## COST CONTROL REPORT

**Estimate No.:**

**Consultant Name:**

**For Period:**

**NYSDOT Contract No.:**

**PIN Number:**

**Project Name:**

<table>
<thead>
<tr>
<th>TASK NUMBER</th>
<th>COST ITEM</th>
<th>1</th>
<th>2</th>
<th>3</th>
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1. TOTAL DIRECT TECHNICAL LABOR (DTL)
2. OVERHEAD ( %) ON DTL
3. PRIME DIRECT NON-SALARY COST (DNSC)
   (Excluding subcontractor & subconsultant cost)
4. FIXED FEE
5. SUBCONTRACTOR'S COST
6. SUBCONSULTANT COST

**TOTAL A: (1+2+3+4)**

**TOTAL B: TOTAL COST (1+2+3+4+5+6)**

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### MAXIMUM AMOUNT PAYABLE

CONSULTANTS Consultant Manager

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### FOR D.O.T. USE ONLY

Reviewed by ____________________________

Date ____________________________

Action Needed: ____________________________
CONR 324-2
COST CONTROL REPORT INSTRUCTIONS

Cost Control Report is to be completed each month. Copies are to be sent to the Consultant Manager within fifteen days after the end of each monthly period.

The purpose of the Cost Control Report is to provide cost data for the continuing evaluation of the PROJECT. The cost figures in the report do not have to be based on accounted expenses, but should be a reasonable estimate which will give a true picture of expenditures at the end of the reporting period.

The ENGINEER will maintain and provide the following information on the Cost Control Report:

- **This Period** - All costs other than out-of-pocket expenses will be allocated by project phase for the reporting period.
- **To Date** - Cumulative costs to date of report will be reported for each phase or task.
- **Estimated to Completion** - The ENGINEER will make a judgment of the cost needed to complete each particular phase of the study. This estimate need not be the difference between cumulative costs and budget. It should represent the cost needed to complete a particular phase or task of the PROJECT regardless of the budgeted amount.
- **Estimated Total** - This column is obtained by adding the costs in the "to date" column and the "estimated to completion" column.
- **Budget** - The approved current budget amount for each phase of the PROJECT should appear in this column.
- **Budget & Authorized Extra Work** - This column represents the budget column plus extra work that has been agreed to or negotiated but has not been signed by the Comptroller yet.
- **Under (over)** - This column is the difference between the "Estimated Total" column and the "Budget" column.
- **Phase Completed** - This column will be a percentage estimate of work completed to date for each phase. The figure in this column will be a judgmental factor which the ENGINEER determines, to indicate the work effort completed to date. It is obtained by dividing the total of column 2 by the total of column 4, (2/4), expressed as a percent.
- **Estimated Total/Budget** - This column will be expressed as a percent which will represent the estimated total cost divided by the budgeted cost.
- **Direct Non-Salary Cost (DNSC)** - All out-of-pocket expenses for the PROJECT will be accrued for the reporting period. Out-of-pocket expenses will not be charged against specific project phases or tasks.
- **Total (B)** - Total (B) under column (5) Budget should show the total Estimated Cost, not the Maximum Amount Payable. The Maximum Amount Payable is shown separately. The Consultant's Project Manager will review and sign the Cost Control Report.
The Consultant Job Manager will review the Cost Control Report.

If after review of the report, the Consultant Job Manager determines that the report was properly and correctly completed, he/she (the reviewer) will sign, date and indicate no action needed by writing the word "None" under action needed. This copy of the report will be filed in the Consultant Job Manager's project file.

If some action is needed based on the Cost Control Report, the reviewer will sign and date the report indicating the action needed. This report with a report on the action taken by the reviewer will be filed in the project file.