



## FINAL ACCOUNT VERIFICATION CHECKLIST

This documents is to be mandatorily attached after the front cover page of each of final account

### PROJECT DETAILS:

Respective consultant to fill in:

Project Number:	
Project Name:	
Contractor:	
Principial Agent:	
Quantity Surveyor:	

### CONTRACTUAL DATES:

Respective consultant to fill in:

	Item	Date / info	Documents Attached		
			Yes	No	N/a
1.1	Site handover date:				
1.2	Contractual completion date:				
1.3	Revised contractual completion date ( <b>Approved EOT's to be attached</b> )				
1.4	Actual Practical completion date:				
1.5	Works completion date:				
1.6	Final completion date:				

### CONFIRMATION THAT THE FOLLOWING HAVE BEEN CHECKED / VERIFIED IN THE FINAL ACCOUNT:

For UE purpose ONLY:

	Item description	Tick with v or X		
		Yes	No	N/a
2.1	All schedule rates are cross referenced to the priced tender Bills of Quantities			
2.2	All non-schedule rates are supported by relevant quotations, calculations, invoices, etc. and are included where applicable - <i>Attach 3 quotes where necessary</i>			
2.3	All contract instructions have been signed and approved by relevant UE personnel			
2.4	All approved contract instructions are incorporated in the final account as per the budget			
2.5	All work measured provisionally has been re-measured and is included in the final account			
2.6	All provisional sums have been adjusted in the final account			
2.7	Adjustment of Preliminaries and General (P&G's) amounts where applicable			
2.8	Profit and attedance adjustment as per actualy purchase order where applicable			
2.9	Electrical remeasurements where applicable			
2.10	Mechanical remeassurements where applicable			
2.11	All Purchase Orders to be included in the final account and cost report (eg, ICT, etc.)			
2.12	EOT attached where applicable			
2.13	Penalties deducted where applicable			
2.14	Final statement included and signed by all parties			
	a. Point of departure is the JBCC/PO amount (INCL VAT)			
	b. Net Omission/addition (From Final Summary)			
	c. Subtotal			
	d. Penalties – if applicable			
	e. Final contract amount			
2.15	Final summary included			
	a. Contract Instructions (From approved ci's addendum)			
	b. Remeasurements (If not issued as a CI/carried from addendum)			
	c. Adjustment of Provisional Amounts (If not issued as a CI/carried from addendum)			
	d. Adjustment of Preliminaries and General (If not issued as a CI/carried from addendum)			
	e. Nett Omission/Addition carried over to Final Statement			
2.16	Final cost report included			
2.17	Final Statement correspond with the Cost Report			

Verified by: \_\_\_\_\_

DATE \_\_\_\_\_

Recommendation to be finalised: \_\_\_\_\_

DATE \_\_\_\_\_

Belinda Qhesi