

Example Retention Money Transaction Report

Cathedral Builders

101 Cathedral Builders Drive,
Christchurch 8013

SUBCONTRACTOR

Crucial Concrete Placement Ltd

1516 Crucial Downs Road,
Rototuna 1516

Period to: 31/08/24
Date: 31/08/24
Code: CONCSUB

RETENTION MONEY TRANSACTION REPORT - BY CONTRACT

CONTRACT

1404 The Toolhouse

Date	Reference	Other reference	Description	Transaction			Balance
				Amount withheld	Amount released	Amount used	Net retention withheld
25/03/24	1401/4	Payment Schedule 1	Withheld amount	\$25,000.00			\$25,000.00
25/08/24	1401/23	Payment Schedule 2	Withheld amount	\$17,500.00			\$42,500.00
Net retention money withheld to date on this contract							\$42,500.00

The retention money is secured by the following:

Account or instrument	Holder	Account No	Branch
Retention Bank Account	KZB Bank	13-0165-0057899-01	Christchurch
Complying Instruments	ZNZ Insurance	XXX099	Auckland

This is a report on retention money withheld from you as party B under subpart 2A of the Construction Contracts Act 2002. You may inspect the accounts and records that section 18FC of that Act requires us to keep in relation to retention money withheld from you.