

Managing the \$ Control Points

Managing Film Production Series

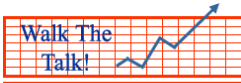
Like it or not, your performance is measured to some degree by how well you control the money. It's like "Directing", only you're "Directing" the money.



**Other Courses in the *Managing Film Production Series*:
Managing the Film Budget, Managing the Weekly Cost Report, Film Accounting 101**

John Gaskin, B.Eng, Production Auditor

www.talkfilm.biz



Managing the Film Production Film Administrative Basics

INTRODUCTION:

This Course is For Film Students Entering the Film Industry:

A working knowledge of Film Administration is essential for new Film Crew, Production Assistant, etc. It will save you some embarrassment of being corrected at every turn as you enter this very demanding business. Learn these simple Administrative Basics and you will be sought after by Filmmakers.

This Course is also for Novice Line Producers and Production Managers:

The Line Producer and Unit Production Manager are expected to approve and control the Film's Production Costs as they incur. This Course walks you through key forms/applications on the five basic ways to process costs. This type of control is fundamental, just as important, if not more so, than participation in the Film Budgeting Process and presentation of clear, honest Weekly Cost Reports.

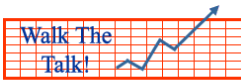
You must be able to recognize, approve and know the effects of cost changes to Film Budgets which occur in the following Film Accounting Systems:

1. Payroll: Crew and Cast 'Deal Memos' and Timecards
2. Petty Cash: Petty Cash Advance requests and Petty Cash Reimbursement.
3. Check Requisitions: a simple request for a check, or wire transfer, to purchase or rent something for the Production.
4. Purchase Orders: A multiple form document used to approve a cost in advance to actual payment.
5. Vendor Invoices: The matching of the Vendor's Invoice with the previously approved Purchase Order, and payment by check or wire transfer.

On this course I have prepared examples of all the above, and have provided on-line access to over 40 different useful Film Production forms.

PURPOSE:

- a) The primary concern of the Course is to give any aspiring Line Producer, Unit Production Manager or new Film Producer an understanding into the five basic ways that incurs costs in filmmaking. This understanding is a prerequisite to the skills needed to controlling shooting costs and thereby generating the best possible Film with funds available.
- b) The secondary purpose is to provide a stepping-stone for a crewmember that aspires to upgrade to a Department Head, a Film Student who is looking for an edge in interviews, or for someone who wants to become a Film Accountant as a route to becoming a Line Producer/Production Manager. The practical applications in this Course according to my extensive surveys with film students are unfortunately not available in any Film Schools.



Managing the Film Production Film Administrative Basics

Section A - The 6 Basic Film Accounting Systems:

Read: Chapters 31 & 32. “Flow of Expenses Into the Cost Report” (Pg.112-114)_____

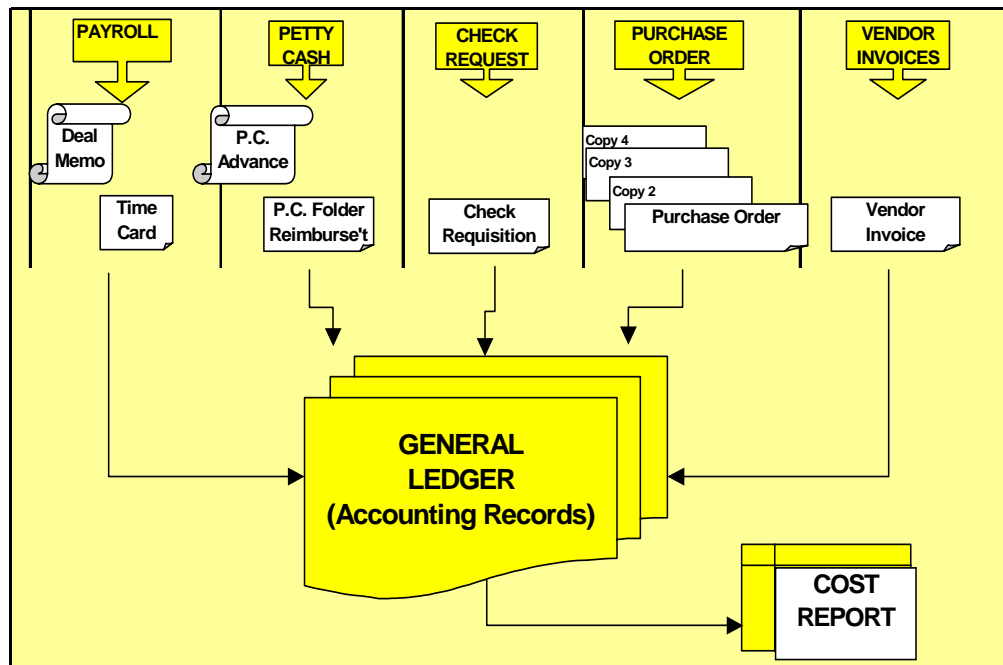
The Film Accounting System in any Film Production has only 5 different categories. Each is child’s play to learn; however, unless you already have experience in that system of things, it’s an unknown procedure that can forestall aspiring Line Producers. The sheer volume of paperwork makes the overall system of things look unbelievably confused; not to mention the “Hot Seat” nature of reporting on Money.

What looks like chaos is only 5 systems in operation—that is, there are only five ways of recording that you need to know about in regards to the costs in Film Production.

Only five. No more. They are:

1. Payroll From Crew and Cast
2. Check Requisitions From Crew
3. Petty Cash From Crew and Cast
4. Purchase Orders From Crew
5. Invoices Payable From Outside Vendors.

Rest assured this covers **EVERYTHING!** See the figure below from [Pg. 114](#)



The costs incurred plus the estimated costs to complete the shoot are compared to the Approved Budget. Any variances, over or under, are shown line-by-line, on the Cost Report.

The Approved Budget