

# **Producer Report**

## Guidelines

### **Why do we need a producer report?**

Before we can pay you, we need up-to-date and accurate information on your production's progress and to ensure key milestones detailed in your contract have been met. The more information you provide, the easier it is for us to pay promptly. You need to supply a Producer Report before every drawdown, except for the execution (first) and delivery (second-to-last) drawdowns.

### **What should the producer report include?**

The short answer is as much as possible - the more information we have, the more efficiently we can process your reports and pay you.

Your report should detail the production's status and clearly outline reasons for any changes to production and/or financial targets. The report should include programme title, drawdown number and be signed by the producer. It should be about 1 to 2 pages and contain the following four sections:

#### **1. Update**

Discuss the production's progress and how you are dealing with any issues or complications.

##### **During pre-production comment on:**

- research/scripting
- consents or completed agreements
- securing key cast and crew
- abnormal hazardous situations report for the shoot

##### **During production comment on:**

- filming – what is shot and what needs to be shot
- performance of key cast and crew
- any accidents, damage, insurance claims
- whether broadcaster resources are available as contracted
- long-run series should note any format developments, include a brief story summary and description of ratings/audience feedback

##### **During post-production comment on:**

- progress of the edit
- whether broadcaster resources are available as contracted

#### **2. Schedule**

- outline the next stages through to delivery of the programme
- discuss any delays

#### **3. Budget**

- how the budget is tracking including how much of the contingency has been used
- comment on any actual or foreseeable significant variances from the original budget

#### **4. Summary**

- any other comments

## **Cost Report** Guidelines

### **What is a cost report?**

A cost report helps us to monitor our investment in your production. You need to supply a cost report before each drawdown, except for the execution (first) and delivery (second-to-last) drawdowns.

### **What should the cost report include?**

Your cost report should include details on income (including interest), contra or sponsorship, and actual expenditure to date. If we do not have enough information we will not be able to process your payment.

Below is an example of a cost report, detailing the information to include. You do not have to follow this format, but if you choose a different layout please clearly label the columns with appropriate headings. Ideally we would prefer the layout of your cost reports to mirror the categories in your original contracted budget, so that we can easily compare the figures. Please include sub-totals below each category.

For your second drawdown you must also include a full cost report which provides complete details under each category.

### **Budget Revisions**

Cost reporting should be against the original budget that appears in your contract (column five on the example). If you have revised the budget since contracting, please send us a copy prior to the second drawdown, so that we can compare future cost reports with an up to date budget.

Please remember that:

- above-the-line costs (e.g. director and producer fees) cannot be varied without the written consent of NZ On Air; and
- the PCO may not be varied unless extraordinary circumstances arise and written permission is obtained from NZ On Air.

However, overs, unders and budget movements in other categories can be shown as variance.

### **Broadcaster facilities**

If broadcaster facilities form part of your budget, clearly identify them in your cost report.

### **Notes**

Negative figures should not appear in the 'estimated to complete' column, variances (both negative and positive) appear in the variance column – shown as 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 needs to be applied to unpaid items (normally PCO or ATL costs).

Please ensure actual costs reported do not include committed or estimated figures.

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

**Above the Line Costs**

= Col 2 + Col 3

= Col 5 - Col 4

Concept & Rights					
Development					
Research/Consultants					
Story/Script/Writer's Fees					
Producer					
Director					
Presenter/Actors/Talent					
Other					
<b>Total Above the Line Costs</b>					

**Below the Line Costs - Production**

= Col 2 + Col 3

= Col 5 - Col 4

Production Staff and Crew					
Studio/Locations					
Equipment Hire					
Wardrobe/Makeup/Art Dept					
Travel/Accommodation/Living					
Production Office/Admin					
Other					
<b>Production Subtotal</b>					

**Below the Line Costs - Post-Production**

= Col 2 + Col 3

= Col 5 - Col 4

Film/Tape Stock					
Picture Post Production					
Audio Post Production					
Titles/Graphics					
Music & Copyright					
Library Footage & Copyright					
Other					
<b>Post-Production Subtotal</b>					

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 Cos	Variance

**Below the Line Costs**

**Marketing/Administration**

= Col 2 + Col 3

= Col 5 - Col 4

Marketing/Publicity					
Administration/ Office Expenses					
Legal					
Insurance					
Sundry (e.g. finance, ACC, etc)					
Other					
<b>Marketing/Admin Subtotal</b>					

**Totals**

= Col 2 + Col 3

= Col 5 - Col 4

Above the Line					
Below the Line					
Contingency					
Production Company Overhead					
Interest received on NZ On Air Funding					
<b>Total Budget</b>					