

PRODUCTION FINANCE GUIDELINES

PART ONE: FUNDING OVERVIEW

Last updated: September, 2026

Detailed production budgets must be approved in writing by the project's Supervising Professor before any purchases, deposits, rentals, etc. can be made.

Humber Polytechnic funds will not be issued for expenses not pre-approved by the Supervising Professor.

Humber can issue payment to pre-approved vendors if they are able to invoice the college – see list of approved vendors below.

ALL EXPENSES MUST HAVE PROPER ITEMIZED RECEIPTS OR INVOICES
(see part two for details)

ACCEPTABLE PAYMENT METHODS:

- ❖ PETTY CASH/ CASH ADVANCE (the funds you physically receive from the college: via direct deposit)
 - ' Request your cash advance as early as possible by submitting the Cash Advance Request Form, EFT Form, and a VOID Cheque (a direct deposit form from your bank is also acceptable). Your request cannot be processed without all three forms.
 - ' Confirm the amount you're requesting with your Supervising Professor. Deposits will be released upon approval of budget, script, and shooting format.
- ❖ INVOICE / PURCHASE ORDER (P.O.)
 - Before agreeing to pay via a Purchase Order you must receive approval from your SUP and the Production Coordinator.
 - Certain vendors can be paid by invoicing the college (see "Approved Suppliers" below).
 - Invoices that are paid directly by Humber are still considered a part of your budget and must be accounted for in your overall records and cost report.
- ❖ PAID VIA CREDIT CARD (through Megan Naylor)
 - Some expenses can be paid directly by Megan with her Humber Purchase Credit Card.
 - This works well for certain situations or if you have run out of funds in your petty cash and still have approved items to purchase.
 - Purchases still MUST be approved by your Supervising Professor.

NOTE: As a LAST RESORT, payments which cannot be covered by your production account, and cannot be invoiced to the college, can be reimbursed to you by the

college but **ONLY** if approved by your SUP AND if the purchase conforms to college purchasing guidelines (see below).

Reimbursements from the college will take at least four-to-six weeks to process.

ACCEPTABLE VS. UNACCEPTABLE REIMBURSEMENT EXPENSES

Acceptable Expenses	Unacceptable Expenses
Company invoices under \$2,000	Company invoices over \$2,000
Parking	Parking Tickets/Towing Fees/Toll Fees
Items with receipt	Items without a receipt
Meals with an itemized receipt (food purchased)	Meals without an itemized receipt
Non-alcoholic drinks	Alcohol
Supervising Professor-approved expenses	Expenses not approved by Supervising Professor
Hotel/Rental from property owner	Rental without permission of property owner or condo management

APPROVED SUPPLIERS FOR INVOICING/P.O.

Supplier	Category	Method of Payment
William F. Whites (Sunbelt)	Camera & Grip	Email Megan for details
Vistek	Camera	Email Megan for details
Sim Digital	Camera	Email Megan for details
Cinesource	Camera	Email Megan for details
Set Scouter	Locations	Email Megan for details
Total Two Way	Radios	Email Megan for details
Trew Audio	Audio Gear	Email Megan for details
Full Cup Catering	Catering	Email Megan for details
Charlotte's Home Baked Goods	Catering	Email Megan for Details
2D House	Equipment Rental	Email Megan for Details

If you're thinking of using a vendor not on this list please email Megan to see if a P.O.# is set up or can be set up. Don't assume anyone who says they can invoice Humber is setup!

Where possible, pay for expenses using the funds you already have in your production bank account.

PRODUCTION FINANCE GUIDELINES

PART TWO: ATTAINING & SPENDING FUNDS

GETTING STARTED

If you're a first-time producer – don't sweat it. This document will help guide you through everything you need to know about your production finances.

*** If you have any questions about anything in this document or want some extra help organizing your production, email Megan, the production coordinator, and schedule a meeting. She is here to help you! Megan.Naylor@humber.ca ***

1. OPEN A SEPARATE BANK ACCOUNT.

Keeping your money organized is going to help you in the long run. Do your research! See what perks you can get. Free cheques, free e-transfers, etc. Banks are getting pretty generous with this kind of thing. Open your account early to avoid delaying the deposit process. Opening a separate account is **ESSENTIAL** and **MANDATORY** for your production. This account must be opened at a different institution than the one you personally bank with. Otherwise, it can get confusing for the bank. **DO NOT use your personal one!** Opening a new account doesn't affect your credit and student accounts are free! Make sure you bring your student card, government ID, and SIN card with you when opening the account. To receive your production funds, you'll also need a VOID Cheque or access to your Direct Deposit Form (this can usually be found through online banking).

2. BUDGET/BUDGETING

You will work with your Supervising Professor and department heads to determine the budget for your production. Once approved you do **NOT** change your budget, you can update your **ACTUALS** but you should not be adjusting what you have budgeted in each department. Based on the Actual spent you may be able to move funds around but it's important to play close attention to what you are spending and ensure everything is in budget.

This is a big job and can be overwhelming! Try to keep an open mind and work with your team to ensure you are in budget. You may have to have some tough conversations but make sure to listen to the Supervising Professor's advice. They have done this many times!!

3. PUT IN YOUR CASH ADVANCE REQUESTS ASAP!

On your productions, cash is in high demand and you don't want to be waiting on a deposit longer than you already have to. Get those forms filled out (Double check it! Don't miss anything! Make sure you've filled out all

necessary forms!) and send it digitally via email to Megan as soon as you possibly can. Physical copies will not be accepted. Please note, it can take up to four weeks for Humber to process these requests. On top of that, some banks may even hold the funds for a few days. You will need all the time you can get! Get this done early and you won't have to wait for your money when you desperately need it.

4. PAYING WITH CASH VS. INVOICING HUMBER

Cash can be hard to come by at Humber and once it's gone it can be difficult to get more. Cash refers to the overall production funds that have been processed to you whether that be by Direct Deposit, Cheque, Megan's Credit Card. When you need to pay for something, first think, can this be invoiced? Composers and other creatives, as well as gear rental and vehicle rental establishments can often issue an invoice, which Humber can pay for directly. You will **STILL** account for this in your budget, but this means you'll have cash available for other expenses. Email Megan for details on what can be invoiced and how the process works.

5. PAY ATTENTION TO ACCEPTABLE EXPENSES!

You are responsible for everyone on your crew following these guidelines and acceptable and unacceptable expenses are a big thing. Make sure you know this thoroughly so you can answer questions as they come.

WHEN IN DOUBT ASK BEFORE YOU SPEND!

DEPARTMENT	ACCEPTABLE EXPENSES	UNACCEPTABLE EXPENSES
General	Expenses with Acceptable Types of Receipts	Expenses without valid receipts (i.e., debit sale or transaction record)
	Expenses under special circumstances with approval by SF	Expenses not included on the approved budget by SF
	Purchases where the ownership is shared among the group	Purchases where the ownership lies with an individual
Art	Prop rentals and/or purchases, as applicable	Memorabilia (e.g., custom t-shirts, mugs, etc.) unless part of set dec
Catering	Non-alcoholic drinks	Alcoholic drinks / cannabis
	Meals during set dec and filming dates	Meals outside set dec and filming dates
Gear	Gear rental fees / gear insurance	Gear lost, damage, or late return fees

Location	Location rental fees stated on a completed Location Agreement / location insurance	Location-related fees not stated on a completed Location Agreement
Post	Media assets / rights / licenses	App / software / plugin purchases, subscription fees, membership fees desktop or mobile of any kind (e.g., Vimeo Professional, FilmFreeway Gold, web hosting, etc.)
Transportation	Parking (pay-for-parking)	Parking and traffic violation tickets / towing fees / toll fees
	Vehicle rental fees / mileage with a completed Mileage Expense Log	Gas / car repair / car maintenance fees

6. NO RECEIPT? NO REIMBURSEMENT!

Anytime you need to give money to someone (a business, a composer, a crewmember) make sure you have a receipt or invoice in your hand before you put the money in theirs. This is especially true with paying people for transportation. They need to give you Mileage expense log before you give them any money. Try to avoid “paying people back” at all costs.

Don't let your crew spend their own money if you can avoid it. Your department heads should be giving you budgets, and no purchases by any department should be made until their budgets have been approved. In the event you must advance money to a department head you must ensure that they have given you a detailed budget for how these funds will be spent ahead of time. This will save you the headache of trying to figure out who you owe money to, especially when you've already run out of cash. It will also prevent people from spending money you haven't approved! Besides, trying to get any sort of reimbursement from Humber isn't worth the up-to six-week hassle.

7. TREAT YOUR RECEIPTS LIKE MONEY.

You are required to have all the receipts for any money you spend. The dollar store has pocket folders that are great for sorting receipts by department. Even a Ziploc bag works. Also make sure you are getting the right receipt - a debit slip is useless to finance. A receipt, whether it comes from a cash register, an online store, or even from a location owner, always needs to have the following:

- The name of business or person issuing the receipt
- The date (and time usually) of purchase
- Contact information for the business or person
- The items or services purchased (itemized)
- How the payment was made (this will come in handy when reconciling your budget)

****Please note: losing a receipt is a BIG deal. Please make every effort to keep them neat, organized, and safe. If you lose one, make sure there is a record of it in your bank statement/transaction history.**

It's a good idea to try and take photos or scans of your receipts right away, there are a few handy tools for scanning receipts that you can use. Please encourage everyone on your crew to do this, All receipts should be named to correspond to your Expense report and Placed in your 05 Receipts folder in your Production's One Drive. Naming convention is as follows: 01_[Vendor/store]_[Department] so as an example: 10_Value Village_Art or 27_Walmart_Craft.

This will help you stay organized and keep track of everything. If you want to share your working folder in the One Drive with the rest of your crew for them to upload their receipts directly you can reach out to Megan to confirm that. **

ACCEPTABLE RECEIPT EXAMPLE

This receipt has itemized items with Each item clearly defined and the location of the store and date of purchase



UNACCEPTABLE RECEIPT EXAMPLE

There are no details of what was purchased this receipt is not acceptable



8. MILEAGE MILEAGE MILEAGE! HOW TO PAY YOUR DRIVERS

Paying your classmates for their driving to and from set is an important part of producing. You are asking for them to use their own vehicle and pay for gas, so they are entitled to some funds for this.

We have updated the mileage amount for this year to stay up to date with the current costs of gas and insurance as well as wear and tear on the personal vehicles being used. Rate: \$0.40 per KM

The producer must fill out the Mileage expense log for all driving expenses, this acts as your receipt when e transferring your crew for their driving. This should be based on where you are expecting the driver to travel for the production and can be done after the fact once the exact routes and driving is confirmed. Below are the guidelines for when driving can be counted and reimbursed. Make sure you budget for this!

If you will be asking your crew to commute or drive over 25km from the campus you may be required to pay all driving expenses. This will be decided by your Supervising Professor and should be budgeted for.

Acceptable Driving	Unacceptable Driving Expenses
Student carpool of other crew members	An individual student driving to set
Transporting Gear from rental houses or the college	Putting a single roll of tape in a car and claiming they are driving gear
If filming on location Mileage is calculated from the college or if picking up crew from the college to the first point of pickup	Calculating based on coming from Barrie. Campus is the home base, we do not reimburse you getting yourself to Campus.
Exceptional distance – in the event the production filming location is over 25km from Humber Campus <u>all</u> driving must be compensated for drivers.	Filming on campus – driving yourself to campus for filming on campus

9. ONE DRIVE FOLDER GUIDELINES:

You will be storing all your documents in your projects One Drive Folder. See below all the information on each folder and naming conventions. Please follow this so everything is easy to find and well tracked!

- ' Your folder has been shared with your Humber Email. Make sure you navigate to One Drive and log in using your N# Email address (n12345678@humber.ca). This should bring you to your One Drive.
- ' Go to the "Shared" category on the left hand side menu
- ' Once in Shared you should see the folder with the name in this format: [CAP# - PROJECT TITLE - PRODUCER] i.e. CAP#1 - MIDNIGHT SHOW - Joe Cool
- ' Right click on the folder and select "Add shortcut to my files"
- ' Now when you go to "My Files" on the left hand navigation you will see your project folder. Feel free to bookmark this in your browser.

Folder Name	Purpose	Naming Convention Example
00 Working Folder	For drafts, works-in-progress, and temporary files. Clean this out regularly.	Draft_Script_v2.docx, budget_v1
01 Location Paperwork	All signed or completed location agreements, TUSEP forms, or city film permits. These are the FINAL documents	Midnight Show_123 Main St_2025-09-15.pdf
02 Risk Hazard Answers	Do not add files manually. This is where the system automatically saves your completed Risk Assessment questionnaire. Check here to see your risk assessment.	(Auto-generated)
03 Budget	All versions of your production budget. Keep the latest version clearly marked.	Midnight Show_Budget_v3.xlsx
04 Expense Report	Completed expense report for reimbursement.	<u>ExpenseReport_Midnight Show_Final.pdf</u>
05 Receipts	Every single receipt for project expenses. Take a clear photo or scan immediately after purchase. The # refers to the Expense Report	01_OfficeDepot_Midnight Show_Production.jpg 01_Uber_Transport.pdf
06 Departmental Reports	Digital Copies of all Department Reports, due at Production Wrap. Including DPRs, Camera Reports, Sound Reports, DMT Logs & Offload Reports, Script & Continuity Reports. Please follow up with your Dept. Heads to ensure complete delivery.	CAP-Midnight Show - DPR - 260909Wed - Day 01.pdf CAP-Midnight Show - Camera Report - 260909Wed - Day 01.pdf CAP-Midnight Show - Sound Report - 260909_Report.csv
07 Archive Older or Replaced Versions	Don't delete old files! Move previous versions of scripts, budgets, edits, etc., here once a new version is finalized.	(Keep the original filename so you know what it is)

PRODUCTION FINANCE GUIDELINES

PART THREE: BUDGET RECONCILIATION

Congratulations! You have finished your production and it's time to reconcile your budget. Here is a step-by-step guide on how to prepare for your meeting.

TIPS BEFORE GETTING STARTED:

- ❖ We will be reconciling the production expenses separately from the marketing budgets. This means we want to confirm all spending from pre production and on production but worry about post production and marketing later on. All spending from your production must be accounted for, we should be able to make the expense report balance with what Cash you received and everything should be accounted for with a receipt.
- ❖ Be VERY careful about how you reimburse your crew. It's fine to do it before meeting with Megan and reconciling but make sure you know which expenses/receipts were reimbursed to which crew member. This can be tracked easily in the Expense Report
- ❖ When finalizing your Expense Report, imagine that your mother/father/friend who has no idea what you do in school is reading this. Look at your report from the perspective of an outsider and make sure it's clear for them to read and easy for them to comprehend.
- ❖ It does not matter how you choose to list your expenses in your report (date, department, etc.) as long as they are all accounted for. Organize it in a way that makes the most sense to you!

PREPARING FOR YOUR RECONCILIATION MEETING:

1. BOOK YOUR MEETING TIME

- ' Meetings are held with Megan Naylor and can be booked at the link here ([Book A Meeting With Megan](#)) make sure to select the Reconciliation meeting type.
- ' Walk-ins are not accepted. Dates and times will be available based on Megan's work schedule. Meetings typically take about 30 minutes to complete. Please note meetings are scheduled on a first-come-first-served basis. Try your best to keep the time you booked for your meeting. Don't wait until the last minute!!

2. DEADLINES MATTER.

The Production Coordinator must reconcile all budgets by a certain date. Please be mindful of this. If you do not reconcile by the deadline, your grades and your crews' grades may be withheld. Talk to your Supervising professor for details about this.

3. LEFT OVER MONEY.

Unspent money **MUST** be returned to Humber. **DO NOT CLOSE YOUR ACCOUNT UNTIL YOU HAVE MET WITH MEGAN AND SHE HAS APPROVED IT.** Any cash left over will be e-transferred back to Humber. Steps for this will be shared in your reconciliation meeting. These funds get added back into the lab fees account to help pay for other productions. If you under-spend on one production, it may allow more money on upcoming productions or increase the amount spent on your post production and marketing. But if you overspend, you risk the chance of being personally responsible and/or taking money away from the next productions. All lab fees will be spent on productions at the end of each school year.

4. HAVE YOUR EXPENSE REPORT READY.

Your Expense report is a document that details what was spent on your production. It should be consistent with your receipts (see example on page 12).

5. ORGANIZE AND CONFIRM YOUR RECEIPTS.

Make sure all your receipts are in your 05 Receipts folder. Make sure they are all the proper itemized receipts. Make sure the total on the receipt is clear and visible (see example on pages 13 and 14).

6. NUMBER YOUR RECEIPTS SO THAT THEY CORRESPOND WITH YOUR EXPENSE REPORT.

It doesn't matter how you organize your items (date, department, etc.), as long as they are sequential numerically (e.g. 01, 02, 03, 04, etc.) and labeled correctly in the 05 Receipts folder in your Production's One Drive. Naming convention is as follows: 01_[Vendor/store]_[Department] so as an example: 10_Value Village_Art or 27_Walmart_Craft. I will want to be able to go through your expense report line by line and move down the receipts in the folder in order. If you have over 100 receipts you may need to add a 0 to your numbering so they appear in the correct order (i.e. 001, 002)

7. ASK FOR HELP IF YOU NEED IT.

The Production Coordinator is here to help you and wants to see you succeed. Preliminary meetings can be scheduled to help prepare for the meeting.

RECONCILIATION MEETING CHECKLIST:

You must bring the following to the first meeting. If you are not prepared for the meeting, you will be sent away to finish and have to reschedule another meeting.

- ☐ COMPLETED EXPENSE REPORT (see example on page 12)
- ☐ ALL RECEIPTS SCANNED AND NUMBERED/LABELLED IN THE 05 RECEIPTS FOLDER OF YOUR PRODUCTION ONE DRIVE (see example on page 14 and 15)

Once your expense report is complete, you have met with the Production Coordinator and your funds are either returned, or your expense report is balanced you will receive a closing email from Megan indicating you are OK to close your account if you wish and that you have completed all the required steps. In some special cases funds may be retained if there are any outstanding payments to a composer or post production that would be done by e transfer. Megan will confirm this.

POST PRODUCTION & MARKETING EXPENSES:

Once you have reconciled your production budget any remaining funds in your account must be returned. Marketing and Composer payments should be paid for by invoicing the college directly or paid by Megan's Credit Card.

Reach out to Megan when these payments are required and she will confirm there is remaining money in your approved budget and confirm the expense with your Supervising professor.

EXPENSE REPORT

This is the document where all the finances for your production will be tracked. During your Bootcamp you will have created this document from the template provided by Megan and saved to your 04 Expense Report Folder with the naming convention as follows [PROGRAM YEAR] – [Production Title] Expense Report.

There should only ever be one version of this document, and no other tabs should be created. You can adjust any fields in blue at the top and of course add all the details in the bottom. Area. Please review the HOW TO USE GUIDE prior to filling out the Expense Report so you understand how it works.

The Reimbursements tab will AUTO populate if you select the PERSONAL category in the Payment Method. This is only for expenses that need to be paid back to a

EXPENSE REPORT SAMPLE

MAIN PAGE:

HOW TO USE:

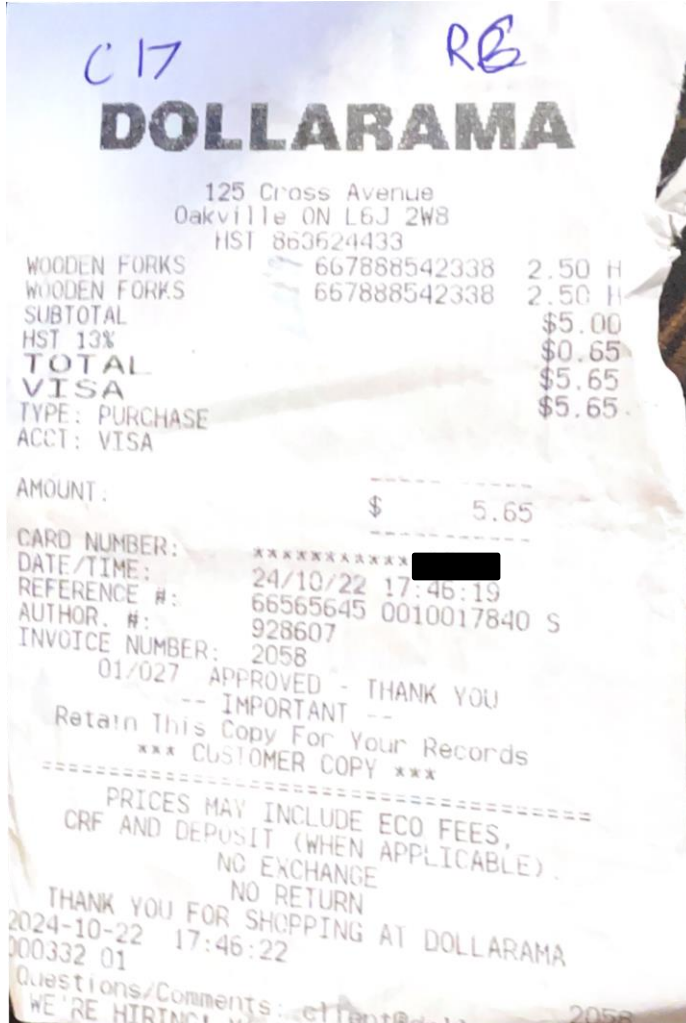
Link to the Sample Expense Report: [Expense Report SAMPLE](#)

RECEIPTS EXAMPLES

[illegible]

01_STAPLES_HAPPY FAMILY_ART

02_CSV_HAPPY FAMILY_GEAR



03_DOLLARAMA_HAPPY FAMILY_CRAFT