | Tender report submission | | |  |
| Appointment of Consultant |  | Local Council approval | | |  |
| Preliminary design report submission |  | Provincial approval | | |  |
| Final design |  | Contract starting date | | |  |
| Tender document prepared |  | Contract completion date | | |  |
| Tender advertisement |  | End of maintenance | | |  |
| FUNDING SOURCES | TOTAL | 2006/07 | 2007/08 | 2008/09 | 2009/10 |
| CLIENT FUNDS |  |  |  |  |  |
| OTHER FUNDS (Specify) |  |  |  |  |  |
| TOTAL FUNDING |  |  |  |  |  |
| ESTIMATED CASH FLOW (FROM BUSINESS PLAN)  (Note: Financial year from 1 April to 31 March – unless otherwise specified) | | | | | |
| 1. PROFESSIONAL FEES: | TOTAL | 2006/07 | 2007/08 | 2008/09 | 2009/10 |
| Fees claimed before April 2006 |  |  |  |  |  |
| Design fee |  |  |  |  |  |
| Training/Community liaison costs |  |  |  |  |  |
| Survey cost |  |  |  |  |  |
| Material and site investigations |  |  |  |  |  |
| Other expenses and Disbursements |  |  |  |  |  |
| Construction supervision (site staff) |  |  |  |  |  |
| VAT |  |  |  |  |  |
| TOTAL PROFESSIONAL FEES |  |  |  |  |  |
| 2. CONSTRUCTION COST: | TOTAL | 2000/01 | 01/02 | 02/03 | 03/04 |
| Construction cost |  |  |  |  |  |
| Training Costs .......% |  |  |  |  |  |
| Escalation |  |  |  |  |  |
| Contingency |  |  |  |  |  |
| VAT |  |  |  |  |  |
| TOTAL CONSTRUCTION COST |  |  |  |  |  |
| TOTAL ESTIMATED PROJECT COST (1 + 2) |  |  |  |  |  |
| REMARKS | | | | ACTUAL FEE CLAIMS | |
|  | | | | DATE | AMOUNT |
|  | | | |  |  |
| Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |