

GeauxFilm Financial Handbook
Addendum A

Budget

The original budget will be set by the School of Theatre Director.

• **Producer**

- All financials for the GeauxFilm will be the sole responsibility of the producer. Any cash exchange for other production staff to purchase supplies should be documented and verified with itemized receipts.
- I would stress creating a written receipt showing the handover of funds with your signature and the signature of the production person. They will also need to provide itemized receipts and any unspent funds directly to you.

• **\$500 Advance**

Several weeks prior to filming, you can request a \$500 advance to pay for production supplies. To supply the advance, I will need the director to provide the following information.

- Name of Production
- Film Dates
- Film Shooting Locations
- 89 number
- Street Address
- City, State, Zip
- Phone (w/ area Code)
- Land or mobile?
- Copy of the Budget

- Advance Guidelines:
 - The \$500.00 check will be available within 1-2 weeks of your forms being submitted. The check will be mailed to the address you provided above. LSU requests 10 business days for mailed checks. If you do not receive the advance within 10 days of Accounts Payable approval, we can request a re-issue.
 - Please keep all receipts for items you purchase and be sure that they are itemized.
 - I realize some stores, Goodwill for example, do not provide this, but a handwritten itemization by the store (signed helps too) with an attached receipt should work fine. Without an itemized receipt, the University may not consider reimbursement allowable.
 - Once filming is complete, I will need the itemized receipts with a breakdown for the total funds spent.
 - Taking photos of the receipts is sufficient, but all information must be visible and shown as paid.
 - A supplementary \$500.00 will be considered if the initial advance of \$500.00 is spent and sufficient receipts are provided and approved.
 - All receipts and requests for reimbursements must be submitted no later than May 1 of the academic year in which the grant was awarded.

Meals

Your meal budget will be \$450/ per shoot day for a maximum of 4 days of shooting totaling \$1800. You can use the \$450 as you would like but are limited to \$450 per day. So, if you only have 2 days of shooting, the budget is \$900.

- I can certainly assist in paying for the meals to lessen the burden of out-of-pocket spending.

- **AS499 – Special Meal Forms for Event Day shooting**
 - due at least 2 weeks prior to the event
 - In order to **cater meals** for event day shooting, I will need the following information.
 - Date and Time of Event
 - Event Location (with address)
 - Caterer Name
 - Type of Meal (breakfast, lunch, dinner, reception, refreshments)
 - # of participants
 - Participant List

Rentals

- **Location Rentals**
 - **DO NOT SIGN ANYTHING** – if rental contracts need to be signed, I will need copies to forward onto LSU Procurement for signature. This a legal issue that the LSU CPO must approve.

- **Car Rentals**
 - First, and before you rent a vehicle, and drivers will need to fill out a [Theatre Travel Request Form](#), because renting the vehicle will automatically put you in travel status.
 - I can walk you through filling it out if you need any help.
 - When you fill out the need for vehicle rental, or in the notes at the end of the form, be sure to mention why you need the vehicle (moving equipment, as a prop/set item for the filming, etc.).
 - It will be routed to Kristin, she will approve, and I will process a Spend Authorization, which will route to you in your Workday Inbox for approval.
 - Payment
 - I can provide you with in-state rental rates and Enterprise locations at that time.
 - Online [Enterprise Rental Reservations](#)
 - You can book and pay for the rental with the advance, as long as you book under the LSU contracted rate.
 - I can pay for the rental on your behalf; on the day/time of rental. I will need to meet at the location with the driver on pickup day.

- **Truck Rentals**
 - Same rules as car rentals; however, the University has no particular vendor for box trucks; U-Haul or Penske are acceptable.

Purchasing Policies and Procedures

- **Procurement A -Z**
<https://www.lsu.edu/administration/ofa/procurement/a-z.php>
- **Special Authorizations**
<https://www.lsu.edu/administration/ofa/procurement/specialauthorizations.php>
- **Policies and Procedures**
<https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/alcobol.php>

Reimbursement Example:

The Goat Receipts						
Date	Store	Amount	Amount to be reimbursed	Area	Student/Staff	Paid on
10/31/2023	Etsy.com	\$128.62	\$0.00	Props	Melissa Fay	ER-0000506024
11/6/2023	Amazon	\$13.99	\$0.00	Costumes	Melissa Fay	ER-0000506024
10/31/2023	Amazon	\$18.99	\$0.00	Props	Melissa Fay	ER-0000504762
11/1/2023	Amazon	\$598.29	\$0.00	Props	Melissa Fay	ER-0000504762
11/1/2023	Amazon	\$8.29	\$0.00	Props	Melissa Fay	ER-0000504762
11/2/2023	Amazon	\$8.59	\$0.00	Props	Melissa Fay	ER-0000504762
11/5/2023	Amazon	\$13.99	\$0.00	Costumes	Melissa Fay	ER-0000504762
11/6/2023	Amazon	\$8.99	\$0.00	Costumes	Melissa Fay	ER-0000504762
11/6/2023	Amazon	\$78.13	\$0.00	Costumes	Melissa Fay	ER-0000504762
11/8/2023	Amazon	\$203.88	\$0.00	Costumes	Melissa Fay	ER-0000504762
10/16/2023	Amazon	\$48.28	\$0.00	Props	Melissa Fay	ER-0000501200
10/25/2023	Shein	\$63.90	\$0.00	Costumes	Melissa Fay	ER-0000501200
11/19/2023	Domino's	\$305.73	\$0.00	Meals	Melissa Fay	ER-0000XXXX
11/2/2023	Small Sliders	\$195.80	\$0.00	Meals	Melissa Fay	ER-0000XXXX
11/19/2023	Circle K	\$42.74	\$42.74	Meals	Emerson Boutte	ER-0000XXXX
11/19/2023	Circle K	\$15.33	\$15.33	Meals	Emerson Boutte	ER-0000XXXX
11/11/2023	Jubilee 2	\$9.44	\$9.44	Meals	Emerson Boutte	ER-0000XXXX
11/8/2023	Walmart	\$181.06	\$181.06	Meals	Emerson Boutte	ER-0000XXXX
11/8/2023	Walmart	\$23.92	\$23.92	Meals	Emerson Boutte	ER-0000XXXX
11/19/2023	Circle K	\$92.93	\$92.93	Meals	Emerson Boutte	ER-0000XXXX
11/17/2023	Circle K	\$9.53	\$9.53	Meals	Emerson Boutte	ER-0000XXXX
11/8/2023	Walmart	\$25.33	\$25.33	Meals	Emerson Boutte	ER-0000XXXX
11/12/2023	Walmart	\$85.57	\$85.57	Meals	Emerson Boutte	ER-0000XXXX
11/12/2023	Racetrac	\$5.95	\$59.50	Meals	Emerson Boutte	ER-0000XXXX
11/19/2023	CVS	\$63.74	\$63.74	Meals	Emerson Boutte	ER-0000XXXX
11/7/2023	Plato's Closet	\$11.00	\$11.00	Costumes	Emerson Boutte	ER-0000XXXX
11/19/2023	Domino's	\$65.97	\$65.97	Meals	Emerson Boutte	ER-0000XXXX
Total Spent		\$2,327.98	\$686.06			

Advance		(\$500.00)	
Needs to be Refunded		\$186.06	