

CONTRACT COSTS STATEMENT DECLARATION

Contractor

Contract No

1. In this Contract Costs Statement the terms 'we', 'our' and 'us' means the contractor named above, certifying this Costs Statement.

2. We certify that the costs incurred on the above Contract as at [*enter date*] amount to [*enter £ amount, Ex VAT*], as shown in the attached Costs Statement, submitted on a completed Schedule 6 (Information Reporting).

3. The period for which costs are included in the attached Costs Statement is from [*enter date*] to [*enter date*].

4. Either *

a. This is provided by us as a Final Contract Costs Statement. The date of the final delivery of the work was [*enter date*].

or *

b. This is provided by us as an Interim Contract Costs Statement which does not cover the total costs we expect to incur on the above Contract. The planned date of the final delivery of the work is [*enter date*].

5. Either *

a. The date of final payment by the Authority in respect of the above Contract was [*enter date*].

or *

b. The final payment by the Authority in respect of the above Contract has not yet been made.

a. The costs include the following items of a special or unusual nature:

Signed:

Date:

Finance Director (or other signatory authorised by the Authority)

CONTRACT COSTS STATEMENT – (Actual Costs incurred)

(The contractor may adapt this Contract Costs Statement template as appropriate, subject to the approval of the Authority's investigating accountant and consistency with the signed declaration to which this statement is attached)

	Year 1	Year 2	Year 3	Final year	Total
Direct Labour Hours¹					
Rate Group A					
Rate Group B					
etc					
Recovery Rates					
Direct labour cost rates (£/hr)					
Rate Group A					
Rate Group B					
etc					
Overhead rates (as appropriate for costing system)					
Material					
Subcontract					

¹Where more than one recovery rate is used (e.g. Manufacturing, Design, Assembly) then figures for each recovery rate should be included in the table above.

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Labour					
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	Year 1	Year 2	Year 3	Final year(s)	Total
Direct Costs					
Material					
Subcontract					
Labour					
Estimates to complete (final year(s) only) ²					
Overhead rates (as appropriate for costing system)					
Material					
Subcontract					
Labour					
Estimates to complete (final year(s) only)					
Sub-Total					
G&A on total costs (excluding estimates to					

² Estimates to complete should only be included in a Final Contract Costs Statement. In the case of Interim Contract Costs Statements, costs should not include the value of commitments entered into for which expenditure has not been incurred.

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complete)					
G&A on total estimates to complete					
TOTAL COSTS					

Status of Rates and Additives

	Year 1	Year 2	Year 3	Final year(s)
Based on (delete as applicable)	Actual or Estimate	Actual or Estimate	Actual or Estimate	Actual or Estimate
Status with MOD (delete as applicable)	Agreed or Not Agreed	Agreed or Not Agreed	Agreed or Not Agreed	Agreed or Not Agreed

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Appendix B

Notes for completion of a Contract Costs Statement

1. A template for the Contract Costs Statement is at Appendix A. The contractor may adapt the template Contract Costs Statement as appropriate, subject to the approval of the Authority's investigating accountant and consistency with the signed declaration to which the statement is attached. The following essential features should be incorporated:
 - a. Costs should be summarised separately against each of the contractor's financial years and separately under each function (for example, design, manufacture, tooling) with each element of cost (for example, materials, subcontracts, direct labour and overheads) shown against each function.
 - b. The total cost need not be analysed into items (for example, work packages) of the Contract unless by agreement with the Authority and in these circumstances only where practicable and as the Authority may reasonably require.
 - c. Where there are differential overhead rates, they should be quoted and the direct labour (or other base figures according to the agreed method of overhead recovery) together with the related overheads should be shown for each separate function or department so that, in conjunction with the reference made to overhead rates in the certificate of costs, the calculation of the overheads may readily be followed. Where departmental labour and overheads are expressed as hourly rates they should be detailed in the Contract Costs Statement.
 - d. Where agreement has been reached with the Authority's Commercial Officer and the Cost Assurance and Analysis Service for the use of a standard costing system in the calculation of the Contract costs then the contractor should adapt the Contract Costs Statement as appropriate.
2. If a special method of recovery of the cost of special jigs tools and test equipment has been agreed and authorised for application to the Contract, the basis of recovery should be stated.
3. In the case of Interim Contract Costs Statements, the amount shown should not include the value of commitments entered into for which expenditure has not been incurred.
4. In the case of Final Contract Costs Statements, estimates to completion may be included provided the values are identified and any supporting assumptions are stated.