

Monthly Project Financial Package List of Inclusions

October 2023

To help teams proactively identify potential risks and opportunities, the monthly financial package was created. Each active project completes the monthly financial package prior to the 10th to allow time to meet with their Project Director prior to the 15th of the month. The monthly financial package will contain the following documents. Each month the project team will create a new folder in the project financial folder on Procore Documents and upload the following documents.

1. Monthly Financial Package File
 - a. Profit Plan
 - b. Buyout Schedule
 - c. Revenue Projection
 - d. GC Forecast
2. Job Cost Report
3. Latest Owner Pay Application
4. Last Owner Change Order
5. Current Construction Schedule
6. Current CCD / PCO Log