

FUND FOR POST- PRODUCTION

GUIDELINES ON ELIGIBLE EXPENSES
CYCLE 2023

Republic of the Philippines
Office of the President
FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES

CREATEPHFILMS
Fund for Post-Production

GUIDELINES ON ELIGIBLE EXPENSES
(Cycle 2023)

The CreatePHFilms Fund for Post-production is a selective and non-recoupable fund of Three Hundred Thousand Pesos (P 300,000.00) for production companies engaged with post-production companies registered under the FDCP National Registry for Companies.

This document details the information and requirements you need to know as you spend the Fund to be granted to you by the CreatePHFilms Fund for Post-production.

This must be read in conjunction with the *CreatePHFilms Fund for Post-Production General Guidelines* and *CreatePHFilms Fund for Post-Production Information Sheet*.

Rationale

As the national film agency, it is within the FDCP's mandate to provide assistance to Filipino filmmakers to upgrade the quality of local films in the country. In line with this is the funding support provided through the CreatePHFilms Program for the different stages of filmmaking.

As FDCP is responsible for the proper use of government funds and ensuring that those funds are used as directed by law, so must the recipients of the Agency's support by following the appropriate reporting guidelines.

Hence, these Guidelines are prescribed by the FDCP for the grantees of the CreatePHFilms Fund for Post-production in order to streamline the process of compliance in line with the Memorandum of Agreement (MOA) entered into with the Agency.

I. General Guidelines

- a. Each expense sourced from the fund granted must be **used for the Project needs only**.
- b. Each expense must be accompanied by **Certified True Copies of the Official Receipt(s)** from the post-production company/companies **duly registered under the FDCP National Registry for Companies (NRC)**.
- c. VAT and non-VAT transactions are both valid.
- d. Official Receipts must satisfy the following:
 1. Must be BIR-registered receipt and valid
 2. Must be fully accomplished
 3. Must be **issued in the name of the Grantee only**

- e. Utilization of the Fund must start **upon the signing of the MOA by both contracting parties**.
- f. Spending must be in local currency and with Filipino registered businesses and Filipino individuals.
- g. Receipts, invoices, contracts, and other supporting documents must be submitted to the CreatePHFilms Secretariat for the Final Report process as stated in the MOA.
- h. The FDCP Accounting Unit will review the submission of the report of expenses and **may exclude any incorrect or ineligible receipt(s)** from the computation of the eligible expenses.

II. Eligible Expenses and Supporting Documents

Eligible expenses are qualified expenses that may be paid out from the CreatePHFilms Fund subject to presentation of appropriate documents enumerated in this document. The following are eligible expenses allowed under the Fund and the **Certified True Copies** of documentary requirements for each:

1. Salaries, wages and social contributions

These are fees for permanent/in-house staff members with salaries proportional to the period during which they are working on the Project and project-based staff members who are working particularly for the Project with the post-production company.

Eligible Expenses	Ineligible Expenses	Supporting Documents
<ul style="list-style-type: none"> Permanent/in-house <i>(proportional to the period during which they are working on the Project)</i> Project-based post-production staff <i>(working particularly for the Project)</i> 	<ul style="list-style-type: none"> Any part of the producer or company's fees Individuals not part of the post-production company 	<ul style="list-style-type: none"> Certified True Copies of the Official Receipt(s) issued by the post-production company, fully executed service contract(s) between the producer and the post-production company along with an itemized list of services/roles and formal quotation of services rendered for the development of the Project

2. Animation expenses

These include, but are not limited to, animatics, voice recording with actual voice actors, character animation, compositing, and online edit. These must be accompanied by a Certified True Copy of an Official Receipt and fully executed contract.

3. Technical goods and services expenses

These include, but are not limited to, the following:

Eligible Expenses	Ineligible Expenses	Supporting Documents
<ul style="list-style-type: none">• Image lab• Image editing• Voice recording• Sound effects and sound design• Mixing• Sound editing• Credits and trailers• Digital visual effects• Negative image film• Magnetic sound film• In general, all digital or non-digital image and sound media• Renting of finishing and subtitling studios	<ul style="list-style-type: none">• Purchase of any type of equipment (<i>e.g. computers, laptops, tablets, cellular phones, modems, fax machines</i>)• Payment of basic utilities of the post-production company (<i>e.g. water, electricity, landline telephone</i>)• Any expenses outside of the Philippines	<ul style="list-style-type: none">• Certified True Copies of the Official Receipt(s) and fully executed contract(s) issued by the post-production company along with an itemized list of services rendered for the development of the Project

III. Forms & Templates

Grantees must use these documents and submit these fully accomplished documents along with the documentary requirements as specified in this Guidelines.

1. Expenses Report

The Expenses Report of the budget breakdown must be submitted with a completed and duly signed form together with the required supporting document(s) such as the Certified True Copies of the Official Receipts and Sales Invoices, Service Contracts, and summary of expenses.