[Your company name]

Cost Value Reconciliation

Monthly reconciliation of valuation, cost and forecast by cost code

Project	
Contract ref	
Period end da	
Prepared by	
Reviewed by	

Cost code	Package or element	Contract value	Value to date	Cost to date	Accruals and liabilities	Total cost to date	Margin to date	Margin %	Forecast final value	Forecast final cost	Forecast margin	Forecast margin %
	Totals	**0**	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

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How to use this CVR

Value to date: the valuation of work done, including agreed and fairly assessed change, less any over measure.

Cost to date: costs posted to the ledger for the period end.

Accruals and liabilities: costs incurred but not yet posted, such as subcontract valuations, plant and materials received.

Forecast final value and cost: your best view of the outturn, including risks and opportunities you expect to occur.

Review the CVR with the project team every month and explain any movement in margin.

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