

Electrical completion cash checklist

Business and schedule date belong on the first line. Add the amounts marked Add, take off those marked Less, then enter the result yourself. The PDF does no sums.

Business and schedule date

Operating balance	Add or less	Amount	
Invoiced receivables, including retention	Add	£	
Separately unbilled work	Add	£	
Materials stock, not also in unbilled work	Add	£	
Trade payables	Less	£	
Customer deposits for future work	Less	£	
Working capital under this chosen definition	Total	£	

Excluded balances and questions for your accountant

Count retention inside invoiced receivables once. Keep stock separate from unbilled work. These example categories need your accountant's review and your transaction's agreed definition.

Type your answers in and save a copy, or print the page and fill it in by hand. Nothing you enter is sent to us.

Evidence and timing checks

Use the same business and schedule date as the first sheet. Record the document, date or unanswered question against each item. Tick only when checked.

Business and schedule date

Check	Document, date or question	Checked
Installation stage and next invoice trigger		☐
Retained amount and release condition		☐
Stock not also in unbilled work		☐
Disputed variation and acceptance status		☐
Deposit and remaining work		☐
Materials and subcontractor bills		☐
Open inspection or remedial tasks		☐
Agreed completion inclusions and exclusions		☐

Unresolved balance, person to ask and next action

Ask your accountant to confirm the classifications and your solicitor to check the agreed completion wording. Carry unresolved items into that discussion.

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