

# Budgeting

Begin the budgeting process by reviewing the contract to understand the contractual cap and license fee on your project. Then please talk to the YTO Production Executive in detail about what needs to be included in your budget, including any above-the-line or contractual fees.

When you are ready to submit your budget for approval, always include a Budget Assumptions sheet, a Calendar, a PDF of the Movie Magic Budget, and a Budget in Movie Magic (MMB).

Once the assumptions, calendar, and budgets are internally reviewed by YouTube and approved, the YTO Head of Production will send a formal budget approval email to Producer.

## **Budgeting**

- Title your budget with a version number, “as-of” date, and include page numbers
- Populate the Budget Top Sheet header with the appropriate essential information including:
  - Name of the person that prepared the budget
  - Name of the Executive Producer, Producers, and Director
  - List of shoot locations
  - Any applicable unions and rate sheets used
  - Total number of shoot weeks and shoot dates if available
  - Total number of post weeks
  - List any large scale SPFX and/or VFX, if applicable
- Include all costs for ancillary, shoulder content, and marketing materials
- Make sure that music and stock footage is budgeted with the clearance terms necessary, as per the agreement
- Fringes should be by position, not by category
- Suppress zero and empty accounts
- Avoid large flat allowances. Provide the details instead (cost per unit, quality, cost per day/week/month, etc.)
- If tax incentives are applicable to the project, please note in the assumptions page and note applicable labor and costs
- Discuss with the YTO Production Executive if the budget should be reflected on Net or Gross basis
- If applicable, put the Production Services fee and Agency package fee on the top sheet of the budget
- Please refer to your Statement of Work found attached to your License Property Amendment for contractual exclusions when calculating the Production Services fee
- Please include any security and safety costs and if applicable, include fees for risk managers, safety consultants, or risk assessments
- Please do not include contingency lines or percentages as budgets cannot be approved with these costs
- Variant information should be noted from pass to pass