Cash Flow Class

Local: Local 161

Instructor: Ruby Dee Philippa

**Course description:**

In this class, you will learn what you need to prepare your cash flow, and how to then set that up so you have, at a glance, totals that will be required to finance the needs of the film every week throughout prep, production, and in post. While this might seem daunting if you have never done it before, it is a fairly simple, straight-forward process. Once you have created and maintained a couple of cash flows, the steps will become second nature, and you’ll be a pro at it.

**Outline:**

In the class, we will:

* Review a sample cash flow spreadsheet, and go through the steps taken to achieve it
* Walk through the basic formulae I use in my spreadsheets
* Review union deposits and how those affect your budget vs cash flow needs
* Enter suggested changes to show how those affect the budget on a weekly basis
* Review the sample draw request template
* Review the weekly draws and total fundings to date (during production, your total fundings to date should always equal the funding amount in your Trial Balance)

Attachments:

* Sample Cash Flow
* Sample Funding Request

List of Items You Need to Get Started

* Budget
* DOODs to enter filming dates
* # weeks for prep, # weeks for post
* Historical costs to enter what’s been paid or what needs to be repaid
* Funding to date, if any
* Director/Producer agreements to enter dates for their prep/post payments
* Be prepared to make changes as you receive department budgets

**Instructor bio:**

Ruby attended college at 16, studying electrical engineering at SDSU, and drama for fun. She later went back to school at Humboldt State to study forestry. She became a crafty and caterer from 1993-2001. She suffered TBI from scooter accident in 2008 and lost language skills for a few years. Even with TBI, she could still access numbers with no problems, so she approached the local 484 and changed over to accounting. A producer took a chance on her, and ended up hiring her for 3 other shows, which led to many more producers hiring me over the years. In 2019, a producer from NY hired her to come up and work as a local. She moved to New York in 2021.