Progress claim working record

BLANK TEMPLATE: complete and review before use

Version WB-PC-2026-11-06-v1

A claim document you adapt. It does not decide whether it meets your Act or contract: check both, and get advice for a dispute. Not a tax invoice.

Claim

Row	Field	Entry
6	Project reference	
7	Claim reference	
8	Claimant record	
9	Respondent record	
10	Contract reference and date	
11	Job and scope description	
12	State or territory	
13	Work period starts	
14	Work period ends	
15	Prepared date	
16	Claim document date	
17	Actual service record	
18	Contract stage/payment schedule reference	
19	Payment schedule response date, entered	
20	Payment due date, entered	
21	Date basis, source and responsible role	
22	Original contract sum, A$ excluding GST	
23	Retention held to date, A$ excluding GST	
24	Retention held before this claim, A$ excluding GST	
25	GST on this claim, entered A$	
26	Confirmed tax basis/reference	
27	GST on previous claims, entered A$	
28	Payments against previous claims, A$ including GST	
29	Current assessed/certified amount, A$ including GST	

Row	Field	Entry
30	Reviewer role	
31	Release decision	Hold
32	Next action	
33	Previous claim reference(s)	
34	Arithmetic state	Formula in Excel; manual check in Word and PDF

Results (work these out by hand; Excel calculates them)

Row	Field	Entry
36	Revised contract, A$ excluding GST	
37	Base work completed to date, A$ excluding GST	
38	Variations completed to date, A$ excluding GST	
39	Completed value to date, A$ excluding GST	
40	Previous gross work claimed, A$ excluding GST, before retention	
41	Current gross work movement, A$ excluding GST, before retention	
42	Retention movement on this claim, A$ excluding GST	
43	This claim, A$ excluding GST, after retention	
44	Entered GST on this claim, A$	
45	This claim, A$ including GST	
46	Cumulative claim, A$ excluding GST, after retention	
47	Previous claim, A$ excluding GST, after prior retention	
48	Previous GST, entered A$	
49	Previous claims, A$ including GST	
50	Previous unpaid balance, A$ including GST	
51	All claims including this one, A$ including GST	
52	Retention held to date, A$ excluding GST	
53	Unclaimed contract value, A$ excluding GST, before retention	
54	Previous receipts, A$ including GST	
55	Current assessment, A$ including GST	
56	Current assessment less current claim, A$ including GST	

A negative “This claim” total is a correction/credit calculation: review the appropriate process. A negative previous unpaid balance is a credit against earlier claims. Neither is set to zero.

Document fields

Row	Field	Entry
58	Applicable wording/forms to obtain	
59	Document boundary	A claim document you adapt. It does not decide whether it meets your Act or contract: check both, and get advice for a dispute. Not a tax invoice.
60	Saved record location	
61	Revision	
62	Notes	
63	Actual claimant identity, ABN and applicable licence details	[claimant identity, ABN and licence details where applicable]
64	Actual respondent identity and applicable ABN	[respondent identity and ABN where applicable]
65	Verified payment instructions	[verified payment instructions]
66	Additional required wording/forms and attachments	[additional wording, forms and attachments required for your job]

Contract and completed work, A$ excluding GST

BLANK TEMPLATE: complete and review before use

Version WB-PC-2026-11-06-v1

Values entered, not a certification. Word and PDF totals are manual: work out each line, then the totals. Enter every amount in A$ with no more than two decimal places.

Line ID	Type	Contract item or variation description	Allocated contract value, A$ excl. GST	Completed value to date, A$ excl. GST	Previously claimed gross work value, A$ excl. GST, before retention	Contract or variation authority reference	Work evidence reference	This claim, gross, A$ excl. GST
W01								
W02								
W03								
W04								
W05								
W06								
W07								
W08								
W09								
W10								
W11								
W12								
W13								
W14								
W15								

Line ID	Type	Contract item or variation description	Allocated contract value, A$ excl. GST	Completed value to date, A$ excl. GST	Previously claimed gross work value, A$ excl. GST, before retention	Contract or variation authority reference	Work evidence reference	This claim, gross, A$ excl. GST
W16								
W17								
W18								
W19								
W20								

Totals (manual)

Totals	Allocated contract value, A$ excl. GST	Completed value to date, A$ excl. GST	Previously claimed gross work value, A$ excl. GST	This claim, gross, A$ excl. GST
All active work				
Base totals				
Variation totals				

Current gross work movement = cumulative completed less earlier gross work claimed.

Retention and GST are separate Claim inputs.

Negative current movement is a correction requiring review, not an instruction to issue a negative claim.

Dates entered by the reader, no statutory calculation

BLANK TEMPLATE: complete and review before use

Event ID	Event	Date entered	Actual record/status	Source or basis	Responsible role	Next action
D01	Work period ends					
D02	Prepared					
D03	Planned service					
D04	Payment schedule response date					
D05	Payment due date					
D06	Internal follow-up					
D07	Retention review					

The contract’s stage payment schedule and the respondent’s payment schedule are different records. This diary neither prepares a statutory response nor changes a deadline.

Record actual service separately from the date printed on a claim.

Get construction-law advice for a dispute.

Evidence index

BLANK TEMPLATE: complete and review before use

Evidence ID	Related claim/line	Record or file reference	Purpose	Opened by role/date	Result	Action
EV-PC-01						
EV-PC-02						
EV-PC-03						
EV-PC-04						
EV-PC-05						

A reference is an index entry, not proof that a file exists or opens.

Keep Hold until each record is opened and reviewed.

Evidence result: Not opened, Opened, Missing, Not applicable. Work type: Base, Variation. Release decision: Hold, Ready for own review. State or territory: NSW, VIC, QLD, WA, SA, TAS, ACT, NT. No selection establishes legal correctness.

Instructions and sources

BLANK TEMPLATE: complete and review before use

Version WB-PC-2026-11-06-v1

Row	Topic	Instruction
4	Purpose	Reconcile one claim record and its dates and evidence. The file does not determine entitlement or legal sufficiency.
5	Start	Read the actual contract and current Act; get advice for a dispute.
6	Identity	Replace the party and job references with actual verified records; obtain all wording and forms required for your job.
7	Period	Enter the work period, prepared date and document date.
8	Work	Enter each base item and variation separately, with supporting references.
9	Previous	Copy earlier claimed work, retention and GST from the prior claim, not from receipts. Record the previous claim reference.
10	Retention	Enter confirmed held amounts before and after this claim. No percentage, cap or release right is selected.
11	GST	Enter the confirmed GST amount and keep its tax-basis reference. No tax rate or taxable base is chosen.
12	Sample tax assumption	SAMPLE only: 23750 × 10% = 2375. The treatment and timing for a real contract require an accountant.
13	Assessment	Leave the assessment empty until received. An empty value is unknown, not zero.
14	Payment	Record receipts against earlier claims separately and reconcile the bank record.
15	Dates	Enter actual confirmed dates and record their Act or contract source and owner. The diary counts no days.
16	Two schedules	Keep the contract stage schedule separate from a respondent’s payment schedule.
17	Evidence	Open actual records and retain the saved claim, attachments and any response together.
18	Corrections	Negative movement is a correction for review, not automatic authority to issue a credit or re-claim.
19	Output	ARITHMETIC VALID describes arithmetic only. It does not approve or serve the document.
20	Review	Keep Hold until the actual legal and tax basis, evidence and final document have been reviewed by the responsible person.
21	Sample	Every SAMPLE figure and record is illustrative. No real approval, service or payment is asserted. The SAMPLE leaves the state and both statutory dates unset.
22	Blank	Empty inputs stay empty. Genuine zero amounts must be entered as numeric zero.
23	Formats	Excel calculates. Word and PDF totals are manual. Save and read the final document.
24	Limits	Twenty work lines. Per-line absolute money limit 1000000000.00. Other amount limits are shown in the arithmetic panel.
25	Protection	Formulas and lists are locked without a password. Protection prevents accidental edits, not tampering.
26	Compatibility	No macros, dynamic arrays, external connections or array-entry formulas. Recalculate your own cases in the spreadsheet application you use before relying on a result.
27	Dates allowed	Whole dates from 1 January 2000 to 31 December 2100. These are file-design limits, not legal time limits.
28	Sources read	Sources read 6 November 2026. Renzo Demartini, Chartered Accountant (CA ANZ). Drafted with AI, reviewed and spot-checked by me.

Row	Topic	Instruction
29	General information	General information only, not tax agent or legal advice. Check your state or territory's current Act and your contract. Ask a construction lawyer about eligibility, required wording, service, response dates and payment dates. Get advice for a dispute. Ask an accountant about GST.
30	NSW and Queensland	New South Wales: Building and Construction Industry Security of Payment Act 1999, https://legislation.nsw.gov.au/view/html/inforce/current/act-1999-046 (Official NSW legislation site, linked for reference. Nothing from it is quoted here). Queensland: Building Industry Fairness (Security of Payment) Act 2017, https://www.legislation.qld.gov.au/view/html/inforce/current/act-2017-043 (Current version: 28 April 2026).
31	Victoria and WA	Victoria: Building and Construction Industry Security of Payment Act 2002, https://www.legislation.vic.gov.au/in-force/acts/building-and-construction-industry-security-payment-act-2002 (Version 015, in force from 24 June 2026). Western Australia: Building and Construction Industry (Security of Payment) Act 2021, https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147300_currencies.html (Version 00-f0-00, current from 21 October 2026).
32	SA and Tasmania	South Australia: Building and Construction Industry Security of Payment Act 2009, https://www.legislation.sa.gov.au/lz?path=%2FC%2FA%2FBUILDING%20AND%20CONSTRUCTION%20INDUSTRY%20SECURITY%20OF%20PAYMENT%20ACT%202009 (Current authorised edition). Tasmania: Building and Construction Industry Security of Payment Act 2009, https://www.legislation.tas.gov.au/view/whole/html/current/act-2009-086 (Authorised version: 14 July 2025).
33	ACT and NT	ACT: Building and Construction Industry (Security of Payment) Act 2009, https://www.legislation.act.gov.au/a/2009-50/ (R14 (current), 6 December 2025). Northern Territory: Construction Contracts (Security of Payments) Act 2004, https://legislation.nt.gov.au/Legislation/CONSTRUCTION-CONTRACTS-SECURITY-OF-PAYMENTS-ACT-2004 (In force).
34	GST source	ATO, Fast facts, last modified 2 July 2025: https://smallbusiness.taxsuperandyou.gov.au/goods-and-services-tax/fast-facts . Quote: "calculate 10% of this amount".
35	No automatic actions	The files do not send, post, pay, sign, certify, determine a deadline or update accounting software.