

Public Interest Journalism Recipient Report requirements

Why do we need a PIJF Roles recipient report?

Before we can pay you, we need up-to-date and accurate information on how your funded role position is progressing, the content created by or contributed to by the funded position 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.

Where possible, reports will be required under your funding agreement on a quarterly basis.

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 progress of your funded position(s) and clearly outline reasons for any changes to the content or financial targets. The report should include the name of the role, 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 Role's progress, any Health and Safety incidents or near misses, and how you are dealing with any issues or complications.

- Report on content deliverables i.e. number of articles, hours of broadcasts etc. as per your proposal and funding agreement
- Any discussions regarding Health and Safety plans or Health & Safety incidents/near misses (other than notifiable incidents)
- Any updates/developments to your cultural /Te Tiriti strategy
- A summary of media coverage of published content published by your funded position(s), and how this relates to your role's content output plan
- A summary of audience engagement or reactions to content
- How the Funded Role is currently meeting the objectives of the Public Interest Journalism fund
- An overview of how you have recorded and measured your audience reach and engagement data outside of Google Analytics to date (i.e. Social media engagement data)

2. Budget

- General comments on how the budget is tracking
- Comment on any actual or foreseeable significant variances from the original budget
- If your contract includes non-cash resources, please comment on the use of these

Public Interest Journalism Roles Cost Report requirements

What is a cost report?

A cost report helps us to monitor our investment in your funded position. You need to supply a cost report before most drawdowns - please check the drawdown schedule in your agreement for confirmation of this. 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 and the costs incurred to date. 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). We can only accept cost reports against an approved budget.

We would not expect to see variances in regard to the funded position salary or salaries.

If areas of your budget are tracking over budget these should be shown as variances and an explanation for any variance should be explained.

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 in relation to the funded position(s).

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 related to the funding of the funded position(s). 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..

Your cost reports should be a true reflection of the costs of funding the funded role and related overheads. It is important for you to show all expenses even if costs related to the funded position are over the contracted budget.

Regardless of term of the position(s), 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

Recipients receiving \$1m or more in NZ On Air funding will need to record and report any interest received.



Generally, 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.