

# Regent University Production Manual

## Fall 2016-Summer 2017

### Pre-Production: Budget & Expense

#### Budgeting

*The following applies to Regent-funded projects (i.e. endowment and special departmental projects).*

**Note:** Acquisition and distribution format(s) must be determined and approved by EP in pre-production, and must be reflected in the budget and schedule.

Your EP must first approve the production budget and verify it for accuracy. Production budgets must be submitted at least two weeks before any money needs to be spent. This allows for any budget changes or corrections, and for the project's account to be set up.

All [production budgets](#) must be completed in Movie Magic budgeting software, or Excel spreadsheet. See an [example budget here](#).

Production Budgets must account for all expenses incurred for the life of the project, including pre-production, production, and post-production expenses. Each budget must include a 10% contingency.

The EP must approve unexpected, unbudgeted expenses.

Failure to follow the proper approval process for budgeting may result in students incurring unapproved expenses. The university will not pay or reimburse unapproved expenses.

Students are also required to fill out a [cash flow worksheet](#) before funds can be granted.

NOTE: Remember, it is the responsibility of the student producer and director to bring the film in on time and on budget!

#### Spending

NOTE: All purchases made on behalf of Regent using personal cash, personal checks, and personal credit cards, must adhere to Regent's policies. Any violation of these policies will result in an unapproved expense. The university will not pay unapproved expenses, which means the student is personally liable for these expenses.

#### Rentals

All rentals must be processed via purchase orders or purchasing card. The cost of all rentals should be in the budget. Rentals must be arranged with the EP and Business Office at least one week in advance. The university will not pay the cost of rentals not processed through the EP and business office.

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### **Equipment Rentals**

Regent's liability policy does not cover student rentals of non-Regent equipment (i.e., cameras, grip, lighting, audio gear under, and etc.). If students choose to rent 3rd party film equipment, they are responsible for any insurance costs incurred.

### **Vehicle Rentals**

Vehicle rentals must be arranged with Admin Services, in advance, and must use specific companies for insurance purposes. If you need to rent vehicles with university money, consult with your EP and Admin Services.

### **Paid Services/Services for Hire**

All paid services must be arranged via contracts and purchase orders (or check requests), processed through the dean's office. All contracts for hired services must be completed and approved before any work starts. Students are not allowed to hire or contract for services with university money, without clearance, nor are students allowed to alter any approved contract.

### **Cash Advance**

Students may obtain a Cash Advance for minor expendables that cannot be arranged for with check requests, purchase orders or the university purchasing card. Cash Advance requests must be made at least two weeks before the cash is needed.

NOTE: Cash Advance requests will not be processed before the budget is approved.

Once a Cash Advance has been processed for an individual, no new Cash Advances will be processed for that individual until the current one is reconciled (see Reconciling Expenditures, below).

### **Check Request**

Check Requests may be made to pay vendors for specific purchases. Requests must be made at least two weeks before the check is needed. [Check request forms](#) may be found on the university business office website.

The EP must be copied on all expenses incurred by the production.

### **Reconciling Expenditures**

To reconcile Cash Advances, all receipts, remaining funds and an expense report must be properly filed with the administrative dean. [Cash Advance forms](#) may be found on the university business office website. The EP can provide instruction for properly completing an [expense report](#), in advance.

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**Note:** Remaining funds from Cash Advances must be refunded to the university via check—no cash. Please make all refund checks payable to Regent University.

At the end of production, the producer must reconcile all expenses to that point. A [\*budget report\*](#) must be submitted to the EP.

After the film is completed and output in its approved master and distribution format(s), the final, balanced budget is then submitted to the EP.