

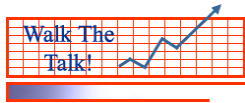
## Film Accounting 101 Workshop Agenda Assistant Accountant

	Page
<b>DAY 1: (7 Hrs and 30 Minutes)</b>	
Introduction	2
A. What Is Film Accounting	2
B. Organization Chart	2
C. Film Budgets	2
D. Purchase Orders	3
Break for Lunch	
E. Vendor Invoices	4
F. Check Requisitions	5
G. Petty Cash and P-Cards	6
<b>DAY 2: (7 Hrs and 30 Minutes)</b>	
H. Payroll	8
I. The Cost Report	8
Practical: Narrative Review of Procedures (Between Students)	8
Practical: Recycle Through D – G With New Vendors/ Situations	8
Break for Lunch	
J. Senior Film Accounting Reports/ Terms	9
K. How To Find Work In the Industry	9

FORMS PROVIDED ON A THUMB DRIVE : There are 23 folders of useable forms. All forms referred to in the Agenda are included as well as many more forms commonly used in the industry.

FREE MATERIALS EMAILED TO EACH STUDENT:

1. E-Book “Walk the Talk”
  2. Film Accounting 101 Booklet
  3. Film Budget: A professional 70 page Indie budget used in the workshop
  4. Glossary of Terms
  5. Managing Film Budgets Booklet
  6. Managing Weekly Cost Reports Booklet
  7. Senior Level 6 Recorded Training Webinars (Includes full processes behind cost reporting)
  - All the forms referred to in the Agenda are provided. See the list on the last page of the Agenda.
-



## Film Accounting 101 Workshop Agenda Assistant Accountant

### DAY #1: FILM ACCOUNTING 101

#### **INTRODUCTION**

**30 Minutes**

- ❖ Roles & Responsibilities of the Assistant Accountant
- ❖ Overall Functions of the Accounting Department
- ❖ Scope of this Introductory Film Accounting Course
- ❖ The 6 Basic Accounting Systems:
  1. Purchase Orders,
  2. Invoices,
  3. Check Requisitions,
  4. Petty Cash/ P-Cards,
  5. Payroll
  6. and Journal Entries
- ❖ Outcome: Statement of the Result of the Course
- ❖ Getting Started – Materials Check

#### **A. WHAT IS FILM ACCOUNTING**

**30 Minutes**

- ❖ What is Film Accounting and What is the Education Level Required
- ❖ A knowledge of Balance Sheets is not required
- ❖ A knowledge of a Trial Balance is essential particularly as designed in a typical Film Production (See the Film Budget in Section C below).
- ❖ Glossary of Terms – Link

#### **B. ORGANIZATION CHART**

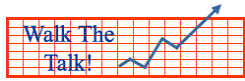
**30 Minutes**

- ❖ The Film Accountant's Relationship With the Financiers
- ❖ The Film Accountant's Relationship With the Film Producer's
- ❖ The Film Accountant's Relationship With The Completion Guarantor (Bond Company)
- ❖ **PRACTICAL:** The Instructor Reviews Each Department Ensuring the Students Understand the Contribution Each Department Makes to the Production of the Film

#### **C. FILM BUDGETS**

**30 Minutes**

- ❖ Translating Creative Ideas Into Costs
- ❖ The Chart of Accounts (With Examples)
- ❖ Note: the Trial Balance is of a typical Film Production is demonstrated by a quick review of the full Chart of Accounts provided in the proprietary general ledger software provided.
- ❖ Sections of a Film Budget (Above the Line, Below the Line, Post, Other)
- ❖ Prep, Shoot, Wrap, Post Terms Defined
- ❖ **PRACTICAL (Film Budgets):** A 70 page professional budget of \$9Million is provided.
  - The column headings of the budget are defined by the Instructor.
  - Specialized Terms are cleared
  - With the Instructor, the students drill finding cost accounts within the budget
  - Drilling is continued until the students are until familiar with the Sections, Categories and Account structure of a professional film budget.



## Film Accounting 101 Workshop Agenda Assistant Accountant

### **D. PURCHASE ORDERS**

**60 Minutes**

- ❖ Purpose
- ❖ Example
- ❖ Study and Discuss the Document Flow & Document Approval Process
- ❖ Summary PO Log
- ❖ Detailed PO Log
- ❖ PO Approvals
- ❖ PO – Additional Notes
- ❖ **PRACTICAL (PO's)**: Prepare 2 Purchase Orders from the data provided in your Binder of Materials. (Note: each student has unique PO data to work with).
  - Date Stamping
  - Finding the correct Account Code and enter it on the PO
  - The Standard Routing for Approvals,
  - The Separation of the 3 – Part Copies (Original, Yellow and Pink)
  - The Standard Filing of the PO Copies
- ❖ **PRACTICAL (PO's) – ENTER THE PO TO THE PROPRIETARY FILM ACCOUNTING G/L SOFTWARE**
  - The student learns how to create the Vendor, then does it himself
  - The student learns the entry procedure, then performs the procedure under Instructor supervision
  - The student learns how to edit the entry and to post the batch, then performs the procedure under Instructor supervision.
- ❖ PO Tracking Form Letter
- ❖ PO Log
- ❖ Q & A with attendees.

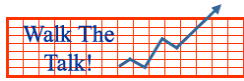
### **LUNCH BREAK**

**60 Minutes**

### **E. VENDOR INVOICES**

**60 Minutes**

- ❖ Study & Discuss the Chart of the Document flow from arrival in the Film Accounting Office through to Permanent Files:
  - arrival date stamping,
  - matching to Yellow Copy of PO,
  - account coding using the “Coding Stamp” on the Vendor Invoice
  - route for approvals to/from Prod'n Acct & Line Producer/UPM,
  - check running, (3 Part form, Original/ Yellow/ Pink)
  - check copy filing,
  - check signing,
  - permanent filing with check copy in the “Accounts Payable” alpha files



## Film Accounting 101 Workshop Agenda Assistant Accountant

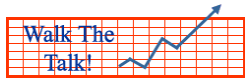
### VENDOR INVOICES (Continued)

- ❖ **PRACTICAL (Vendor Invoices):** Each Student Creates Vendor Invoices for the PO's entered in Section D.
  - Arrival Date Stamp,
  - Match to PO,
  - Account Code,
  - Routing for Approvals & ready for check run.
  - The Instructor Continues With the List of General Ledger Entry Conventions Common in the Film Industry (For example, each Student creates their own Batch Number for their entries to the G/L software).
- ❖ **PRACTICAL (Vendor Invoices) – ENTERING THE VENDOR INVOICE TO THE G/L SOFTWARE**
  - The student learns how to create the Vendor, then does it himself
  - The student learns the entry procedure, then performs the procedure under Instructor supervision
  - The student learns how to edit the entry and to post the batch, then performs the procedure under Instructor supervision.
- ❖ Q & A on the full process.

### F. CHECK REQUISITIONS

**60 Minutes**

- ❖ Study & Discuss the Chart of the Document flow from arrival in the Film Accounting Office through to Permanent Files:
  - Purpose of Check Requisitions
  - arrival date stamping,
  - account coding on the Ck Req form
  - route for approvals to/from Prod'n Acct & Line Producer/UPM,
  - check running, (3 Part form, Original/ Yellow/ Pink)
  - check copy filing,
  - check signing,
  - temporary filing with yellow copy of the check
  - follow up with department for the original invoice
  - tracking form letter to department heads for the original invoice
  - permanent filing in the "Accounts Payable" alpha files with check copy only when have the original invoice
- ❖ **PRACTICAL (Check Req's):** Each Student Creates 2 Check Requisitions utilizing the vendor information provided.
  - Arrival Date Stamp,
  - Account Code ascertained and written on the form
  - Routing for Approvals & ready for check run.
  - The Instructor Continues With the List of General Ledger Entry Conventions Common in the Film Industry (For example, the Descriptions are typed in CAPITAL LETTERS)



## Film Accounting 101 Workshop Agenda Assistant Accountant

### CHECK REQUISITIONS (Continued)

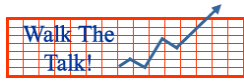
- ❖ **PRACTICAL (Check Req's) – ENTERING THE VENDOR INVOICE TO THE G/L SOFTWARE**
  - The student learns how to create the Vendor, then does it himself
  - The student learns the entry procedure, then performs the procedure under Instructor supervision
  - The student learns how to edit the entry and to post the batch, then performs the procedure under Instructor supervision.
- ❖ Q & A on the full process.

### G. PETTY CASH & P-CARDS

#### **PART 1: Petty Cash Advance**

**30 Minutes**

- ❖ Example of a Petty Cash Advance Form
- ❖ Concept of a petty cash “Float”.
- ❖ Study and Discuss the Chart of the Document flow from arrival of the P/C Advance Form in the Film Accounting Office through to Permanent “Petty Cash/P-Card” alpha files.
- ❖ Instructor demonstrates with “T-Accounts” the debits and credits of the full cycle of PC Advance, and subsequent PC Envelope accounting entries.
- ❖ Instructor engages in student understanding
- ❖ **PRACTICAL (PC Advance Form):** Each Student Creates 2 PC Advance Request Forms, utilizing the PC Vendor information provided.
  - Arrival Date Stamp,
  - Routing for Approvals before advancing any petty cash, or a p-card
  - Ensure that the crew member has signed a Deal Memo (See Payroll Section).
  - Instructor demonstrates how to set-up a Petty Cash Account in the Chart of Accounts, with a unique “Petty Cash Account Number” in the Asset Section of the Trial Balance.
  - Instructor demonstrates how to set up the PC Holder as a Vendor in the G/L Software, placing the PC Holder’s PC Account Number in the correct default field.
  - The Students create Petty Cash Account Numbers in the Chart of Accounts as directed by the Instructor
  - The Students create Vendors for their PC Holders, placing the PC Account Number in the correct default field.
- ❖ **PRACTICAL (PC Advance Form) – ENTERING THE PC ADVANCE TO THE G/L SOFTWARE**
  - The student learns how to create the Vendor, then does it himself
  - The student learns the entry procedure, then performs the procedure under Instructor supervision
  - The student learns how to edit the entry and to post the batch, then performs the procedure under Instructor supervision.
- ❖ Q & A on the full process

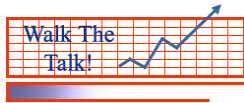


## **Film Accounting 101 Workshop Agenda** **Assistant Accountant**

- ❖ **PART 2: Petty Cash Envelope** **60 Minutes**
- ❖ Attendee's create 2 Petty Cash Envelopes from the data provided in the Binder of Materials (see the section for Petty Cash).
- ❖ Example of a Petty Cash Envelope (receipts accounted for).
- ❖ Study and Chart the Document flow from arrival of the P/C Envelope in the Film Accounting Office through to Permanent P/C alpha files:
- ❖ **SECTION G - PETTY CASH & P-CARDS (Continued)**
  - date stamping,
  - auditing receipts,
  - account coding ,
  - route for approvals to/from Prod'n Acct & Line Producer/UPM,
  - (approval from Department Head if appropriate)
  - Reimburse for the receipts accounted for (or, reduce the "Float".)
  - permanent filing in the "P/C Files".
- ❖ **PRACTICAL (PC Advance Form) – ENTERING THE PC ENVELOPE TO THE G/L SOFTWARE**
  - The student learns the entry procedure, then performs the procedure under Instructor supervision
  - The student learns how to edit the entry and to post the batch, then performs the procedure under Instructor supervision.
- ❖ Q & A on the full process

END OF DAY #1 OF FILM ACCOUNTING 101

**Total Hours for Day 1 – CPE 7.5 Hrs**



## Film Accounting 101 Workshop Agenda Assistant Accountant

### DAY #2: FILM ACCOUNTING 101

#### **PRACTICAL NARRATIVE REVIEW:**

**30 Minutes**

- ❖ With another student narratively describe the processing of PO's and Invoices
- ❖ Turnaround with the same student and do the same thing.
- ❖ With another student narratively describe the processing of Check Rec's
- ❖ Turnaround with the same student and do the same thing.
- ❖ With another student narratively describe the processing of PC Advances and PC Envelopes
- ❖ Turnaround with the same student and do the same thing.

#### **PRACTICAL RECYCLE THROUGH SECTION D to SECTION G:**

**60 Minutes**

Now Cycle Through Section D through G preparing, entering to a batch and posting the batch for each of one PO, one Invoice, one Check Req, one PC Advance and one PC Envelope.

Go at your own pace, consulting with the Instructor if needed.

#### **H. PAYROLL**

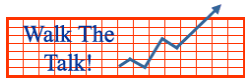
**60 Minutes**

- ❖ Instructor demonstrates a typical Deal Memo for an hourly paid employee.
- ❖ **Students prepare** a Deal Memo for themselves.
- ❖ Instructor demonstrates a typical Crew Timecard for an hourly paid employee.
- ❖ **Students prepare** a Deal Memo for themselves.
- ❖ Instructor demonstrates the breakdown of IATSE Crew Unions throughout North America
- ❖ Instructor reviews the key references in the IATSE Low Budget Agreement, to give students the concept that the Agreements are easy to read.
- ❖ Instructor demonstrates the concept of Worked Hours, Pay Hours and Elapsed Hours
- ❖ **Students calculate** the Worked Hours, Pay Hours and Elapsed hours for a few examples given by the Instructor.
- ❖ Instructor demonstrates the concept of Rest Violations ("Turnaround") and Meal Penalties
- ❖ The students are engaged in 2 way Q&A on each of the above

#### **I. THE COST REPORT, VARIANCES FROM THE "LOCKED BUDGET" AND ESTIMATES-TO-COMPLETE**

**60 Minutes**

- ❖ The purpose of the cost report
- ❖ The headings of the Cost Report are defined
- ❖ The distribution of the Cost Report to Financiers/ Bond Co (see the Organization Chart)
- ❖ The Instructor provides a real life Cost Report for review.
- ❖ The Instructor explains the Variance Sheet that accompanies the Cost Report
- ❖ The Instructor demonstrates the best way to estimate if the various accounts will be Over or Under budget.
- ❖ **The students calculate** the Estimated Final Cost for a few accounts as directed by the Instructor.
- ❖ The Instructor assigns an account to each of the students and has the student make a large PO entry to that account.
- ❖ **The student then looks to see the effect** that made on the Cost Report



## Film Accounting 101 Workshop Agenda Assistant Accountant

### LUNCH BREAK

**60 Minutes**

### **J. SENIOR FILM ACCOUNTING REPORTS AND TERMS**

**150 Minutes**

❖ **Accounting Policies:**

- ❖ A typical example is provided and reviewed.

❖ **Journal Entry Form:**

- ❖ A typical Journal Entry Form is provided and reviewed.

❖ **Call Sheet & Daily Production Report:**

- ❖ Typical examples are reviewed with the students.

❖ **Day Out Of Days (DOOD's):**

- ❖ This reports is a listing of the scheduled actor days, where the days/dates are along the top of the schedule and the actors are listed along the left hand side. It is a useful tool for the Key Production Accountant. An example is worked with the class.

❖ **Hot Cost:**

- ❖ A Hot Cost is defined & provided by the Instructor and it is explained how the Call Sheet and the Daily Production Report are utilized in the preparation of the Hot Cost

❖ **Cash Flow Report:**

- ❖ A separate Low Budget is provided along with a Cash Flow report for that budget. The Instructor goes over the purpose of the cash flow report, how it is used for Bank Loans and as a control tool by the Bond Company (see the Organization Chart). Student participation is invited for some accounts purposefully left out of the cash flow report.

❖ **Television Production Budgets:**

- ❖ Pattern and Amort Budgets are reviewed conceptually and an example is given on how the Amort Budget affects the Pattern Budget.

❖ **SAG Terms:**

- ❖ Because SAG is the most common union in smaller Indie productions, it is important to understand the key cost terms. The Instructor gives examples of the use of these terms and how they would apply to the budget and costs.

### **K. HOW TO FIND WORK IN THE FILM & TV PRODUCTION INDUSTRY 30 Minutes**

- ❖ **Resumes:** Several resumes are reviewed and graded. The resume must be kept simple and void of most of what is learned in colleges.

- ❖ **How Much Does It Take:** Ways to send out resumes, meet Production Accountants, and generally find work are discussed.

- ❖ **Blogs and Groups:** There are a couple of key blogs to belong to, and several that may help to find work in your geographical area.

- ❖ **Payroll Services to Contact:** There is a short list of Entertainment Payroll Services who may provide help in finding you work.

END OF DAY #2 OF FILM ACCOUNTING 101

**Total Hours for Day 2 – CPE 7.5 Hrs**