

Cost Reports

YouTube requires that cost reports be provided from an industry standard Production Accounting System [similar to this example](#). The Production Accountant should issue a cost report at the end of prep, a weekly cost report during principal, and monthly thereafter. Each time the cost reports are distributed they should be accompanied by a Summary and Detail Consolidated cost report, episodic cost reports (if applicable), the Trial Balance, open Purchase Order (PO) log and Transaction Detail (“bible”, which should include costs from inception to date).

In the event of [approved breakage](#) costs, they should appear in a separate “**Approved Overage**” column on the cost report. Check with your YTO Production Executive who may require a weekly variance report. In the body of the email accompanying the cost report, please include the most recent payroll date.