

Distribution	SUBJECT	Date
	MONTHLY JOB COST REPORT	09-01-2014

**PURPOSE:** To show the financial situation of each ongoing multi-family construction project and provide completion information for property management and syndication.

**PREPARED BY:** Construction Secretary and Construction Manager

**PROCEDURE:** Step I: DA completes purchase order and cost to date columns by 12<sup>th</sup> and submits preliminary report to CM.

Step II: C.M. completes revised budget and issues any needed POs.

Step III: D.A. runs final report on computer.

Step IV: DA prints report.

Step V: CM and DA review and report.

Step VI: DA distributes report as follows:

CM

DM

Project Manager

**DATE OF ISSUE:** By the 15<sup>th</sup> of each month.

# EXAMPLE

Oakbrook Villas  
JOB COST REPORT  
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ODE NO.	DESCRIPTION	TARGET BUDGET	REVISED BUDGET	DIFFERENCE	PURCHASE ORDERS	TOTAL COST TO DATE	BALANCE COMPLETE	TC> BUDG	PO> BUDG	TC> PO
0013	CONCRETE AND SOIL TEST	0	0	0	0	0	0	0	0	0
0015	TIE IN SURVEY	0	0	0	0	0	0	0	0	0
0017	BUILDING LAYOUT	0	0	0	0	0	0	0	0	0
0032	BUILDERS RISK INSUR.	0	0	0	0	0	0	0	0	0
0111	BUILDING PERMIT & FEES	2,000	2,000	0	500	30	1,970	0	0	0
0115	WATER METERS	0	0	0	0	0	0	0	0	0
0121	SUPERVISION	40,000	20,000	-20,000	15,000	7,116	12,884	0	0	0
0125	AUTO EXPENSE	1,500	1,500	0	900	587	913	0	0	0
0126	PROJECT MANAGEMENT EXP.	3,000	3,000	0	0	0	3,000	0	0	0
0131	APARTMENT CLEANING	0	0	0	0	0	0	0	0	0
0133	MISC PROJECT LABOR	20,000	20,000	0	0	0	20,000	0	0	0
0141	SECURITY FENCE	0	500	0	350	350	150	0	0	0
0142	COST AUDIT	0	0	0	0	0	0	0	0	0
0146	SECURITY PROJECTION	0	0	0	0	0	0	0	0	0
0151	OFFICE EXPENSE	0	0	0	0	0	0	0	0	0
0152	PORTABLE TOILETS	0	2,000	2,000	1,500	0	2,000	0	0	0
0153	STORAGE TRAILER	2,000	2,000	0	0	0	2,000	0	0	0
0154	JOB SIGNS	0	500	500	325	126	374	0	0	0
0156	OFFICE EXPENSE	1,500	1,500	0	0	0	1,500	0	0	0
0158	OFFICE SUPPLIES	500	500	0	400	97	403	0	0	0
0161	JOB PHONE	1,400	1,400	0	1,000	612	788	0	0	0
0162	ELECTRICITY DURING CONST	800	800	0	0	0	800	0	0	0
0163	WATER DURING CONST.	0	0	0	0	0	0	0	0	0
0171	DUMPSTER RENTAL	3,000	3,000	0	0	0	3,000	0	0	0
0181	SMALL TOOLS	0	0	0	0	0	0	0	0	0
0191	CONTINGENCY	10,000	10,000	0	0	0	10,000	0	0	0
0222	SITE CLEARING	0	36,000	36,000	35,032	31,757	4,243	0	0	0
0225	BUILDING PADS	0	0	0	0	0	0	0	0	0
0227	LAYOUT AND STAKING	0	0	0	0	0	0	0	0	0
0231	SANITARY SEWER	0	0	0	0	0	0	0	0	0
0232	WATER DIST. SYSTEM	0	0	0	0	0	0	0	0	0
0233	STORM SEWER	0	0	0	0	0	0	0	0	0
0235	SITE ELECTRIC	5,000	5,000	0	0	0	5,000	0	0	0
0241	ROADWAYS	66,500	70,000	3,500	0	0	70,000	0	0	0
0242	FINISH ASPHALT & STRIPE	0	0	0	0	0	0	0	0	0
0243	SEAL & STRIPE ASPHALT	3,500	3,500	0	0	0	3,500	0	0	0
0244	CURBING	0	0	0	0	0	0	0	0	0
0245	CURB/SIDEWALK MATERIAL	115,000	75,000	-40,000	0	0	75,000	0	0	0
0247	SIDEWALKS & PADS LABOR	0	0	0	0	0	0	0	0	0
0252	IRRIGATION&DEEP WELL	15,000	15,000	0	0	0	15,000	0	0	0
0253	SEEDING&SOD	4,000	4,000	0	0	0	4,000	0	0	0
0255	PLANTS	10,000	10,000	0	0	0	10,000	0	0	0
0256	LANDSCAPE EQUIPMENT	0	0	0	0	0	0	0	0	0
0257	PERMANENT FENCING	5,000	5,000	0	0	0	5,000	0	0	0
0259	MAILBOX STRUCTURE	0	0	0	0	0	0	0	0	0
0264	PERMANENT SIGN	4,000	4,000	0	424	424	3,576	0	0	0
0277	PICNIC TABLES	4,000	0	-4,000	0	0	0	0	0	0
0278	PLAYGROUND EQUIP.	25,000	32,000	7,000	30,873	0	32,000	0	0	0
0279	STORAGE BUILDINGS	0	4,000	4,000	2,500	2,500	1,500	0	0	0
0280	FURNISHINGS	8,000	8,000	0	0	0	8,000	0	0	0
0333	REBAR/MESH&VISQUEEN	0	0	0	0	0	0	0	0	0
0337	CONCRETE FOR SLABS	0	0	0	0	0	0	0	0	0
0338	SLAB LABOR	0	0	0	0	0	0	0	0	0
0339	SOIL TREATMENT	0	0	0	0	0	0	0	0	0
0444	BRICK MATERIAL	0	0	0	0	0	0	0	0	0
0446	BRICK LABOR	0	0	0	0	0	0	0	0	0
0451	WALLBLOCK MATERIAL	0	0	0	0	0	0	0	0	0
0542	METAL STAIRWAYS	15,000	15,000	0	0	0	15,000	0	0	0
SUBTOTAL PG. 1		365,700	355,200	-11,000	88,805	43,600	311,600	0	0	0

C-270-A

# EXAMPLE

Oakbrook Villas  
JOB COST REPORT  
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10:58 AM  
19-Feb-14 PG 2 OF 2

CODE NO.	DESCRIPTION	TARGET BUDGET	REVISED BUDGET	DIFFERENCE	PURCHASE ORDERS	TOTAL COST TO DATE	BALANCE COMPLETE	TC> BUDG	PO> BUDG	TC> PO
0629	FRAME LUMBER	2,000	6,000	4,000	3,959	959	5,041	0	0	0
0634	SHEATHING	8,200	5,000	-3,200	342	342	4,658	0	0	0
0642	ALUM SOFFIT/SIDING	0	18,000	18,000	7,946	7,833	10,167	0	0	0
0643	SIDING LABOR	25,000	15,000	-10,000	13,284	8,618	6,382	0	0	0
0645	METAL SHELVING	4,500	4,500	0	0	0	4,500	0	0	0
0659	TRIM MATERIAL	21,000	21,000	0	3,000	0	21,000	0	0	0
0663	CABINETS	138,600	93,000	-45,600	92,614	0	93,000	0	0	0
0664	CABINETS INSTALLED	0	37,000	37,000	35,700	0	37,000	0	0	0
0671	FRAME LABOR	25,000	35,000	10,000	33,382	16,007	18,993	0	0	0
0675	TRIM CARPENTER LABOR	20,000	8,000	-12,000	8,000	3,319	4,681	0	0	0
0724	INSULATION	12,000	12,000	0	0	0	12,000	0	0	0
0754	ROOFING MATERIALS	82,000	58,000	-24,000	55,422	54,394	3,606	0	0	0
0757	ROOFING LABOR	70,000	59,500	-10,500	59,033	53,812	5,688	0	0	0
0761	GUTTERS & DOWNSPOUTS	4,000	4,000	0	0	0	4,000	0	0	0
0762	SHEET METAL	0	0	0	0	0	0	0	0	0
0811	EXTERIOR DOORS	18,000	25,000	7,000	23,452	0	25,000	0	0	0
0821	INTERIOR DOORS	16,800	16,800	0	0	0	16,800	0	0	0
0824	METAL BIFOLD DOORS	12,000	12,000	0	0	0	12,000	0	0	0
0831	GARAGE DOORS	1,500	1,500	0	0	0	1,500	0	0	0
0847	SINGLE HUNG WINDOWS	110,492	110,492	0	44,530	0	110,492	0	0	0
0871	LOCKSETS&HARDWARE	8,400	8,400	0	5,471	49	8,351	0	0	0
0875	DOOR VIEWER	0	250	250	200	0	250	0	0	0
0912	WALLPAPER	2,000	2,000	0	0	0	2,000	0	0	0
0913	DRYWALL	12,000	12,000	0	6,200	47	11,953	0	0	0
0922	STUCCO	4,000	4,000	0	0	0	4,000	0	0	0
0924	CERAMIC TILE	8,000	8,000	0	0	0	8,000	0	0	0
0947	PAINTING	16,000	16,000	0	2,765	2,765	13,235	0	0	0
0952	CARPETS&VINYL	60,000	25,500	-34,500	25,116	14,374	11,126	0	0	0
1011	BATH ACCESSORIES	5,000	5,000	0	0	0	5,000	0	0	0
1012	MEDICINE CABINETS	2,000	2,000	0	0	0	2,000	0	0	0
1013	MIRRORS	4,200	4,200	0	0	0	4,200	0	0	0
1014	MAILBOXES	8,000	8,000	0	0	0	8,000	0	0	0
1015	APARTMENT IDENTIFICATION	2,100	2,100	0	0	0	2,100	0	0	0
1117	APPLIANCES	50,400	50,400	0	40,438	1,048	49,353	0	0	0
1133	SECURITY SYSTEM	0	7,500	7,500	7,479	0	7,500	0	0	0
1134	FIRE EXTINGUISHERS	3,000	3,000	0	0	0	3,000	0	0	0
1221	DRAPES AND RODS	8,200	8,200	0	0	0	8,200	0	0	0
1517	PLUMBING	66,000	70,000	4,000	66,497	31,176	38,824	0	0	0
1555	HEATING AND A/C	126,000	128,000	2,000	125,907	64,831	63,369	0	0	0
1625	ELECTRICAL SUBCONTRACT	42,000	80,000	38,000	65,787	43,519	36,481	0	0	0
1626	CEILING FANS	21,000	7,200	-13,800	5,954	5,457	1,743	0	0	0
1644	MATV	0	0	0	0	0	0	0	0	0
TOTAL PG 2		1,019,392	993,542	-25,850	732,478	308,349	685,193	0	0	0
TOTAL PG. 1		365,700	355,200	-11,000	88,805	43,600	311,600	0	0	0
TOTAL		1,385,092	1,348,742	-36,850	821,282	351,949	996,793	0	0	0

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19-Feb-14

	REVISED BUDGET	TO DATE
CONSTRUCTION CONTRACT	\$1,499,400	DRAWS \$270,000
LESS BUDGET	<u>\$1,348,742</u>	COSTS \$351,949
		NET CASH FLOW -\$81,949
GROSS PROFIT	\$150,658	
	10.05%	BALANCE TO DRAW \$1,229,400
FHFC GROSS PROFIT + OHD	\$186,866	BALANCE TO SPEND \$996,793
SURPLUS	-\$36,208	REMAINING CASH \$232,607
		<b>CHECK/BALANCE \$150,658</b>