

## WORK ON HAND REPORT

Name and Address of Contractor: \_\_\_\_\_

 Work on Hand Report  
 as of \_\_\_\_\_, 20\_\_\_\_.

Project Name & Location	1	2	3	4	5	6
	Contract Price Inc'l. Approved Change Order	Contractors Estimated Cost at Time of Bid	Total Amount Billed to Date Inc'l. Retainage	Total Costs to Date	Revised Estimated Remaining Costs to Complete	Est. Compl Date.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
<b>Totals</b>						

List contracts below that have been completed during last fiscal year or since the last work on hand report

Project Name & Location	Final Contract Price	Total Cost	Gross Profit or Loss

**See Page 2 for Instructions**

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**Marsh & McLennan Agency, LLC Company**  
**Work on Hand Report**  
**Page 2 Instructions**

As a guide, the following definitions are given to assist you in the preparation of this report. PLEASE NOTE, include ALL projects, bonded and unbonded, lump sum and cost plus.

- 1 & 2. Contract price and contractor's estimated cost at time of bid should include approved change orders only and, in original estimated costs, the costs applicable thereto. Exclude claims and disputed items. If desired, an explanation of these items may be attached.

If contracts are on a unit price basis, and the estimated number of units approved has increased or decreased since bid date, adjust the original contract price accordingly, using the original price and cost per unit as a base, and enter these amounts unless the change in unit quantity has contractually operated to change the unit price.

- 2 & 4. Costs should be entered consistent with financial statement (Profit and Loss Report) allocation, excluding general and administrative (specifically unallocated) overhead.
- 3 & 4. BILLED TO DATE and COSTS TO DATE should be entered as of the same date or, when this schedule is provided in conjunction with a financial statement, consistent with their treatment in the financial report.
5. ESTIMATED REMAINING COSTS TO COMPLETE should be a REVISED figure reflecting developments which have occurred subsequent bid date causing a change in total costs (or cost per unit), if any, not merely a subtraction exercise. After approximately 50% completion, it is imperative that a re-evaluation of costs be made. In the early stages of a project, a re-evaluation of costs may be difficult and perhaps impractical.