

What I need from you

CVR Production & Maintenance

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 all variations, with the variation register showing against each item its status, the date it was submitted to the payer and the date it was answered **ESSENTIAL**

Why I need it. The income side, and the dates the ageing of the unagreed items is built from.

Where you'll find it. The commercial folder, the surveyor's working files and the variation register. The submission and answer dates are on the register where it is kept properly, and otherwise on the covering correspondence each variation went out with.

Without it. There is no value side to reconcile, so no margin can be calculated at all this period.

2. The cost ledger or actuals **ESSENTIAL**

Why I need it. The cost side, and the half that is usually wrong.

Where you'll find it. The accounts or job-costing system, and the purchase ledger.

Without it. There is no cost side to reconcile, so no margin can be calculated at all this period.

3. Accruals **IMPORTANT**

Why I need it. What is incurred but not yet invoiced.

Where you'll find it. The plant register, the site's delivery records, the timesheets and the subcontractors' latest applications.

Without it. Accruals are built from site records and subcontractor applications instead of your own schedule, and anything with no record behind it is left out of cost altogether.

4. Valuations to date **ESSENTIAL**

Why I need it. What was certified against what was applied for.

Where you'll find it. Your surveyor's file of applications and the certificates issued against them, or the payment folder.

Without it. There is nothing to reconcile the agreed value against, so the value side cannot be checked against what has actually been certified.

5. Subcontract commitments **IMPORTANT**

Why I need it. What is owed to the supply chain.

Where you'll find it. The order register, or your buying team's list of subcontract orders placed and value paid to date.

Without it. Cost to date is actuals and accruals only, with nothing committed on open orders included, so the margin range reported is narrower than it should be.

6. The programme OPTIONAL

Why I need it. What decides whether the period is on track.

Where you'll find it. The current programme, from the planner or the last progress report, if you hold one; it is not required to run this report.

Without it. The report cannot say whether the period's spend is on track against time, only what the money itself shows.

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.