JACK BUTLER-KETTLE

What I need from you

Cashflow Forecasting Against Programme

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Contract sum and build-up ESSENTIAL

Why I need it. The value being spread.

Where you'll find it. The estimating file, the tender summary or the job budget.

Without it. There is no value curve to spread money against, so nothing else in the forecast can be built.

2. The current accepted programme ESSENTIAL

Why I need it. What decides when the value is earned.

Where you'll find it. The planner's files, the tender pack, or the last progress report.

Without it. The value curve cannot be weighted to real timing, so the model straight-lines the spend and the trough it finds cannot be trusted.

3. Payment terms and dates IMPORTANT

Why I need it. What decides when the money arrives.

Where you'll find it. The contract's payment section, or the order confirmation for a subcontract.

Without it. The receipt curve is built on assumed payment dates rather than the real ones, so when the money actually lands could be wrong by weeks.

4. Actual costs to date ESSENTIAL

Why I need it. What has actually been spent.

Where you'll find it. The cost ledger or job-costing system, or ask whoever manages your accounts for an export to date.

Without it. There is nothing to build the cost curve from, so the outgoing side of the forecast cannot be produced.

5. Committed costs and orders IMPORTANT

Why I need it. What is owed but not yet paid.

Where you'll find it. The order register, or your buying team's list of orders placed and not yet invoiced.

Without it. The forward cost curve is phased from the tender build-up rather than from what is actually on order, so the timing of spend beyond the ledger date is an estimate, not a fact.

6. Retention terms IMPORTANT

Why I need it. What is held back and when it comes back.

Where you'll find it. The contract's payment section, alongside the other payment terms, or ask whoever manages your accounts if it is not stated there.

Without it. Retention is modelled on a standard form's percentage and release dates rather than your actual terms, or, where no form is known, the trough is reported before retention is taken off at all.

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.