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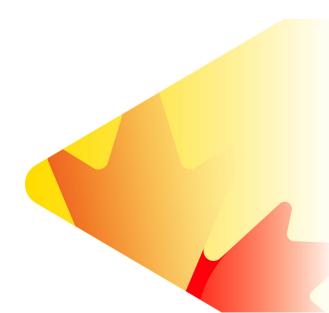
# MEDIUM TO LARGE-SCALE FESTIVALS PROGRAM

### **Budget & Final Cost Report Template Guide**

As of December 19, 2024

The required template is available on the Program <u>webpage</u>. The budget must be provided in the most up-to-date template and provided with the application.

The same document will also be used at final reporting to account for the final costs of the festival.



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### **GENERAL INSTRUCTIONS**

- 1. Please make entries only in the yellow cells. All other fields should be locked for entry.
- 2. Ensure all costs associated to the festival are included, including any complementary activities such as film markets.
- 3. Any costs and revenues associated with year-round activities not associated with the festival, or that are not only held during the dates of the festival, must be excluded.
- 4. Please refer to the Accounting and Reporting Requirements Industry Promotion Policy on the Program webpage for further details on the requirements established by Telefilm Canada with respect to the accounting and reporting of costs associated with events or initiatives having obtained funds from Telefilm Canada.

#### **Overview of the Template**

The following sheets are to be completed in the Budget & Final Cost Report Template at both Application and Final Reporting stage.

Sheet	Description
Summary Page	Auto-populated from the detailed revenues (cash and in-kind) and expenses (cash and in-kind) sheets that provides an overall summary of the financial situation of the festival
Cash Revenues (Detail)	Detailed breakdown of the various cash revenue sources used to fund the festival
In-Kind Revenues (Detail)	Detailed breakdown of the various in-kind revenue sources used to support the festival
Cash Expenses (Detail)	Detailed breakdown of the various cash expenses incurred for the festival
In-Kind Expenses (Detail)	Detailed breakdown of the various in-kind expenses incurred for the festival
Related Party Transactions	List of related party transactions that are included in the costs of the festival

Further instructions on how to complete each sheet at each stage will be provided in this guide in their corresponding sections.

# AT APPLICATION

A **completed budget in the latest template** is required as part of the application. This document should be completed and uploaded to the Dialogue portal as part of the application submission.

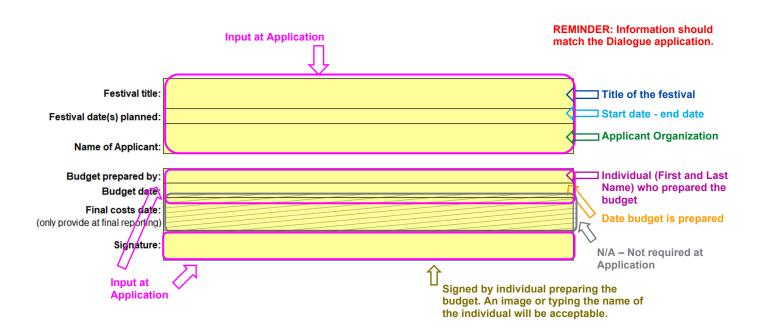
The information inputted in the budget document should match the information that is provided in the application form in Dialogue.

#### Summary

At Application

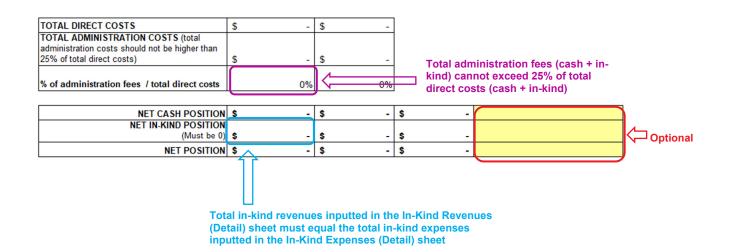
#### **General Instructions**

- 1. Most of this sheet is auto-populated from the Detail sheets for Revenues (Cash & In-Kind) and Expenses (Cash & In-Kind).
- 2. Information should match the Dialogue application.
- 3. Ensure all fields highlighted are completed.
- 4. Provide explanatory notes if there are any special aspects you would like to highlight at application, however, this is optional at application stage.



	SUMMARY OF FINANCING PLAN & REVENUE PROJECTIONS VS. ACTUAL REVENUE							
Code	Description	Projected Income	Actual Income	Difference	Explanatory Notes			
1.0	Government Subsidies/Contributions	\$-	\$-	\$-				
2.0	Private Monetary Sponsors	\$-	\$-	\$-				
3.0	Earned Revenue	\$-	\$-	\$-				
4.0	Donations	\$ -	\$-	\$-				
5.0	Other Revenues	\$-	\$-	\$-				
	TOTAL CASH REVENUE PROJECTIONS & ACTUAL REVENUE	\$-	\$-	\$-				
6.0	Private In-Kind Sponsors	\$-	\$-	\$-				
	TOTAL REVENUE PROJECTIONS & ACTUAL REVENUE	\$-	\$-	\$-				
						2		
	TOTAL REVENUE PROJECTIONS & ACTUAL REVENUE - ADJUSTED (in-kind valued at 33% of							
	reported value)	\$-	\$-	\$-				

	SUMMA	RY of BUDGETED EX	PENSES & ACTUAL	EXPENSES		]
Code	Category	Projected Expenses	Actual Expenses	Difference	Explanatory Notes	]
		CASH E	XPENSES			
1.0	Programming	\$-	\$-	\$-		
2.0	Communications and promotion	\$-	\$-	\$-		
3.0	Production	\$-	\$ -	\$-		C Optional
	TOTAL CASH DIRECT COSTS (1.0 to 3.0)	\$-	s -	s -		
4.0	Administration	\$-	\$ -	\$ -		
	TOTAL CASH BUDGET & ACTUAL EXPENSES	\$-	\$-	\$-		
		IN-KIND I	EXPENSES			1
5.0	Programming	\$-	\$ -	\$-		
6.0	Communications and promotion	\$-	\$ -	\$ -		
7.0	Production	\$-	\$ -	\$-		
	TOTAL IN-KIND DIRECT COSTS (1.0 to 3.0)	\$-	s -	s -		
8.0	Administration	\$-	\$ -	\$ -		
	TOTAL IN-KIND BUDGET & ACTUAL EXPENSES	s -	s -	s -		
						-
	TOTAL BUDGET & ACTUAL EXPENSES	\$-	\$ -	\$ -		C Optional
	TOTAL BUDGET & ACTUAL EXPENSES - ADJUSTED (in-kind valued at 33% of reported					C Optional
	value)	\$-	\$-	\$-		

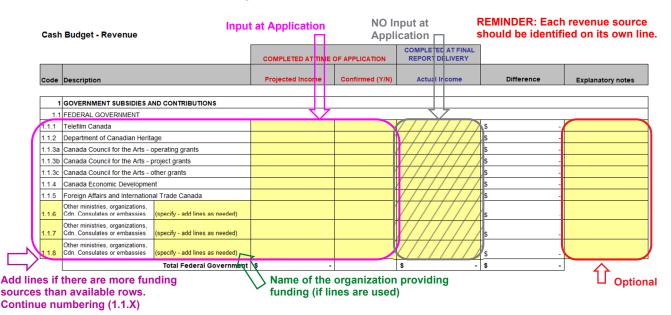


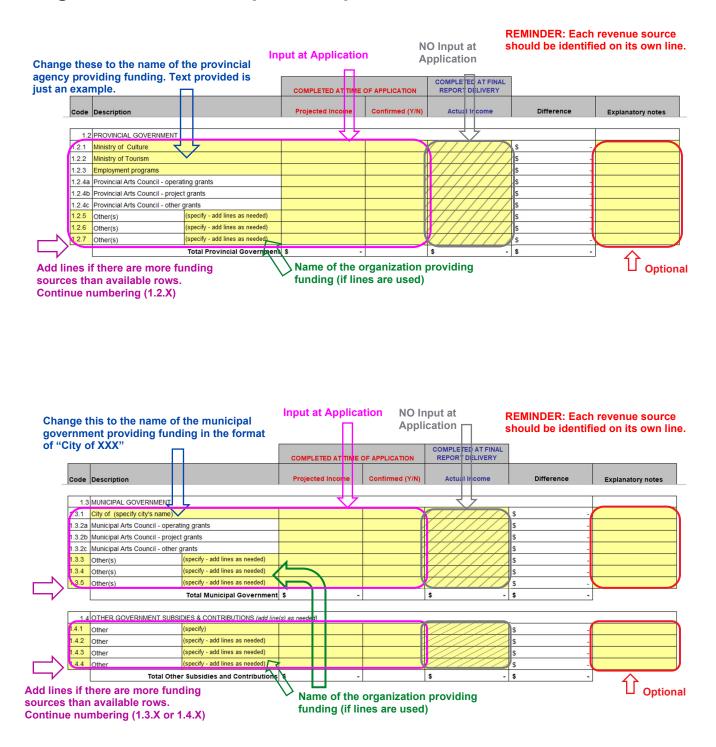
#### **Cash Revenues (Detail)**

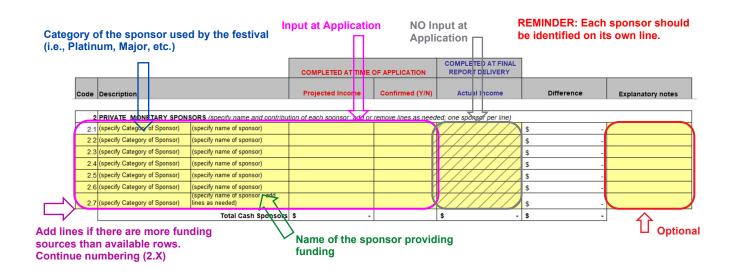
At Application

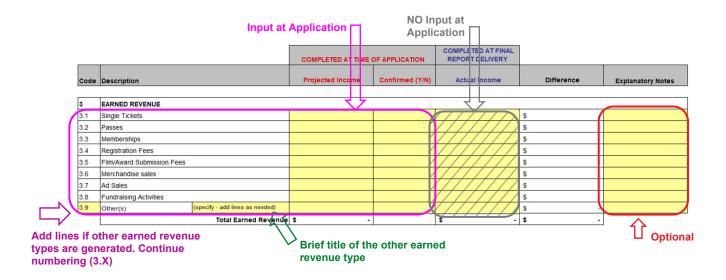
#### **General Instructions**

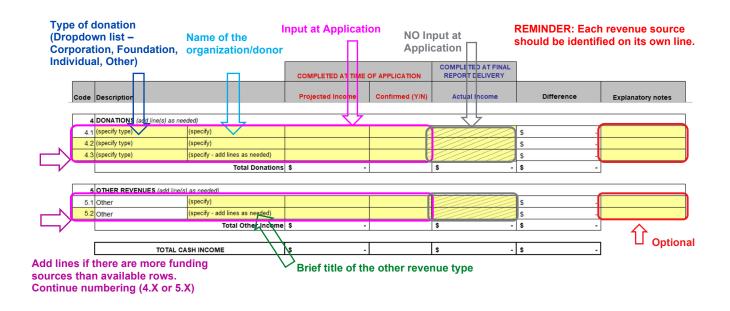
- 1. Ensure each line represents one funding source. For example, each cash sponsor should be added on its own line.
- 2. Add additional lines as needed in areas specified (after the last line for entry in each section).
- 3. Ensure all fields highlighted are completed under the heading "**Completed at Time of Application**." Explanatory notes are optional at application stage.
  - a. Projected income the cash amount that will be provided to the festival.
  - b. Confirmed (Y/N) dropdown selection; select "yes" if the amount has already been confirmed to be received and "no" if it is still pending/in discussions.
- 4. Sponsorships that are financial in nature (e.g., cash sponsorships in exchange for benefits) should be included in this sheet under "Private Monetary Sponsors" section.
- 5. Totals in each section as well as the grand total on the sheet are auto-calculated.









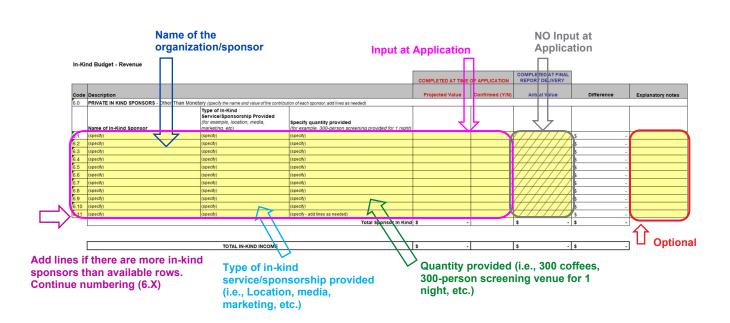


#### **In-Kind Revenues (Detail)**

At Application

#### **General Instructions**

- 1. Telefilm considers in-kind (non-pecuniary) sponsorships as those that have an exchange of goods or services that can be easily valued at their reported fair market value (e.g., in-kind sponsorship from a press publication for ad space).
- 2. Ensure each line represents one funding source. For example, each in-kind sponsor should be added on its own line.
- 3. Add additional lines as needed in areas specified (after the last line for entry in each section).
- 4. Ensure all fields highlighted are completed under the heading "**Completed at Time of Application**." Explanatory notes are optional at application stage.
  - a. Projected value the cash value of the goods or services provided by the in-kind sponsor
  - b. Confirmed (Y/N) dropdown selection; select "yes" if the amount has already been confirmed to be received and "no" if it is still pending/in discussions
- 5. All in-kind amounts should be reported at 100% of their fair market value (if third party) or by the methods specified in the Accounting and Reporting Requirements Industry Promotion Policy (if related party) available on the Program webpage. Please note that Telefilm will recognize these in-kind (non-pecuniary) sponsorships at thirty-three percent (33%) of their reported fair market value. This calculation will be done by Telefilm and will not require any action on the applicant's part.
- 6. The grand total on the sheet is auto-calculated.



#### **Cash Expenses (Detail)**

At Application

#### **General Instructions**

- 1. Ensure all fields highlighted are completed under the heading "**Completed at Time of Application**." Explanatory notes are optional at application stage.
- 2. Expenses should only be for the funded festival. This should include all activities associated with the festival, including complementary activities, but should not include any year-round costs (unless within the Administration section within the allowable range).
- 3. Salaries for staff can be pro-rated per cost category (programming, marketing and communications, production, administration) and for the activities associated with the festival (that is seeking funding from Telefilm) only.

For example, if the Executive Director is involved in the programming (25%) and communications/promotion (25%) of the festival as well as overall administration of the festival (25%) and year-round organization outside of the festival (25%) and has an annual \$60,000, their salary would be allocated as follows:

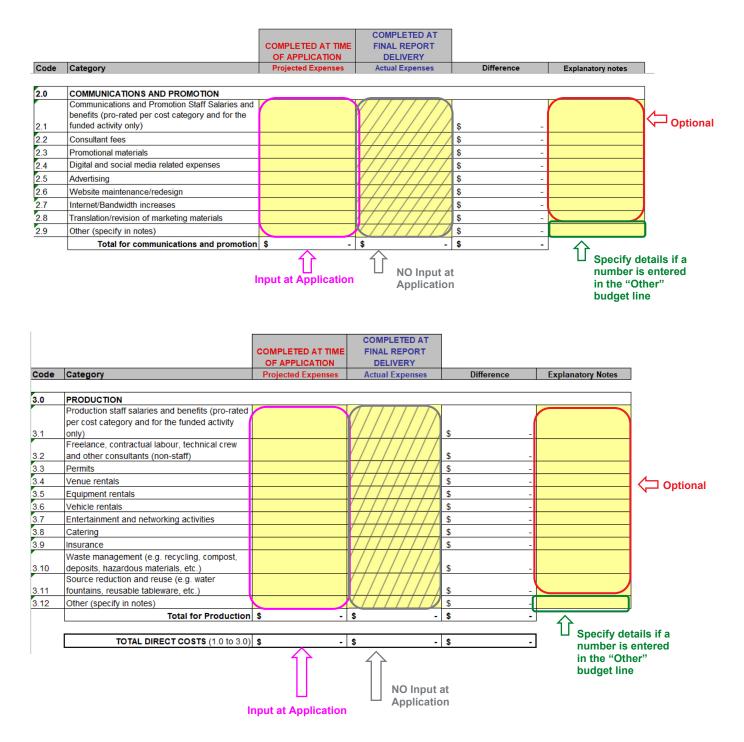
\$15,000 1.1 Programming Staff Salaries and Benefits

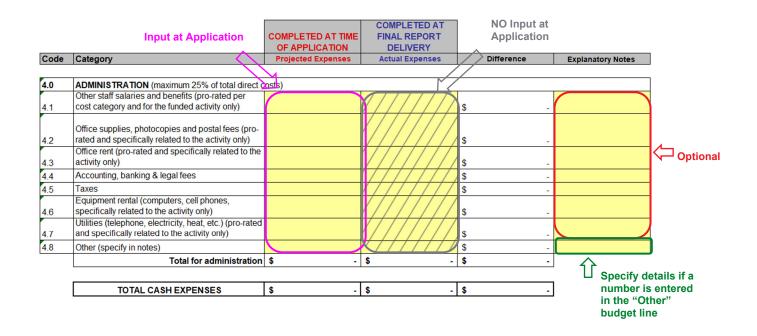
\$15,000 2.1 Communications and Promotion Staff Salaries and Benefits

- \$15,000 4.1 Other Staff Salaries and Benefits
- 4. Choose the best fitting category for your costs. If there is no fitting category, add the costs in the "Other" category, and include the details on these costs in the "Explanatory Notes."
- 5. Totals in each section as well as the direct costs and grand total on the sheet are auto-calculated.

#### Cash Expenses - Budget/Final Cost

Code	Category	COMPLETED AT TIME OF APPLICATION Projected Expenses	COMPLETED AT FINAL REPORT DELIVERY Actual Expenses	Difference	Explanatory notes	
1.0	PROGRAMMING			_		]
1.1	Programming Staff Salaries and benefits (pro-rated per cost category and for the funded activity only)			\$ -		
1.2	Consultants, mentors or programmers (non-staff) fees			\$-		
1.3	Prizes and awards-giving			\$-		
1.4	Special projects - details provided in Notes			\$ -		C Option
1.5	Screening/licensing fees (distributors)			\$ -		
1.6	Screening/licensing fees (direct to filmmakers)			\$ -		
1.7	Travel and accommodation (staff related to programming purposes for the festival)			\$-		
1.8	Travel and accommodation (filmmaker and guest related)			\$-		
1.9	Talent/guest speaking fees			\$-		
1.10	Interpreter/translator fees			\$ -		
1.11	Other (specify in notes)			\$ -		
	Total Programming	\$ -	\$-	\$-	$\land$	
	l	nput at Application	NO Input at Application		Specify de number is in the "Otl budget lin	entered her"



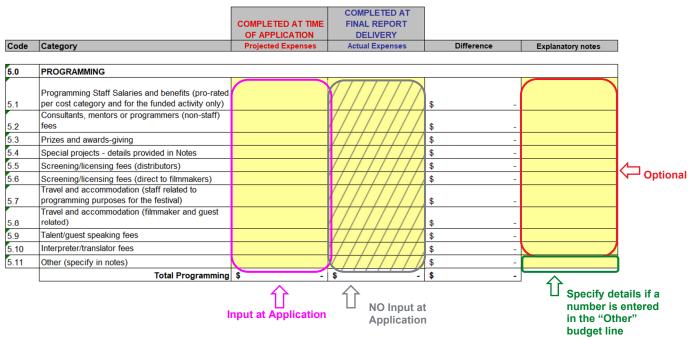


#### In-Kind Expenses (Detail)

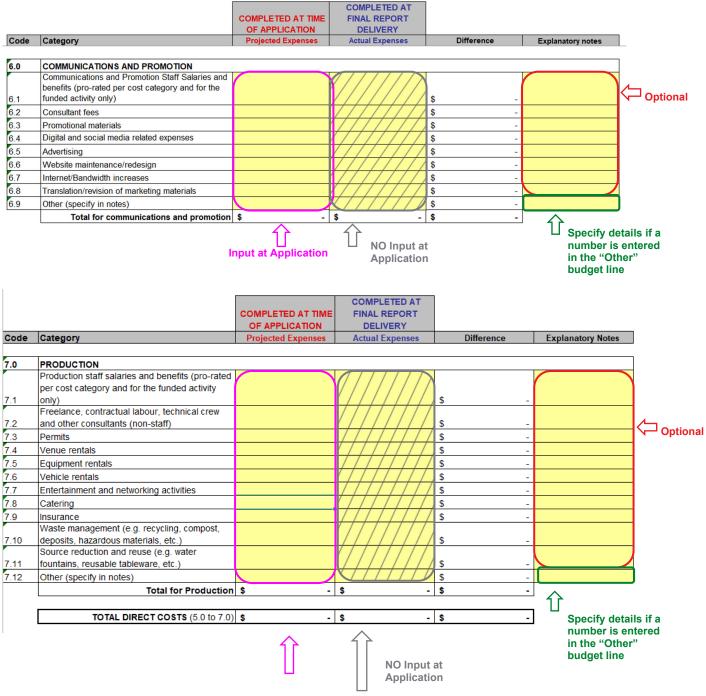
At Application

#### **General Instructions**

- 1. Ensure all fields highlighted are completed under the heading "**Completed at Time of Application**." Explanatory notes are optional at application stage.
- 2. Total projected in-kind expenses must equal to total projected in-kind revenues reported in the "In-Kind Revenues (Detail)" sheet.
- 3. Expenses should only be for the funded festival. This should include all activities associated with the festival, including complementary activities, but should not include any year-round costs (unless within the Administration section within the allowable range).
- 4. Salaries for staff can be pro-rated per cost category (programming, marketing and communications, production, administration) and for the funded activity only. For example, if a volunteer consultant is involved in the programming (50%) and communications/promotion (50%) of the festival and the fair market value of their services is worth a total of \$15,000, their in-kind amount would be allocated as follows:
  - \$7,500 1.1 Programming Staff Salaries and Benefits
  - \$7,500 2.1 Communications and Promotion Staff Salaries and Benefits
- 5. All in-kind amounts should be reported at 100% of their fair market value (if third party) or by the methods specified in the Accounting and Reporting Requirements Industry Promotion Policy (if related party) available on the Program webpage. Please note that Telefilm will recognize these in-kind (non-pecuniary) expenses at thirty-three percent (33%) of their reported fair market value. This calculation will be done by Telefilm and will not require any action on the Applicant's part.
- 6. Choose the best fitting category for your costs. If there is no fitting category, add the costs in the "Other" category, and include the details on these costs in the "Explanatory Notes."
- 7. Totals in each section as well as the direct costs and grand total on the sheet are auto-calculated.



#### In-Kind Expenses - Budget/Final Cost



**Input at Application** 

			COMPLETED AT		NO Insurfact		
	Input at Application	COMPLETED AT TIME	FINAL REPORT		NO Input at		
		OF APPLICATION	DELIVERY	$ \land $	Application		
Code	Category	Projected Expenses	Actual Expenses		Difference	Explanatory Not	es
		Υ					
8.0	ADMINISTRATION (maximum 25% of total direct co	osts)					
	Other staff salaries and benefits (pro-rated per cos						
8.1	category and for the funded activity only)			\$	-		
	Office supplies, photocopies and postal fees (pro-						
8.2	rated and specifically related to the activity only)			\$	-		
	Office rent (pro-rated and specifically related to the			•			Optional
8.3	activity only)			\$	-		
8.4	Accounting, banking & legal fees		///////	\$	Ξ		
8.5	Taxes			\$	-		
	Equipment rental (computers, cell phones,		///////////////////////////////////////				
8.6	specifically related to the activity only)			\$	-		
	Utilities (telephone, electricity, heat, etc.) (pro-rate)						
8.7	and specifically related to the activity only)			\$	-		
8.8	Other (specify in notes)			\$	-		
	Total for administration	\$ -	\$ -	\$	-		
						<u> </u>	cify details if a
	TOTAL IN-KIND EXPENSES	\$ -	\$ -	\$	-		ber is entered
		,	*				
							e "Other"
						budg	get line

#### **Related Party Transactions**

At Application

#### **General Instructions**

- 1. Ensure all fields highlighted are completed for any related party transactions that are associated with the festival.
- 2. Please see the Accounting and Reporting Requirements Industry Promotion Policy on the Program webpage for more details on what is considered a related party transaction and how this should be reported.

#### Example

For example, the Executive Director of the festival hires a marketing firm run by their family member to provide marketing consulting services for the festival (only) for \$15,000. Given the Executive Director is a key employee of the organization, this transaction would be considered a related party transaction. The amount for the services must be accounted for at the exchange value. The entry in the table would be as follows:

5310

Budget Code: Category: Name of company or individual: Type of Related Party: Measure: Amount:

Marketing & Communications Professional Fees ABC Marketing Consulting Ltd Family members Exchange value \$15,000

	-	Applicant get/Final Cost owing related-party trans	availa subsid memb sactions:	ble: parent diary, com ers	party – selec company, mon control		Amount per the r used		
	L L	ST OF RELATED PART (add lines	<b>FY TRANS</b> s as needed)		("RPT")				
Budget Code	Category	Name of company or i	ndividual	Type of R	elated Party	Measure* (actual cost or exchange value)	Amo	ount	
	- Č			* Choose on		* Choose one *	2		
									Input any that
									are confirmed at Application
								$ \rightarrow $	
	то	TAL RELATED PARTY TR	RANSACTI	ONS			\$	-	]
to track exper	used by the Applicant nses within their unting systems.	Name of the relat (company or indi			of the rel	used to determ ated party trans s available: act	saction -	•	

# AT FINAL REPORTING

The budget that was submitted with the Dialogue Application should be used to complete the final reporting of the actual costs of the festival. The corresponding columns for final costs should be completed and the revised budget document (now acting as the final cost report) should be submitted through the Dialogue portal as part of the associated Milestone Condition on or prior to the due date. It must be submitted with an Affidavit (template available on the Telefilm <u>website</u>).

For all festivals receiving a financial contribution above the stated amount in the Accounting and Reporting Requirements – Industry Promotion Policy available on the Program webpage, a Final Certified Activity Cost Statement, accompanied with the required notes and an independent auditor's report, will be required. Please note that these must be for the festival receiving funding and not the whole organization. The notes (and the associated language) required for this report can be found in the Accounting and Reporting Requirements – Industry Promotion Policy available on the Program webpage.

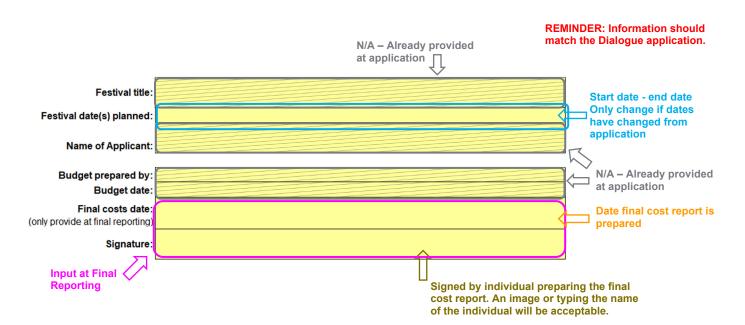
The due date for the deliverables expected at final reporting can be found in the signed contract as well as the Dialogue portal.

#### Summary

At Final Reporting

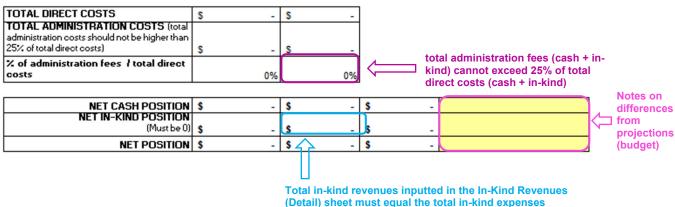
#### **General Instructions**

- 1. Most of this sheet is auto-populated from the Detail sheets for Revenues (Cash & In-Kind) and Expenses (Cash & In-Kind).
- 2. Information should match the Dialogue application.
- 3. Ensure all fields highlighted are completed.
- 4. Provide broad explanatory notes on differences from the actual income/expenses from the original projected income/expenses at application. Focus on the changes that caused large differences in the amounts.



	SUMMARY of FIN	ANCING PLAN & REVE		S. ACTUAL REVENU	E	1
Code	Description	Projected Income	Actual Income	Difference	Explanatory Notes	
1.0	Government Subsidies/Contributions	\$-	\$-	\$-		
2.0	Private Monetary Sponsors	\$-	\$-	\$-		Notes on
3.0	Earned Revenue	\$-	\$ -	\$-		difference:
4.0	Donations	\$-	\$-	\$ -		<b>K</b> ☐ from
5.0	Other Revenues	\$-	\$-	\$-		projection
	TOTAL CASH REVENUE PROJECTIONS & ACTUAL REVENUE	100	\$-	\$-		(budget)
6.0	Private In-Kind Sponsors	\$ -	\$ -	\$-		
	TOTAL REVENUE PROJECTIONS & ACTUAL REVENUE		\$-	\$-		
						Notes on
	TOTAL REVENUE PROJECTIONS & ACTUAL REVENUE - ADJUSTED (in-kind valued at 33% of reported value)		\$-	\$-		differences from projections
			•			(budget)

	SUMMA	RY of BUDGETED EX	PENSES & ACTUAL	EXPENSES		]
Code	Category	Projected Expenses	Actual Expenses	Difference	Explanatory Notes	
		CASH E	XPENSES			
1.0	Programming	\$-	\$-	\$-		
2.0	Communications and promotion	\$ -	\$-	\$-		Notes on
3.0	Production	\$-	\$-	\$-		differences
	TOTAL CASH DIRECT COSTS (1.0 to 3.0)	\$-	s -	\$-		from projections
4.0	Administration	\$-	\$-	\$-		(budget)
	TOTAL CASH BUDGET & ACTUAL EXPENSES	\$-	\$-	\$-		(
		IN-KIND	EXPENSES			
5.0	Programming	\$-	\$ -	\$-		
6.0	Communications and promotion	\$-	\$ -	\$-		Notes on
7.0	Production	\$-	\$-	\$-		differences
	TOTAL IN-KIND DIRECT COSTS (1.0 to 3.0)	\$-	\$-	\$-		from projections
8.0	Administration	\$ -	\$ -	\$-		(budget)
	TOTAL IN-KIND BUDGET & ACTUAL EXPENSES	s -	s -	s -		(5)
	TOTAL BUDGET & ACTUAL EXPENSES	\$-	\$-	\$-		R
						Notes on
	TOTAL BUDGET & ACTUAL EXPENSES - ADJUSTED (in-kind valued at 33% of reported					differences
	value)	\$-	\$-	\$-		projections (budget)



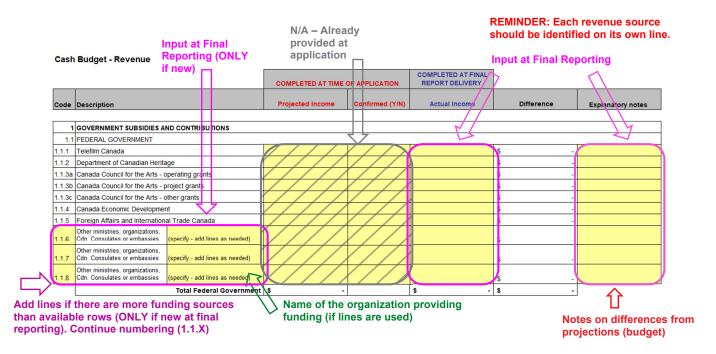
(Detail) sheet must equal the total in-kind expenses inputted in the In-Kind Expenses (Detail) sheet

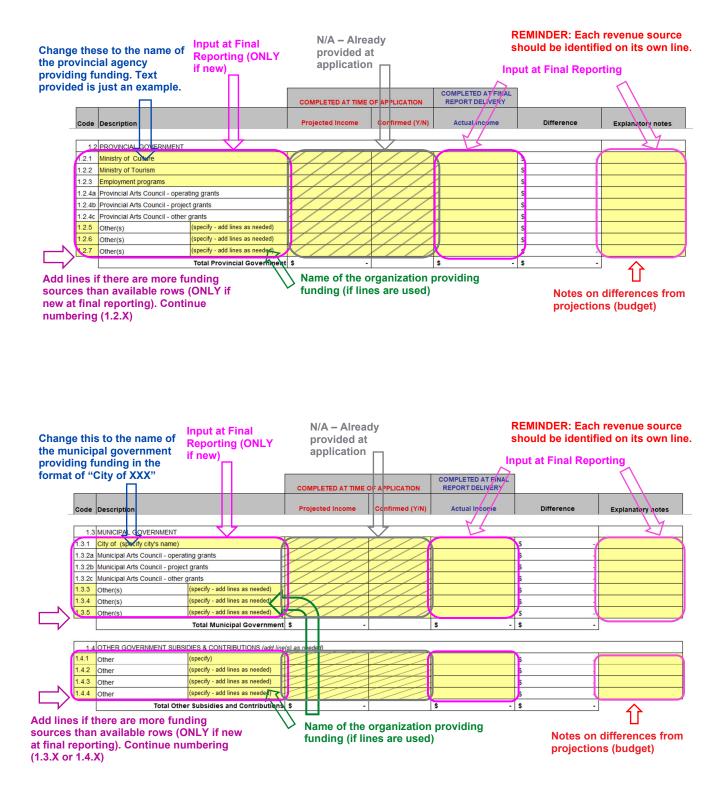
#### **Cash Revenues (Detail)**

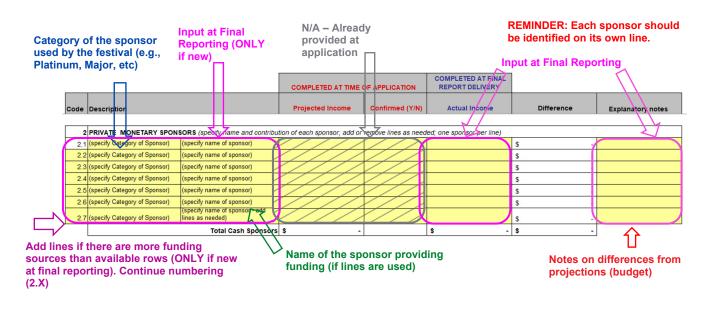
#### At Final Reporting

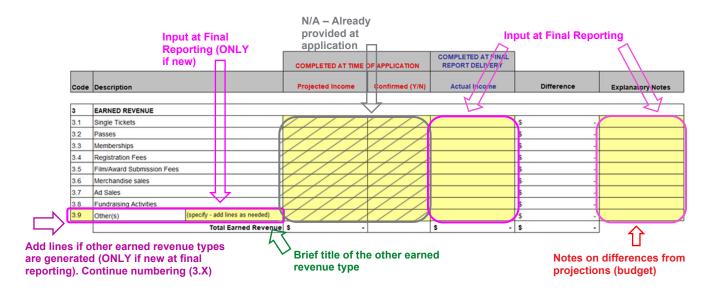
#### **General Instructions**

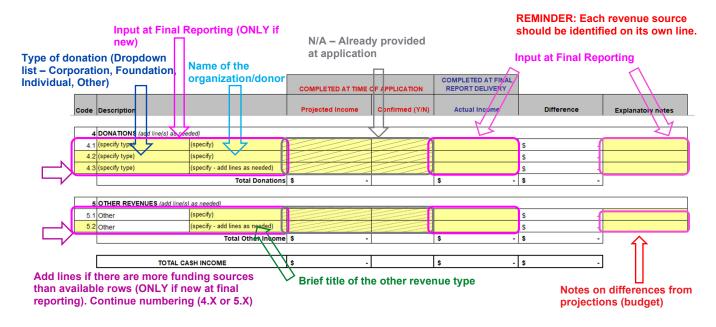
- 1. Ensure each line represents one funding source. For example, each cash sponsor should be added on its own line.
- 2. Add additional lines as needed in areas specified (after the last line for entry in each section) for any new funding sources confirmed after application.
- 3. Ensure all fields highlighted are completed under the heading "Completed at Final Report Delivery."
- 4. Provide broad explanatory notes on differences from the actual income from the original projected income at application. Focus on the changes that caused large differences in the amounts.
- 5. Sponsorships that are financial in nature (e.g., cash sponsorships in exchange for benefits) should be included in this sheet under "Private Monetary Sponsors" section.
- 6. Totals in each section as well as the grand total on the sheet is auto-calculated.









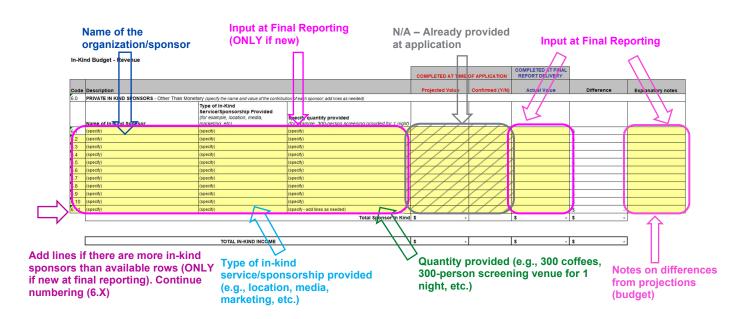


#### In-Kind Revenues (Detail)

#### At Final Reporting

#### **General Instructions**

- 1. Telefilm considers in-kind (non-pecuniary) sponsorships as those that have an exchange of goods or services that can be easily valued at their reported fair market value (e.g., in-kind sponsorship from a press publication for ad space).
- 2. Ensure each line represents one funding source. For example, each in-kind sponsor should be added on its own line.
- 3. Add additional lines as needed in areas specified (after the last line for entry in each section) for any new in-kind funding sources confirmed after application.
- 4. Ensure all fields highlighted are completed under the heading "Completed at Final Report Delivery."
- 5. Provide broad explanatory notes on differences from the actual in-kind income from the original projected income at application. Focus on the changes that caused large differences in the amounts.
- 6. All new in-kind amounts should be reported at 100% of their fair market value (if third party) or by the methods specified in the Accounting and Reporting Requirements Industry Promotion Policy (if related party) available on the Program webpage. Please note that Telefilm will recognize these in-kind (non-pecuniary) sponsorships at thirty-three percent (33%) of their reported fair market value. This calculation will be done by Telefilm and will not require any action on the Applicant's part.
- 7. The grand total on the sheet is auto-calculated.



#### **Cash Expenses (Detail)**

At Final Reporting

#### **General Instructions**

- 1. Ensure all fields highlighted are completed under the heading "Completed at Final Report Delivery."
- 2. Provide broad explanatory notes on differences from the actual expenses from the original projected expenses at application. Focus on the changes that caused large differences in the amounts.
- 3. Expenses should only be for the funded festival. This should include all activities associated with the festival, including complementary activities, but should not include any year-round costs (unless within the Administration section within the allowable range).
- 4. Salaries for staff can be pro-rated per cost category (programming, marketing and communications, production, administration) and for the activities associated with the festival (that received Telefilm funding) only.

For example, if the Executive Director is involved in the programming (25%) and communications/promotion (25%) of the festival as well as overall administration of the festival (25%) and year-round organization outside of the festival (25%) and has an annual \$60,000, their salary would be allocated as follows:

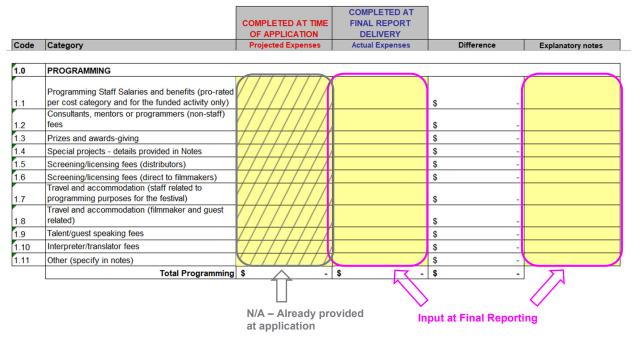
\$15,000 1.1 Programming Staff Salaries and Benefits

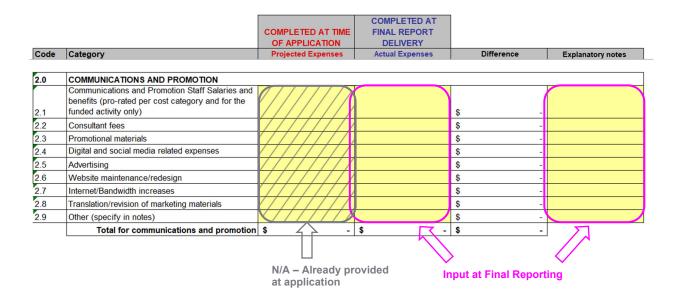
\$15,000 2.1 Communications and Promotion Staff Salaries and Benefits

\$15,000 4.1 Other Staff Salaries and Benefits

- 5. Choose the best fitting category for your costs. If there is no fitting category, add the costs in the "Other" category, and include the details on these costs in the "Explanatory Notes."
- 6. Totals in each section as well as the direct costs and grand total on the sheet are auto-calculated.

#### Cash Expenses - Budget/Final Cost





			COMPLETED AT		
		COMPLETED AT TIME	FINAL REPORT		
		OF APPLICATION	DELIVERY		
Code	Category	Projected Expenses	Actual Expenses	Difference	Explanatory Notes
3.0	PRODUCTION				
3.0	Production staff salaries and benefits (pro-rated				
	per cost category and for the funded activity		Y		
3.1	only)	(		s -	
0.1	Freelance, contractual labour, technical crew	///////////////////////////////////////		-	
3.2	and other consultants (non-staff)			s -	
3.3	Permits			\$ -	
3.4	Venue rentals			\$ -	
3.5	Equipment rentals			\$ -	
3.6	Vehicle rentals			s -	
3.7	Entertainment and networking activities			\$-	
3.8	Catering			\$-	
3.9	Insurance			\$-	
	Waste management (e.g. recycling, compost,				
3.10	deposits, hazardous materials, etc.)			\$-	
	Source reduction and reuse (e.g. water				
3.11	fountains, reusable tableware, etc.)			\$-	
3.12	Other (specify in notes)			\$-	
	Total for Production	s	\$-	\$ -	
		4 2			
	TOTAL DIRECT COSTS (1.0 to 3.0)	s -	\$ -	\$ -	
			$\overline{}$		
			Inr	out at Final Reporti	na
		N/A – Already pr	ovided	at at i mai reporti	
		at application			

Budget & Final Cost Report Template Guide – Medium to Large-Scale Festivals Program/Publication date: December 19, 2024. 28

	N/A – Already				
	provided at		COMPLETED AT		
	application 🔨	COMPLETED AT TIME	FINAL REPORT	Input at Final Re	porting
		OF APPLICATION	DELIVERY		
Code	Category	Projected Expenses	Actual Expenses	Difference	Explanatory Notes
4.0	ADMINISTRATION (maximum 25% of total direct of	costs)	ľ.		
	Other staff salaries and benefits (pro-rated per				
4.1	cost category and for the funded activity only)			\$ -	
4.2	Office supplies, photocopies and postal fees (pro- rated and specifically related to the activity only)			\$-	
4.3	Office rent (pro-rated and specifically related to the activity only)			\$-	
4.4	Accounting, banking & legal fees			\$ -	
4.5	Taxes			\$-	
4.6	Equipment rental (computers, cell phones, specifically related to the activity only)			s -	
4.7	Utilities (telephone, electricity, heat, etc.) (pro-rated and specifically related to the activity only)			\$-	
4.8	Other (specify in notes)			\$-	
	Total for administration	\$ -	\$-	\$-	
					-
	TOTAL CASH EXPENSES	\$-	\$-	\$-	

#### In-Kind Expenses (Detail)

At Final Reporting

#### **General Instructions**

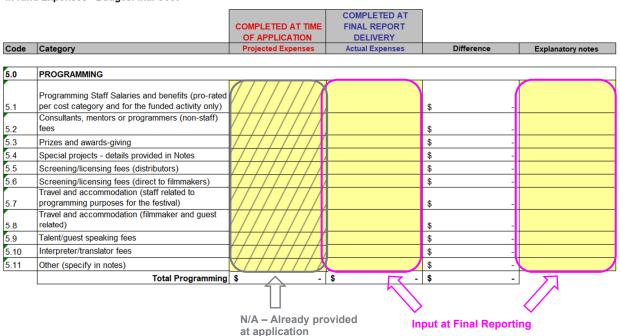
- 1. Ensure all fields highlighted are completed under the heading "Completed at Final Report Delivery."
- 2. Provide broad explanatory notes on differences from the actual expenses from the original projected expenses at application. Focus on the changes that caused large differences in the amounts.
- 3. Total actual in-kind expenses must equal to total actual in-kind revenues reported in the "In-Kind Revenues (Detail)" sheet.
- 4. Expenses should only be for the funded festival. This should include all activities associated with the festival, including complementary activities, but should not include any year-round costs (unless within the Administration section within the allowable range).
- 5. Salaries for staff can be pro-rated per cost category (programming, marketing and communications, production, administration) and for the funded activity only.

For example, if a volunteer consultant is involved in the programming (50%) and communications/promotion (50%) of the festival and the fair market value of their services is worth a total of \$15,000, their in-kind amount would be allocated as follows:

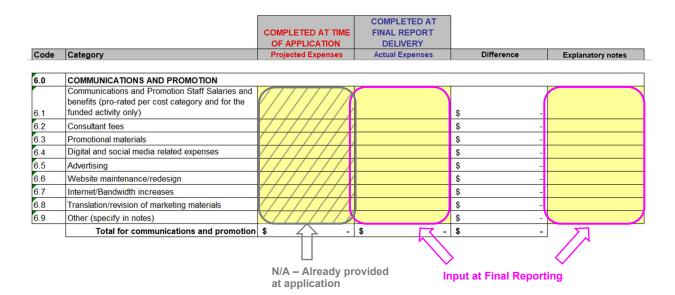
\$7,500 1.1 Programming Staff Salaries and Benefits

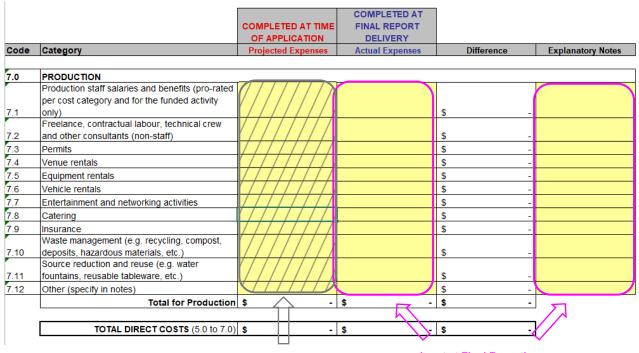
\$7,500 2.1 Communications and Promotion Staff Salaries and Benefits

- 6. All new in-kind amounts should be reported at 100% of their fair market value (if third party) or by the methods specified in the Accounting and Reporting Requirements Industry Promotion Policy (if related party) available on the Program webpage. Please note that Telefilm will recognize these in-kind (non-pecuniary) expenses at thirty-three percent (33%) of their reported fair market value. This calculation will be done by Telefilm and will not require any action on the Applicant's part.
- 7. Choose the best fitting category for your costs. If there is no fitting category, add the costs in the "Other" category, and include the details on these costs in the "Explanatory Notes."
- 8. Totals in each section as well as the direct costs and grand total on the sheet are auto-calculated.



#### In-Kind Expenses - Budget/Final Cost





N/A – Already provided at application

Input at Final Reporting

	N/A – Already provided at application	COMPLETED AT TIME OF APPLICATION	COMPLETED AT FINAL REPORT DELIVERY	Input at Final Rep	oorting
Code	Category	Projected Expenses	Actual Expenses	Difference	Explanatory Notes
8.0	ADMINISTRATION (maximum 25% of total direct co	sts)		/	
8.1	Other staff salaries and benefits (pro-rated per cost category and for the funded activity only)			\$ -	
8.2	Office supplies, photocopies and postal fees (pro- rated and specifically related to the activity only) Office rent (pro-rated and specifically related to the			\$-	
8.3	activity only)	////////		\$-	
8.4	Accounting, banking & legal fees			\$ -	
8.5	Taxes			\$-	
8.6	Equipment rental (computers, cell phones, specifically related to the activity only)			\$-	
8.7	Utilities (telephone, electricity, heat, etc.) (pro-rated and specifically related to the activity only)			\$-	
8.8	Other (specify in notes)			\$-	
	Total for administration	\$ -	\$ -	\$-	
		\$-	\$ -	\$ -	I
	TOTAL IN-KIND EXPENSES	\$-	<u>،</u> -	ə -	

#### **Related Party Transactions**

At Final Reporting

#### **General Instructions**

- 1. Review all fields that were inputted at application, and update/revise to reflect its final value and details. Add any **new** related party transactions that were not identified at application.
- 2. Please see the Accounting and Reporting Requirements Industry Promotion Policy on the Program webpage for more details on what is considered a related party transaction and how this should be reported.

#### Example

For example, the Executive Director of the festival hires a marketing firm run by their family member to provide marketing consulting services for the festival (only) for \$15,000. Given the Executive Director is a key employee of the organization, this transaction would be considered a related party transaction. The amount for the services must be accounted for at the exchange value. The entry in the table would be as follows:

5310

Budget Code: Category: Name of company or individual: Type of Related Party: Measure: Amount:

Marketing & Communications Professional Fees ABC Marketing Consulting Ltd Family members Exchange value \$15,000

Accounting category used by the Applicant Related Party Transactions - Budget/Final Cost The costs of the Activity include the following related-party transa LIST OF RELATED PARTY (add lines)						TRANSACTIONS ("RPT")						t determ measur	
Budget Code								ted Bester	Measu (actual co	ost or			
Code	Categ	Category		Name of company or individual		* Choose one *			exchange value) * Choose one *		An	ount	-
(	×							Choose one			$\sim$		
													$K \square$
													Verify inputs
													and revise to reflect final
													values. Add
													any that were
													not previously
													identified.
TOTAL RELATED PARTY TRANSACTIONS													4
											<b>v</b>		L
to track	code used by th expenses withir accounting sys	1 the	ir	Name of the rela (company or ind				Measure of the rela	ated party	y tran	saction		