

## NZ On Air Cost Report Guidelines as at August 2002

The Cost Report is to accompany a full production report and is required prior to each drawdown during the production (except the execution and full delivery drawdowns). The final drawdown is contingent upon a final cost report that confirms all expenditure (except the amount remaining to be drawn which can be applied to a 'fixed' cost such as producer, director fees etc).

### Notes:

- Overleaf is an example summary report only. Generally NZ On Air will require a full cost report providing detail of each of the categories given in the example. However, for some smaller productions (say, a one-off documentary), it may be acceptable to provide only a summary cost report. It is not essential to follow the exact categories as per the example. Generally it is best to use the categories contained in your original contracted budget. If the budget is substantial, please provide **both** a summary report and a full report.
- Because of the different accounting packages available, some cost reports contain more columns than outlined in the example, or have the columns in a different order, which is fine. Any fewer columns however, means that NZ On Air is unlikely to be receiving full information on the progress of the production budget.
- Cost reporting should be against the original budget (ie the budget that appears in your contract) which appears in the example overleaf as column 5. **If you have revised the budget since contracting**, you need to do a separate report comparing the original budget with the revised budget. Thereafter further budget movements are to be shown as variance.
- If you do not use the column headings suggested, please ensure column headings are clear, recognisable and appropriate to the information underneath.
- Where broadcaster facilities form part of your budget, these also need to be reported against in your financial report. You can either keep the broadcaster facilities separate to the main cost report, or you can include them within the body of the report.
- Remember that director and producer fees cannot be increased without approval from NZ On Air. However, overs and unders in other categories spent on the programme (shown as variance) are fine.
- Negative figures should not appear in the 'estimated to complete' column, variances (both negative and positive) appear in the variance column, which is column six in the example
- In your final cost report the 'estimated to complete' column will contain only zero figures. (Except where the final drawdown is to be applied).
- Please ensure actual costs reported do not include committed or estimated figures.

**These are guidelines only, designed to result in a meaningful cost report containing sufficient detail to keep NZ On Air fully informed of how the budget is tracking.**

## Example Cost Report

Here follows an example of a summary cost report layout and, ideally, your cost report will contain at least the six columns shown here:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Category	Actual Cost To Date	Estimate To Complete	Estimated Total Cost	Budgeted Total Cost	Variance
<b>Development</b>					
Concept/Rights	1,000	2,000	3,000	4,000	1,000
Research	-	500	500	500	500
Story/Script/Writers Fees	600	1,000	1,600	0	(1,600)
Story Consultant	0	0	0	2,300	2,300
Other					
<b>Subtotal</b>					

**NB: The dollar values above do not reflect any expected value of these rights and services but are for example only, to demonstrate the column formulas, ie.**  
**column 2 + column 3 = column 4**  
**column 5 - column 4 = column 6**

### Production

Producer Fees  
 Director Fees  
 Presenters/Actors/Talent  
 Production Staff and Crew  
 Studio/Locations  
 Equipment Hire  
 Wardrobe/MakeUp/Art Dept  
 Travel/Accom/Living  
 Production Office/Admin  
 Other  
**Subtotal**

### Post-Production

Music and Copyright  
 Library Footage and Copyright  
 Film/tape stock  
 Picture Post Production  
 Audio Post Production  
 Titles/Graphics  
 Post Production Labour  
 Other  
**Subtotal**

### Marketing/Administration

Marketing/Delivery  
 Administration  
 Legal  
 Insurance  
 Other  
**Subtotal**

Total Above The Line  
 Total Below The Line  
 Contingency  
 Production Company Overhead

## TOTAL BUDGET