

Progress Reporting & Invoicing

Progress Reporting

Progress reports must be submitted for each stage in the cashflow (except signature & tape delivery), as detailed in the Programme Production Agreement. If non-standard progress reporting has been agreed this may vary so please refer to your agreement for confirmation eg we usually require daily progress reporting during filming for Dramas. Information about the format of progress reports and a word template can be found online at:

<http://www.bbc.co.uk/commissioning/tv/production/business-and-production-guide.shtml>

Progress reports should provide a brief but detailed & specific update of the work completed so far. You must highlight any variations from the commissioning specification and any issues or potential issues which may affect progress in the future, with particular reference to anything which may affect the budget or your ability to meet agreed delivery dates. Any issues must be brought to our attention at the earliest opportunity and must be fully documented in your progress reports in addition to being discussed with the BBC Editorial Executive and/or Business Affairs Manager as appropriate. In addition the progress report submitted on approval of either rough or fine cut (please check your agreement) must include names of all key Production Personnel and confirmation they have completed the relevant Safeguarding Trust modules (<http://www.bbc.co.uk/safeguardingtrust/>) The definition of Production Personnel for the purposes of Safeguarding Trust can be found at the bottom of the template progress report.

Please be aware that progress reports must be approved by your Business Affairs Manager and, when appropriate your Editorial Executive, before payment can be released, and that we may not be able to obtain these approvals immediately upon receipt of your report. Progress reports may be returned and further information or clarification requested before any payment is released. We may also require submission of other documentation detailed in your PPA prior to releasing payments, such as insurance cover notes, health & safety documentation or key agreements.

Progress reports should be sent to your Business Affairs Manager (jane.gilmartin@bbc.co.uk or annie.paterson@bbc.co.uk) & to the Business Affairs Assistant (rhona.armstrong@bbc.co.uk), prior to the invoice being despatched to Steria, so we can release the relevant payment.

Final payment is not released until all delivery paperwork (as set out in Schedule 3 of your programme production agreement) has been received and checked, your final progress report (if required) has been approved and any deductions have been made.

Please ensure all paperwork is accurately completed and compiled to avoid delays in payment. Further information regarding delivery requirements can found in your delivery guide or from your Delivery & Post-Production Co-ordinator - annette.macmillan@bbc.co.uk (Local), marion.stirling@bbc.co.uk (Network) or anne.oneill@bbc.co.uk (Drama)

Deductions should be agreed at the earliest opportunity, although in practice most will be confirmed after tape delivery and deducted from the final invoice. These may include:

- Development funding already cashflowed
- Recovery of insurance premium
- Information and Archive charges not covered by the arrangements for Indies (e.g. Sport Library)
- Additional tech reviews or in-house fixes (Delivery Co-Ordinator/Business Affairs Asst to confirm so these can be deducted from the final invoice)
- DPRS levy (please see separate note attached)

Any queries regarding progress reporting should be sent to Rhona Armstrong in the first instance.

Invoicing

You should send your invoices directly to Steria in PDF format by e-mail to sterialInvoiceEmail@steria.co.uk or by post to Steria, BBC Accounts Payable, PO Box 479, Manchester M14 0EJ. If e-mailing, please copy to Rhona Armstrong, Business Affairs Assistant (rhona.armstrong@bbc.co.uk) and Laura Jamieson, Purchasing Business Assistant (laura.jamieson@bbc.co.uk). This will allow any queries or issues to be addressed speedily.

When submitting invoices, please quote the PO number and the respective line number to which the payment refers. These are typically:

Line 10 – On Signature
Line 20 - 1st day of pre-production *
Line 30 - Commencement of Principal Photography *
Line 40 - Mid-point of filming (*if applicable*)*
Line 50 - First day of edit *
Line 60 – Approval of Rough Cut**
Line 70 - Approval Fine Cut *
Line 80 - Acceptance of Tape Delivery
Line 90 - Acceptance of Paper Delivery *

* Progress Reports Required. If you require payment by the scheduled payment date, please ensure the Progress Report arrives in plenty of time for it to be approved and the invoice to be processed (see above).

** Safeguarding Trust - Please include in progress report confirmation that all Key Personnel have completed the designated Safeguarding Trust Modules (see above). Please Note, where there is no Rough cut stage Safeguarding Trust confirmation must be submitted at Fine cut.

The cashflow for individual projects may vary so please consult the copy of the Purchase Order which should have been sent to you and/or the cashflow details in your Production Agreement.

Independent companies should invoice according to the agreed stage payment dates, with due regard to the fact that, once approved, payments must then be processed by Steria and are usually paid by BACS and therefore may take up to 10 working days to reach your account. Further information about invoicing, including the format and information required, can be found at <http://www.bbc.co.uk/commissioning/tv/production/business-and-production-guide.shtml>

These guidelines cover key points, such as:

- Invoices should be addressed to the BBC (not the individual contact)
- Ensure the company address is accurate (i.e. the main address, not a temporary production office)
- Always quote the bank details for the payment (in some cases, a separate independent production account in the name of the programme)
- **Please ensure you quote the name & extension number of your BBC Contact**
(i.e. Business Affairs Assistant – Rhona Armstrong x26060)

Invoices may be rejected by Steria or payment may be delayed if there is information missing, the information given does not match the PO or the format is incorrect so please read the guidelines carefully and refer to the attached sample invoice. Any queries regarding payments or invoicing should be referred to Laura Jamieson or Rhona Armstrong in the first instance.

KEY CONTACTS

Alison Denvir
Senior Rights & Business
Affairs Manager
Alison.denvir@bbc.co.uk

Jane Gilmartin
Business Affairs Manager
Tel: 0141 422 6848
jane.gilmartin@bbc.co.uk

Annie Paterson
Business Affairs Manager
Tel: 0141 422 6085
annie.paterson@bbc.co.uk

Rhona Armstrong
Business Affairs Assistant
Tel: 0141 422 6060
rhona.armstrong@bbc.co.uk

Laura Jamieson
Purchasing Business Assistant
Tel: 0141 422 6863
laura.jamieson@bbc.co.uk

Annette MacMillan
Delivery & Post-Production
Co-Ordinator (Local)
Tel: 0141 422 6039
annette.macmillan@bbc.co.uk

Marion Stirling
Delivery & Post-Production
Co-Ordinator (Network)
Tel: 0141 422 6093,
marion.stirling@bbc.co.uk

Anne O'Neill
Delivery & Post-Production
Co-Ordinator (Drama)
Tel: 0141 422 6084
anne.oneill@bbc.co.uk

Must have correct supplier name and address

XYZ Limited

1 High Street, Finchley, London, N3 1AB

Tel: 020 8123 4567

Fax: 020 8123 5678

INVOICE

Addressed to BBC

BBC
Accounts Payable
PO Box 479
Manchester
M14 0EJ

Must be unique to supplier

Invoice No. **ABC12345**

Invoice Date **DD/MM/YYYY**

Our Ref **BBCINV12**

Your Ref **PROD**

PO No **4400012345**

PO No. clearly visible

BBC Contact:
John Jones
Tel. No. 020 813 4567

BBC Contact and contact number

Description	£
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Line 10 - HIJ Production Deal. Jan 2001 1st Scheduled payment	£100,000.00
Line 20 - HIJ Production Deal. Feb 2001 2 nd Scheduled payment	£100,000.00

PO, Invoice & payment MUST be in same currency

If invoicing for several goods or services please add PO line item number

In the event of queries, please contact J.Benylin Ext 12345

Net Total **£200,000.00**

VAT @ 15.0% **£30,000.00**

Invoice Total **£230,000.00**

VAT REG No: GB 123 4567 89

XYZ Limited (an XYZ Inc. company)
Company Registered in England and Wales No. 123456
Registered Office: 1 High Road, Mill Hill, London, NW7 9

VAT:
Rate must be clearly stated
VAT Registration must be provided

Information supplied by PACT

DPRS – Recharges of fees to Independent Producers

This article sets out the new agreement on recharging DPRS fees to independent producers. The new deal will take effect for all commissions from 1 January 2005.

Pact is a party with the leading UK broadcasters to an agreement with the DPRS – the collecting society set up by UK TV directors. The broadcasters make annual lump sum payments to directors for secondary uses of their programmes, including terrestrial repeats. DPRS divides the lump sum payments among its members using a rate card that gives different values to the various secondary uses. DPRS receives reports from producers and broadcasters on secondary uses of programmes.

ITV has been recharging its independent suppliers a fee representing what it thinks is their share of ITV's DPRS payment. Prior to 6 January 2004, no other broadcaster sought to recharge, since they all retained secondary rights.

Two issues have arisen since 6 January. Firstly, other broadcasters are now in the same position as ITV and intend to make recharges. There has therefore been a need to agree a common recharging system across the industry. Secondly, ITV's method of recharging was based on a percentage of the primary licence fee. Although this is a simple concept, it means that the charge does not relate to the rights being granted. Pact has objected to this, and we have been trying to find a new method that is simple but fairer.

After discussions with the broadcasters, Pact has now agreed a formula for recharges to be adopted by all the UK terrestrial broadcasters (Sky has decided for the time being not to recharge). The new method (see table) attributes a total DPRS value for each programme genre, based upon its likely value as a repeat and its value for sales and video/DVD. Out of that total DPRS value, the table shows the amount of the DPRS value that can be recharged to an independent producer. The DPRS values and recharge figures are expressed as per £1m of licence fee.

Information supplied by PACT

This new formula will come into operation from 1 January 2005 to allow sufficient time to plan and budget.

Genre		DPRS Value per £1m of Licence Fee	Recharge per £1m of Licence Fee
Arts		0	0
Childrens		1,650	550
	Animation	1,650	1,100
	Drama	2,200	1,100
	Factual	1,100	550
	Sat AM Ent	0	0
	Pre-School	2,200	1,100
Classical Music		0	0
Contemporary Music		0	0
Current Affairs		0	0
Drama		2,200	1,100
	Soaps	1,100	550
Education		550	0
Entertainment		1,650	550
	Quizzes/Games	550	0
	Comedy	1,100	550
	Reality/Factual Ent	550	0
Factual		1,100	550
	Documentaries	1,650	550
	Leisure/Daytime	1,650	550
	Daily Topical Magazine	0	0
Religion/Beliefs		550	0
Films		1,650	1,100
Multi-Cultural		550	0

4 October 2004