

TAKE TWO BUDGET PROPOSAL

1991/92

The following pages outline the costs involved in winding up Cinema of Women, starting up Take Two and running a scaled down operation with one and a half members of staff over 1991/92.

The plan assumes that Take Two will be located at the Four Corners premises, which are cheaper than the Metro office space, although an allowance has been made in the Expenditure Budget if it were to be decided that a move to Wardour Street would be desirable.

It is further assumed that Take Two will have an outside despatch agency which will handle all physical distribution of titles, allowing in-house staff to concentrate on marketing and administration. Included in the first year activities would be the launch, with anticipated seasons at both the ICA and Manchester Cornerhouse, and the overseeing of the application for Charitable status.

Cinema of Women will cease trading activities on 31 March 1991, and then has six weeks in which to wind up. Over this period, existing staff members will have to clear files ready for removal, calculate royalties due, inform filmmakers of the future plans and that their contracts are being signed over to Take Two, administer the final audit, hand over files and workload, with notes detailing anomalies within the catalogue, set up workable office systems and give induction to future workers, as necessary.

After calculating Take Two's income, minus wind up costs for Cinema of Women, relaunch costs and running expenses for the year for Take Two and taking into account Circles current debts, there is a deficit in the first year of £8570, as follows:

	£
Income 1991/92	68401
Expenditure 1991/92	(41692)
Cinema of Women wind up	(22213)
Circles current debts	(9366)
Take Two relaunch	(3700)
DEFICIT	£ (8570)
	=====

However, this amount can be made up in a variety of ways. The notes referring to Circles debts show that several of them may well be delayed or written off completely. Royalties can be delayed. A television sale would bring up the total income, and could go towards righting the deficit. Additional fundraising could also be used to offset the deficit, although this is, of course, difficult to guarantee at this stage.

Despite this shortfall, these preliminary figures do seem to indicate that once through the initial first year, there is much scope for consolidation.

25 March 1991

CINEMA OF WOMEN WIND UP BUDGET

		£
Rent to 17 May 1991		500
Wages and NI to 17 May 1991		4563
Final Audit		1000 *1
Telephone and Post Redirection		150
Redundancy compensation		10950 *2
Debtors to 17 May 1991 as below		7270
Corporation Tax 1989/90	280	
Est. Corporation Tax 1990/91	280	
Est. VAT last quarter 1990/91	200	
PAYE months 11 and 12	2200	
Telephone to 12/3/91	194	
Est. telephone to 17/5/91	150	
Unpaid royalties to 31/3/90	537	
Est. royalties to 31/3/91	2800	
Stationery	168	
Microsister	220	
Pony Express (Couriers)	43	
Post	35	
PEC Video	163	
Minus Creditors to 31/3/91 as below		(2220)
Glenbuck Est. last quarter 1990/91	700	
Office invoices to 31/3/91	1520	
TOTAL		£22213

NOTES

- 1 Meeting with accountant on Wednesday 27 March will enable us to be more accurate on this amount.
- 2 Breaks down to 3 months redundancy payment for Abina Manning (2 years service) and 5 months for Jenny Wallace (7 years service).

BOOK KEEPER (part time 2 days per month)

Main Function

To administer the Company's day to day finances.

Responsible to Board of Directors

Areas of Responsibility

1. General book keeping:
 - a) paying in cheques and payment of bills
 - b) PAYE
 - c) monthly bank reconciliation
 - d) quarterly VAT bills
 - e) annual royalty payment
 - f) preparation of books for annual audit
2. Preparation of budgets and cash flows in conjunction with the Business Administrator

Requirements

1. Experience of bookkeeping as detailed above
2. Experience of working without supervision
3. Experience of budgeting and cash flows

MARKETING OFFICER (Part time 3 days)

Main Function

To promote the Company's corporate image and films and videos to a wide range of constituents. To prepare publicity material, including leaflets. To devise a marketing strategy for the Company and its holdings.

Responsible to the Board of Directors

Areas of Responsibility

1. To prepare publicity material
2. To develop direct mailing to specialist markets
3. To issue press releases and handle enquiries from the press and other agencies
4. To promote particular projects and packages
5. To maintain and up-date the Company's computer mailing list
6. To keep the marketing strategies within agreed budgets
7. To devise and develop promotional strategies for new acquisitions
8. To participate in Board and office meetings
9. To represent the Company at conferences and festivals

Requirements

1. Ability to communicate effectively with other staff members and outside agencies
2. Experience of negotiating with public bodies and individuals
3. Proven experience of marketing and publicity within film and video or other relevant area
4. Good writing skills
5. Proven experience of project development work
6. Knowledge of the film and video industry, particularly marketing and distribution
7. Experience of working without supervision

BUSINESS ADMINISTRATOR (4 days per week)

Main Function

To co-ordinate the day to day business activities. To prepare applications to trusts and other grant giving bodies.

Responsible to Board of Directors

Areas of Responsibility

1. To liaise with the Company's despatch agency
2. To undertake fundraising and sponsorships on specific projects
3. To deal with the day-to-day correspondence and enquiries
4. To co-ordinate the viewing of new film and videos
5. To prepare budgets and cash flows in conjunction with the Book-keeper
6. To co-ordinate and implement the acquisition policy of the Company
7. To negotiate contracts with film and video makers
8. To represent the Company at conferences and festivals
9. To participate in Board and office meetings

Requirements

1. Ability to communicate effectively with other staff members and outside agencies
2. Experience of negotiating with public bodies and individuals
3. Experience of finance budgeting
4. Experience of working without supervision
5. Experience of fundraising and grant applications
6. Knowledge of film and video industry, particularly distribution

ESTIMATED RELAUNCH COSTS FOR TAKE TWO

	£
Register company with Charity Commission	1000
Change of Company Name	100
New corporate design	1500 *1
Publicity pack and mailout	1000
Removal costs from Cinema of Women to Circles	100
TOTAL	<u>£3700</u> ====

NOTES

- 1 Letterheaded notepaper, compliment slips, video sleeves, new address labels for existing leaflets, etc. Desk top publishing is probably the cheapest method.

NOTES

1. Outstanding National Insurance

As this debt was incurred a number of years ago, the DHSS may write this debt off, as they have indicated that they would not wish to close the Company over such an amount. Alternatively, they may allow payment over a number of years.

2. Outstanding Inland Revenue

During 1990, Circles repaid £3000 of the total Inland Revenue debt. At the time of payment, the tax inspector indicated that he would be prepared to stagger the remaining £3552 payable, perhaps over 2-3 years.

3. Maya Deren (BFI)

This amount was negotiated with the Institute with regard to the unlicensed distribution of Maya Deren titles. It is possible the the Institute may agree to defer this payment.

4. Estimated Royalties for period ending April 1991

It might be possible to defer these royalty payments.

5. Rent for period ending April 1991

Circles may be able to pay this amount out of its current reserves. If not, the landlord may be prepared to delay, thus allowing payment in arrears.

6. Creditors

This is a problematic area, as little debt chasing has taken place for the last two years. Despite this, debts from as far back as 1988 are still trickling in. Because of this, Circles accountant is unwilling to write off debts with allowing for a period of concentrated debt chasing.