

Example Retention Money Internal Report

Cathedral Builders

101 Cathedral Builders Drive,
Christchurch 8013

RETENTION MONEY REGISTER - INTERNAL REPORT

Report Date: 5/04/25
Period to: 31/03/25

TOTAL RETENTION MONEY WITHHELD

CREDITOR: CRUCIAL CONCRETE PLACEMENT LTD			
Contract No	Contract Name	Expected release date	Net retention withheld
1401	The Toolhouse	Nov-25	\$16,250.00
1417	Smiths Residence	Jun-26	\$22,429.00
Net retention money withheld to date on this creditor			\$38,679.00

CREDITOR: GRAND GARDENS LTD			
Contract No	Contract Name	Expected release date	Net retention withheld
1361	The Toolhouse	Nov-25	\$40,900.00
1315	Johns Road	Feb-25	\$24,571.00
1382	City Grand	Mar-25	\$21,345.00
Net retention money withheld to date on this creditor			\$86,816.00

TOTAL RETENTION MONEY WITHHELD ALL CREDITORS **\$125,495.00**

RETENTION MONEY COVER - ADEQUACY OF RETENTION SECURITY

Your retention money is secured by the following:

Account or instrument	Holder	Account No	Branch	
Retention Bank Account	KZB Bank	13-0165-0057899-01	Christchurch	\$51,523.24
Less interest earnings on retention money account				-\$1,523.24
Net retention Bank Account Balance				\$50,000.00
Complying Instruments	ZNZ Insurance	XXX099	Auckland	\$100,000.00
Total Retention security held				\$150,000.00
Net surplus / (deficit) *				\$24,505.00

*If in surplus there is sufficient cover. If in deficit additional security required either by additional funds in bank account or increasing complying instrument value

RETENTION MONEY DUE/ OVERDUE FOR RELEASE

Retention money is due or overdue on the following contracts

Creditor	Contract No	Contract Name	Amount withheld	Expected release date	
Grand Gardens Ltd	1315	Johns Road	\$24,571.00	Feb-25	**Overdue**
Grand Gardens Ltd	1382	City Grand	\$21,345.00	Mar-25	**Now Due**

**If Overdue or Now Due verify contract completion status with project QS, instruct release of adjust expected completion date