

Sample Project Expense Tracking Spreadsheet

10.21.2019

Project Budget & Expenses

| | Project Budget | *KBC COs | Rev. Sum | BILLED 2018 | BILLED Jan. | BILLED Feb. | BILLED March | BILLED April | BILLED May | BILLED June | BILLED July | BILLED Aug. | BILLED Sept. | BILLED Oct. | BILLED Nov. | BILLED Total |
|--------------------|--------------------|------------------|--------------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|----------------|---------------------|
| Contractor *11 COs | \$3,293,997 | 15,799.00 | \$3,309,796 | | 124,724.28 | 48,816.70 | 218,075.05 | 246,325.06 | 233,308.11 | 72,353.88 | 146,798.88 | 383,548.59 | 148,588 | 293,370.71 | | 1,915,909.26 |
| Engineer | 313,000 | | 313,000 | 18,629.17 | 22,234.07 | 71,017.47 | | 16,565.45 | 15,518.01 | 29,040.14 | 16,996.78 | 26,553.62 | 37,212.19 | 26,504.63 | | 280,271.53 |
| Attorney | 5,000 | | 5,000 | 4,471.30 | | | | | | | | | | | | 4,471.30 |
| Administrator | 79,076 | | 79,076 | 7,000 | | 24,671.75 | | | | | | | | 25,027.22 | | 56,699 |
| Contingency | 658,799 | | 658,799 | | | | | | | | | | | | | |
| Pre-con Survey | | 6,250.00 | \$6,250 | | | | 6,250.00 | | | | | | | | | 6,250.00 |
| Total | \$4,349,872 | 22,049.00 | \$4,371,921 | 30100.47 | 146,958.35 | 144,505.92 | 224,325.05 | 262,890.51 | 248,826.12 | 101,394.02 | 163,795.66 | 410,102.21 | 185,800 | 344,902.56 | | 2,263,601.06 |

***Change Orders**

| | | |
|---------------|---------------------------------------|---------------|
| CO 1 | Pre-construct Inspection | -8,293 |
| CO 2 | Premium Time for Scaffolding | 15,178.07 |
| CO 3 | Hazardous Material Testing | 4,190.88 |
| CO 4 | Parapet Steel Spandrel Beam | 0 |
| CO 5 | Asbestos Abatement | 17,037.24 |
| CO 6 | Add Stiffener Plates | 12,328.62 |
| CO 7 | Delete Multi-wythe brick repair | -19,609.60 |
| CO 8 | Repoint Remainder of Courtyard Wall | 53,491.03 |
| CO 9 | Engineer Bulletin 2 Courtyard Repairs | 58,991.16 |
| CO 10 | Removal of Lead Paint | 35,000 |
| CO11 | Engineer Bulliten # 3 | -152,515 |
| TOTAL: | | 15,799 |

Pending Change Orders (PCOs) and Change Order Requests (CORs)

| | | |
|---|---------------------|--|
| CO12 | 15,109.92 | Add 2 Days |
| CO13 | 16,327.86 | Add 0 Days |
| CO14 | 31,541.63 | Add 2 Days |
| COR 18 Rev 2 | 310,393.36 | Add 6 weeks |
| COR 25 | 8,926.88 | Add 2 Days |
| Total | 382,299.65 | New Date for Substantial Completion: Thursday, December 19. |
| Contractor's Pending Credits | -121,107 | Less: Estimated Engineering Fee of \$2,500 for engineering related to shoring. |
| Projected Total Cost of the Project: | 4,020,603.20 | |

Project Engineer's Invoices

| | | |
|---------------------------------|--------|-------------------|
| 11.21.2018 | 248045 | 4,622.50 |
| 12.10.2018 | 248802 | 14,006.67 |
| 01.29.2019 | 251314 | 22,234.07 |
| 03.19.2019 | 253943 | 71,017.47 |
| 04.23.2019 | 261218 | 16,565.45 |
| 05.22.2019 | 262644 | 15,518.01 |
| 06.14.2019 | 264431 | 29,040.14 |
| 07.03.2019 | 265803 | 16,996.78 |
| 08.00.2019 | 267959 | 26,553.62 |
| 09.00.2019 | 269380 | 37,212.19 |
| 10.00.2019 | 271157 | 26,504.63 |
| 11.00.2019 | | |
| 12.00.2019 | | |
| Total | | 280,271.53 |
| Total Proposed Engineering Fees | | 313,000.00 |
| Remaining | | 32,728.47 |