

New Production Start Up Checklist

DESCRIPTION	YES/NO	NOTES
Initial Documents (request copies of)		
Development Costs		
Development Income		
Green light paperwork / Commissioning Agreement / Production Agreement		
Budget		
Delivery requirements		
Scripts / Treatment		
Schedule & Day out of Days		
Insurance documents		
Details of Recoupment		
Funding Plan:		
- Sources of Finance - tax breaks/EIS schemes/Pre sales etc		
- Tax Incentives - monitoring of eligible spend		
- Primary Licence		
- Distribution Advance & Associate Costs - residuals/royalties		
- Soft Money		
- Cost of Money		
- Delivery Requirements		
SPV details		
- Company Registration Details		
- Company Year End		
- Company Directors		
- Company Ownership		
BFI certificate for tax credit		
Project Set Up		
Open Bank Account		
Arrange Encashment Facilities		
Ensure access to On-line Banking		
Prepare Cash Flow		
Obtain Accounting Software Package		
Establish Chart Of Accounts (Nominal Ledger Codes)		
Set Up Budget on Accounting Software Package		
Set Up Supporting Spreadsheets		
Set Up Cost Report timetable		
Arrange area on shared drive to use or cloud storage		
Set Up Payroll & Returns / register if necessary		
Obtain VAT details / register if necessary		
Set up team emails		
Check if studio has any requirements for use of studio drives/emails		
Set up Company credit card or payment card		
Set up Fuel cards		
Office & Paperwork		
Organise office space for whole team		
Check IT Connectivity		
Arrange for access to safe		
Petty Cash Tin		
Set up Digital PO		
Order Returns Notes		
Expenses Forms – paper copies		
Expenses Forms – Excel (with formulas & up loadable to accounting package)		
Float Forms		
Casting Advice Notes		
Deal Memos - for crew - USE OF digital system		
New Starter Form (bank details, next of kin etc)		
Set up a Holiday Pay Calculator		
Crowd Timesheets		
Facility Fee Pads		
Payment Requisition Form		
Journal Vouchers Template		
Timesheets/cards - digital system/excel/paper/none?		
Mileage form		
Cash payment form (for locations etc)		
Public Liability Insurance Certificate on wall		
Prepare cheat sheets for inputting		
Initial Tasks		
Allocation of key tasks between Line Producer & Co-ordinator & Finance Team		
Brief Assistant Accountants on their responsibilities		
Set Up Cost Control spreadsheets		
Agree signatories to Cost Report and frequency		
Issue Crew letter		
Order Cash		
Review special tax arrangements eg Tax credits, Withholding tax etc		
Review Treasury & Currency Requirements		
Set up list of key contacts & suppliers		
Establish cost report distribution list and requirements (additional reports etc)		
Decide on filing system		

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Contracts (Crew / Artists) - ensure access to:-		
Writer's Contracts		
Copyright Contracts		
Freelancer Contracts		
PAYE Contracts		
Limited Company Contracts		
Artists & Contributors		
Crowd / Extras		
Location Contracts		
Contracts & Employment Law - be aware of an financial implications due to:-		
- Right to Work procedures		
- Holiday Entitlement		
- UK Working Time Directive		
- Overtime		
- Stakeholder Pension & NEST		
- Minimum Wage		
- Employment of Children		
Digital on boarding		
Financial Information & Reporting		
Cash Flow Top Up Request		
Bank signatories		
Cost Reporting		
VAT Return		
P46r Returns		
P11d / PSA		
Month End Reporting Checklist		
Production Asset Register		
Useful Documents		
Chaperone/Tutor Rates		
Children		
Equity Agreement		
Crowd Rates		
Stunt rates		
PACT / BECTU Agreements		
Areas to Consider in conjunction with Line Producer		
Special deliverables / requirements		
Procurement / Terms of Trade		
Credit Card / Pre Paid Cards / Debit Card Control		
Control of Assets		
Carbon Calculator		
Data Protection		
Bribery Act		
Working With Children		
Health & Safety		
Rights & Clearances		
Archive Usage		
Blanket Agreements		
Recoupment		
Insurance:		
- Production Package - incl negative cover, cast, director, equipment		
- Employers & Public Liability		
- Travel Insurance		
- Motor Insurance		
- Value of applicable Cover		
- Excess per claim (deductible)		
- Claims - tracking of costs for submission, collating		