

# Example Quarterly Retention Money Statement

## Cathedral Builders

101 Cathedral Builders Drive,  
Christchurch 8013

SUBCONTRACTOR

### Crucial Concrete Placement Ltd

1516 Crucial Downs Road,  
Rototuna 1516

**Period to:** 31/08/24  
**Date:** 31/08/24  
**Code:** CONCSUB

## QUARTERLY RETENTION MONEY STATEMENT - ALL CONTRACTS

### TOTAL RETENTION MONEY WITHHELD ALL CONTRACTS

CONTRACT

#### 1404 The Toolhouse

Date	Reference	Other reference	Description	Retention withheld	Balance
25/03/24	1401/4		Payment Schedule 1	\$25,000.00	\$25,000.00
25/08/24	1401/23		Payment Schedule 2	\$17,500.00	\$42,500.00
28/09/24	1401/44		Payment Schedule 3 50% retention release at completion	-\$21,250.00	\$21,250.00
25/02/25	1401/65		Payment Schedule 4 Retention used to remedy defects. Refer notice issued 1 Feb 25	-\$5,000.00	\$16,250.00
<b>Closing Balance</b>					<b>\$16,250.00</b>

CONTRACT

#### 1417 Smiths Residence

Date	Reference	Other reference	Description	Retention withheld	Balance
31/07/24	1417/59		Payment Schedule 1	\$10,429.00	\$10,429.00
25/02/25	1417/89		Payment Schedule 2	\$12,000.00	\$22,429.00
<b>Closing Balance</b>					<b>\$22,429.00</b>

**TOTAL RETENTION MONEY BEING WITHHELD** **\$38,679.00**

Your retention money is secured by the following:

Account or instrument	Holder	Account No	Branch
Retention Bank Account	KZB Bank	13-0165-0057899-01	Christchurch
Complying Instruments	ZNZ Insurance	XXX099	Auckland

This is a report on retention money withheld from you as party B under subpart 2A of the Construction Contracts Act 2002. You may inspect the accounts and records that section 18FC of that Act requires us to keep in relation to retention money withheld from you.