

FINAL ACCOUNT RECONCILIATION

Contract sum to adjusted sum, less paid and retention, to the balance

STATEMENT — COMMERCIAL FILE

KD-CA-FA-009 Rev A0

THE CONTRACT GOVERNS. Who prepares the final account, when, what it must include, and the effect of a final certificate or final statement are set by the contract — the JCT Standard Building Contract 2024 at clauses 1.9, 4.25 and 4.26, the JCT Design and Build Contract 2024 at clauses 1.8 and 4.24, the JCT Minor Works Building Contract 2024 at clause 4.9. Read them, and take advice before a final certificate or statement is issued or a settlement is signed.

The whole account on one sheet: the contract sum, adjusted for everything the contract allows, less contra charges, to the adjusted sum; less what has been paid and the retention still held, to the balance. Every line has three columns — what we submit, what is agreed, and what is still disputed — so the account can be agreed line by line and the disputed items settled separately in section 3. The figures come from the registers: variations from KD-CA-VR-001, daywork from KD-CA-DR-004, loss and expense from KD-CA-LE-006, payments from the payment notices and applications (KD-PAY-PN-003, KD-PAY-AP-001), retention from KD-PAY-RR-008. All figures £ excluding VAT.

1 THE ACCOUNT

PROJECT / CONTRACT REF	PROJECT	DATE	PREPARED BY
OUR COMPANY	OTHER PARTY	CONTRACT FORM AND EDITION	OUR ROLE
ACCOUNT NO. / REVISION	PRACTICAL COMPLETION	RECTIFICATION PERIOD ENDS	ACCOUNT DUE UNDER THE CONTRACT BY SENT ON

2 RECONCILIATION

Enter every figure as a positive number. The line label says whether it adds or deducts; B7 and B8 are the only lines where you enter the sign.

A CONTRACT SUM	SUBMITTED £	AGREED £	DISPUTED £	SOURCE / REF
A Contract sum				
B Adjustments the contract allows				
B1 Provisional sums omitted (deduct)				
B2 Work against provisional sums (add)				
B3 Variations / changes — omissions (deduct)				
B4 Variations / changes — additions (add)				
B5 Daywork not valued in B4 (add)				
B6 Loss and expense (add)				
B7 Fluctuations (enter + or -)				
B8 Other adjustments (enter + or -)				
B Total (B2+B4+B5+B6 - B1 - B3 ± B7 ± B8)				
C Contra charges (deduct)				
D ADJUSTED SUM (A + B - C)				
E Less amounts already paid and held				
E1 Liquidated damages deducted				
E2 Amounts paid to date				
E3 Retention held at this date				
F BALANCE (D - E1 - E2 - E3)				
RETENTION DUE FOR RELEASE NOW £	RELEASE DATE(S)	VAT TREATMENT	ARITHMETIC CHECKED BY	
G NET SUM DUE NOW (F + retention due now)				

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continued

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3 DISPUTED ITEMS AND CONTRA CHARGES

ITEM	LINE / REF	DESCRIPTION	SUBMITTED	OFFERED £	DIFF. £	REASON / TO SETTLE	STATUS

4 DOCUMENTS ENCLOSED WITH THE ACCOUNT

- Change register KD-CA-VR-001 and the agreed quotations
- Daywork register KD-CA-DR-004 and the signed sheets
- Loss and expense notifications, updates and assessment (KD-CA-LE-006)
- Provisional sum instructions and their valuation
- Measured account or re-measurement, where the contract requires one
- Contra charge notices received and our replies
- Payment notices (KD-PAY-PN-003), applications (KD-PAY-AP-001) and pay less notices (KD-PAY-PL-004)
- Retention statement or register (KD-PAY-RR-008)

5 AGREEMENT

Signed for each party to record the figures in the "Agreed" column. Figures in the "Disputed" column are not agreed. Whether this signature settles the account, and on what terms, depends on the contract and any settlement wording — do not sign a full and final settlement without advice.

AGREED ADJUSTED SUM £	NET SUM DUE NOW £	TO BE PAID BY	ITEMS STILL DISPUTED

6 SIGNATURES

For our company:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

For the other party:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.