

N5	bank fees									
N6	insurance									
N7	statutory fees									
O	production fee									

B2 Research Material

COST REPORT

PROGRAMME TITLE:	_____
BROADCASTER:	_____
COST REPORT PREPARED BY:	_____
MONTH NO.	_____ MONTH: _____

Sched. No.	Description	A		B		C	
		CASH BOOK EXPENDITURE FOR PERIOD		CASH FLOW AGREED		OVER / UNDER CASH FLOW	
A	PRODUCER						
A1	PRODUCER						
A2	INSERT PRODUCER						
B	SENIOR RESEARCH						
B1	RESEARCHER						
B2	RESERCH MATERIAL						
C	SCRIPTWRITER						
D	PRESENTER						
D1	INSERT PRESENTER						
E	PRODUCTION CO-ORDINATOR						
E1	INSERT PA						

F	SOUND DEPT						
G	CAMERA DEPARTMENT						
H	SET DEPT						
I	PROPS DEPT						
J	WARDROBE						
J1	SYLIST						
K	PETROL ETC						
L	S & T						
M	SECURITY						
No.	STATIONERY & COPY						
N1	TELEPHONE LINES						
N2	CELLPHONES						
N3	INSERT CELLPHONES						
N4	POSTAGE						
N5	MANAGEMENT						
N6	BANK FEES						
N7	INSURANCE						
N8	STATUTORY COSTS						
O	PRODUCTION FEE						
TOTAL DIRECT COSTS + OVERHEADS							
PRODUCTION FEE							
TOTAL							