

SAMPLE FINANCIAL REPORT FORM

These Expense Summary categories correspond to the ITVS Chart of Accounts.

This SAMPLE illustrates the information in this chapter. It is NOT meant to show the ideal budget. Every project is different. There is no such ideal.

PROGRAM TITLE: Your Show Title

PRODUCER: Your Name

REPORT #: 4

Actual amounts are sub-totals from the Sample General Ledger

INCOME SUMMARY

001 - Funder 1
002 - Funder 2
003 - Funder 3

Total Income

EXPENSE SUMMARY

100-Project Development
200-Crew & Personnel
300-Production Expenses
400-Producing Staff
500-Rights
600-Travel & Related Expenses
700-Post Production
800- Funder Requirements
 807 - Closed Captioning
 820 - Publicity Stills
 860 - Insurance
900-Administration

Total Expenses

Excess/(Deficiency) of Income

(Total Income minus Total Expenses)

	A	B	C	D	E
	ACTUAL TO DATE	ESTIMATE TO COMPLETE	ESTIMATED TOTAL	CONTRACTED BUDGET	VARIANCE UNDER/(OVER) BUDGET (\$)
	<i>What you have received.</i>	<i>What you are due to receive.</i>	(C=A + B)		(E=D-C)
	10,000.00	30,000	40,000	40,000	0
	40,000.00	35,000	75,000	75,000	0
	30,000.00	45,187	75,187	75,187	0
	80,000.00	110,187	190,187	190,187	0
	<i>What you have already spent.</i>	<i>What you still need to spend.</i>	(C=A + B)		(E=D-C)
	9,436.51	0	9,437	9,437	0
	3,000.00	9,000	12,000	15,000	3,000
	4,201.23	5,000	9,201	10,000	799
	23,000.00	47,000	70,000	70,000	0
	9,450.00	5,000	14,450	15,000	550
	7,640.00	2,400	10,040	10,000	(40)
	1,350.00	32,000	33,350	30,000	(3,350)
	0.00	2,000	2,000	2,000	0
	100.00	650	750	750	0
	2,050.00	6,100	8,150	8,000	(150)
	5,215.00	15,140	20,355	20,000	(355)
	65,442.74	124,290	189,733	190,187	454
	14,557.26		454	* 0	

*Should = Zero

CERTIFICATION: I certify that the information contained in this report is true and accurate and is reconcilable to the records maintained for this project.

PRODUCER'S SIGNATURE: Your Signature

In this example, you are \$454 under budget because of the estimated overages are less than the estimated under amounts in several categories.

How to Fill Out the Financial Report Form

(Refer to the *Sample Financial Report Form* on the following page.)

Actual to Date (Column A)

Income: Enter the actual cash income to date. Include other sources of income as they appear in Exhibit B of your contract. Insert more lines if necessary.

Expenses: Enter the actual cash expenses to date.

These should match your Contracted Budget and General Ledger to date for both income and expenses.

Estimate to Complete (Column B)

Income: Enter the committed cash income you will receive through completion of production. Include all other sources of funding.

Expenses: Fill in the additional cash amount that you estimate you will spend to complete your program. If you are done spending against a particular line item, fill in zero.

Estimated Total (Column C)

Income & Expenses: $C=A+B$, Add **Actual to Date** and **Estimate to Complete** figures to get your Estimated Total for both income and expenses. If you are filling in this form on Excel, it will do the math for you.

Budget (Column D)

Income & Expenses: Simply enter in the amounts from the original cash budget as outlined in Exhibit B of your ITVS Production License Agreement. This column should never change, unless your Production Agreement has been formally amended by ITVS.

Variance: Under/(Over) Budget (Column E)

Income & Expenses: $E=D-C$, Subtract the **Estimated Total** from the **Budget**. If you are filling in this form on Excel, it will do the math for you.

Excess/(Deficiency) of Income (Bottom of Columns A, C, & D)

At the bottom of columns A, C & D subtract your Total Expenses from your Total Income. If you are filling in this form on Excel, it will do the math for you. The bottom of column C should match the total Variance in column E.