

CCSMB14

Assist with budget setting within a record label context



Overview

This unit is about monitoring progress against the allocated budget, and ensuring that the budget figures are not exceeded. It is about getting approval for day-to-day expenditure, and keeping records to check expenditure against budget, either by using a computer-based system, or manually. It involves reporting any variations from agreed expenditure, producing both routine and exception reports, and recording any agreements about action on expenditure

You will be expected to identify budget costs using accurate and reliable sources of information. In addition you will be required to produce and maintain a spreadsheet of costs, expenses and returns. You will need to understand the financial considerations which apply to different types of music as well as the different sources of royalties. This unit will also involve you calculating potential earning for artists and preparing royalty statements. This unit will require a good level of numeracy, and excellent communication skills.

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Performance criteria

Plan and maintain budgets

You must be able to:

- P1 identify budget costs using valid, reliable and accurate sources of information
- P2 identify expenses and expected returns for a music product or artist
- P3 maintain accurate and up-to-date financial records
- P4 provide reports on expenditure against the budget when requested
- P5 liaise with other departments and the production accountant, and inform others of any financial discrepancies
- P6 produce and maintain spreadsheets setting out costs, expenses and expected returns
- P7 set up and maintain supporting balance sheet, ensuring information is accurate, up to date and set out in an appropriate format

Obtain authorization for purchasing and expenditure

You must be able to:

- P8 process and approve purchase orders for payment, where appropriate
- P9 obtain authorization for expenditure, where necessary
- P10 provide summaries and agreements, and communicate them clearly to those who need the information
- P11 obtain accurate and valid information relating to earnings and expenses of an artist or artists

Assist in administering and distributing performance royalties

You must be able to:

- P12 determine the earnings and expenses of an artist or artists
- P13 identify costs using valid and accurate sources of information
- P14 check supporting balance sheets to make sure information is accurate and up to date
- P15 prepare a royalty statement in accordance with your organisation's procedures

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Knowledge and understanding

You need to know and understand:

- K1 the production budget and specific parts of the budget
- K2 company policy regarding purchase orders and petty cash and how information about expenditure should be recorded and stored
- K3 how to select and use appropriate computer software
- K4 how and when to inform people about variations from budget
- K5 why it is important to monitor actual expenditure against agreed expenditure
- K6 what forms of financial report are needed, and how to assemble and present them
- K7 how to summarise, record and communicate decisions
- K8 the financial considerations which apply to different types of music
- K9 the different sources of royalties
- K10 how to set up, record and maintain financial information

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Developed by	Creative and Cultural Skills
Version number	1
Date approved	March 2008
Indicative review date	March 2010
Validity	Current
Status	Original
Originating organisation	Creative and Cultural Skills
Original URN	MB14
Relevant occupations	Arts, Media and Publishing; Performing Arts; Crafts, creative arts and design; Media and communication; Artistic and Literary Occupations; Finance; Secretarial and Related Occupations; Elementary Administration Occupations
Suite	Music Business (Record Labels)
Key words	budgets, targets, monitor progress, expenditure, finances, record label, music business