



Public Interest Journalism Recipient Report requirements

Why do we need a PIJF recipient report?

Before we can pay you, we need up-to-date and accurate information on your project's progress and to ensure key milestones detailed in your contract have been met. The more information you provide, the easier it is for us to pay you promptly. You need to supply a PIJF Recipient Report for most drawdowns and check your own drawdown schedule for requirements, but usual exceptions are the execution (first) and delivery (second-to-last) drawdowns.

What should the PIJF Recipient report include?

The short answer is as much as possible - the more information we have, the more efficiently we can process your reports and pay you.

Your report should detail the project's status and clearly outline reasons for any changes to the project and/or financial targets. The report should include the project title, drawdown number and be signed off by the recipient. It should be at approximately 2 pages and contain the following four sections:

1. Update

Discuss the project's progress, any Health and Safety incidents or near misses, and how you are dealing with any issues or complications.

During project planning and development, please comment on:

- Research/preparation/interviews
- Progress on recruitment where funding is for a role/roles
- Consents or completed agreements
- Securing key personnel
- Any changes to Key Personnel (listed above the drawdown schedule in your contract) as these require written permission from NZ On Air
- Any changes to deliverables as outlined in your funding proposals, as these require written permission from NZ On Air
- Any changes to proposed publication or broadcast timelines
- Any discussions regarding Health and Safety plans
- Any updates/developments to your cultural /Te Tiriti strategy

During project implementation / production comment on:

- If applicable, filming – what is shot and what needs to be shot
- Report on content deliverables i.e. number of articles, hours of broadcasts etc. as per your proposal and funding agreement
- Any accidents, damage, insurance claims or other Health and Safety matters
- If your contract includes non-cash resources, please comment on the use of these
- Any updates/developments to your cultural /Te Tiriti strategy
- A summary of media coverage of your project both negative and positive
- A summary of audience engagement or reactions to content



2. Schedule

- Outline the next stages through to delivery of the project / content, including content distribution plans (if relevant)
- Discuss any delays
- An overview of how you will record and measure your audience reach and engagement data

3. Budget

- General comments on how the budget is tracking
- Comment on any actual or foreseeable significant variances from the original budget
- Discuss any changes to internal or related party costs- increases as these need NZ On Air approval

4. Summary

- Any other comments or aspects you want to draw to our attention
- How your project met its objectives
- If relevant, a summary of event/initiative – including number of attendees, topics, workshops, guest speakers.



Public Interest Journalism Cost Report requirements

What is a cost report?

A cost report helps us to monitor our investment in your project. You need to supply a cost report before most drawdowns, check your own drawdown schedule for confirmation, but normal exceptions are the execution (first) and delivery (second-to-last) drawdowns. Your cost report should include clear detail on actual expenditure to date and any and all estimated expenditure.

What should the cost report include?

Below is an example of the columns to include in your cost report. You do not have to follow this format exactly, but if you choose a different layout please clearly label the columns with appropriate headings. We would expect the order of your cost report's rows to mirror the budget categories in your original contracted budget, so that we can easily compare the figures. Please include sub-totals below each category.

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>
Budget Category	Actual Cost to Date	Estimate to Complete	Estimated Total Cost = Column 2 + Column 3	Budgeted Total Cost	Variance = Column 5 - Column 4

Ideally all Internal and Related party costs should be highlighted. If you are unable to highlight these costs in your budget software, please include a list of these costs with the cost report.

Budget Revisions

Cost reporting should be against the original budget that appears in your contract (column five above). If you have revised the budget since contracting, please send us a copy, ideally prior to the second drawdown, as this requires written permission from NZ On Air. We can only accept cost reports against an approved budget.

Please remember that:

- the rate for internal and related party costs cannot be increased without approval from NZ On Air
- the PCO (Production Company Overhead) may not be increased after contracting

However, if other areas of your budget are tracking over budget these do not require approval and should be shown as variances.

Non-cash costs

If non-cash costs form part of your budget, clearly identify them in your cost report, and show a variance if more or fewer resources are actually used on your project.

Notes

Negative figures should not appear in the 'estimated to complete' column. Variances (both negative and positive) appear in the variance column – shown as column six in the example.

Your final cost report should reflect all final invoices for the project. Therefore, the 'estimated to complete' column should contain only zero figures, except where the final drawdown is required to be applied topay for outstanding items (normally PCO).

Your cost reports should be a true reflection of the costs of delivering the project. We expect projects to rarely come in exactly on budget. It is important for you to show all expenses even if you do complete the project over the contracted budget.

Regardless of project size, the final cost report must be a full report and cannot be a summary.



Please ensure reported actual costs (column 2) do not include committed or estimated figures.

Interest

Projects receiving \$1m or more in NZ On Air funding will need to record and report any interest received. Because for most projects interest revenue is a windfall (i.e. not budgeted income), interest received on NZ On Air funding may generate a budget cash surplus which will be distributed as usual between NZ On Air and the recipient, unless NZ On Air agrees to it being used to cover any approved budget shortfall.