

Producer Report Requirements



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 for most drawdowns, check your own drawdown schedule for requirements, but normal exceptions are 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 content title, drawdown number and be signed off by the producer. It should be approximately two pages and contain the following four sections:

1. Update

Discuss the production's progress, any Health and Safety incidents or near misses (serious Health and Safety must be reported to us within 24 hours), and how you are dealing with any issues or complications. Also include highlights of key moments. These reports keep us connected to projects once funding is approved. We appreciate honest updates including the hard bits and good news stories that tell us magic is happening.

During pre-production comment on:

- research/scripting
- status of consents or necessary agreements
- securing key cast and crew
- any changes to Key Personnel (listed above the drawdown schedule in your contract) as these require written permission from NZ On Air
- any changes from the content as outlined in your funding proposals, as these require written permission from NZ On Air
- any discussions regarding Health and Safety plans
- any updates/developments to your marketing strategy or release plans
- any updates/developments to your cultural strategy.

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 or other Health and Safety matters
- If your contract includes non-cash resources, please comment on the use of these
- long-run series should note any format developments, include a brief story summary, description of on demand/online views if known and audience feedback
- any updates/developments to your marketing strategy or release plans
- any updates/developments to your cultural strategy.

During post-production comment on:

- progress of the edit
- any key editorial discussions with your platform.

2. Schedule

- outline the next stages through delivery of the content, including distribution plans
- discuss any delays
- an overview of how you will record and measure your audience viewership and engagement data
- an overview of how you will apply the NZ On Air logo / acknowledge funding
- discuss any delays.

3. Budget

- general comments on how the budget is tracking
- comment on any actual or foreseeable significant variances from the original budget. We request early warning of potential budget issues (when possible) rather than learning about significant problems after they have occurred
- discuss any changes to internal or related party costs – any increases require NZ On Air approval.

4. Summary

- any other comments or aspects you want to draw to our attention.

Cost Report Requirements

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 most drawdowns, check your own drawdown schedule for confirmation, but normal exceptions are the execution (first) and delivery (second-to-last) drawdowns.

What should the cost report include?

Your cost report should include details on income, sales of props/set, 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 the columns to include in your cost report. You do not have to follow this format exactly, but if you choose a different layout, please clearly label the columns with appropriate headings. We would expect the order of your cost report's rows to mirror the budget categories in your original contracted budget, so that we can easily compare the figures. Please include sub-totals below each category.

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>	<i>Column 7</i>
Budget Category	Actual Cost to Date	Purchase Order/Invoice	Estimate to Complete	Estimated Total Cost	Budgeted Total Cost	Variance
<i>As per your contracted budget</i>	<i>Money already paid</i>	<i>Invoices and quotes received but not yet paid</i>	<i>Forecasted costs not yet received but that you expect to incur</i>	<i>= Columns 2 + 3 + 4</i>	<i>As per your contracted budget</i>	<i>= Column 6 – Column 5</i>

Ideally all Internal and Related party costs should be highlighted. If you are unable to highlight these costs in your budget software, please include a list of these costs with the cost report.

Budget Revisions

Cost reporting should be against the original budget that appears in your contract (column 6 above). If you have revised the budget since contracting, please send us a copy, ideally prior to the second drawdown, as this requires written permission from NZ On Air. We can only accept cost reports against an approved budget.

Please remember that:

- the rate for internal and related party costs cannot be increased without approval from NZ On Air
- the PCO (Production Company Overhead) may not be increased after contracting.

However, if other areas of your budget are tracking over budget these do not require approval and should be shown as variances.

Non-cash costs

If non-cash costs form part of your budget, clearly identify them in your cost report, and show a variance if more or fewer resources are used on your production.

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 7 in the example.

Your final cost report should reflect all final invoices for the production. Therefore, the 'estimated to complete' column should contain only zero figures, except where the final drawdown is required to be applied topay for outstanding items (normally PCO).

Your cost reports should be a true reflection of the total costs of production. **We expect projects to rarely come in exactly on budget. It is important for you to show all expenses even if you do complete the project over the contracted budget.**

Regardless of production size, the final cost report must be a full report and cannot be a summary.

Please ensure reported actual costs (column 2) do not include committed or estimated figures.

Interest

Productions receiving \$1m or more in NZ On Air funding will need to record and report interest received. Because for most productions interest revenue is a windfall (i.e. not budgeted income), interest received on NZ On Air funding may generate a budget cash surplus which will be distributed as usual between NZ On Air and the producer, unless NZ On Air agrees to it being used to cover any approved budget shortfall.