JOB COSTING WORKSHEET

Use consistent cost codes. This worksheet is a planning tool, not an accounting or tax system.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

ORIGINAL CONTRACT / APPROVED CHANGES

FORECAST REVENUE / AS-OF DATE

COST FORECAST BY CATEGORY

Cost code / category	Budget	Actual incurred	Open commitment	Uncommitted to finish
Labor + burden				
Materials / freight				
Subcontractors				
Equipment / rentals				
Permits / disposal				
Other direct costs				

Forecast cost = actual incurred + remaining open commitments + uncommitted cost to finish. Count paid and accrued costs once. Reduce open commitments as actual costs are recorded. Do not add full purchase orders to invoices already counted.

JOB COSTING WORKSHEET

Review variance early. Gross profit and margin are not the same as net profit or cash in the bank.

PROJECT / JOB NUMBER

UPDATED BY / DATE

FORECAST SUMMARY

Measure / formula	Value
Forecast revenue = contract + approved net changes	
Forecast direct cost = page 1 category totals	
Gross profit = forecast revenue - forecast direct cost	
Gross margin % = gross profit / revenue x 100	
Markup % = gross profit / direct cost x 100	
Budget variance = forecast direct cost - budget direct cost	

If a denominator is zero, leave that percentage blank. Positive cost variance means over budget. Overhead and other expenses may still reduce net profit. Exclude pass-through sales tax from revenue / cost consistently; follow your accounting policy.

VARIANCE ACTIONS

Driver / cost code	Action / owner	Due date

ACCRUALS / ASSUMPTIONS / UNAPPROVED CHANGES EXCLUDED
