PROPOSED BUDGET

TAKE TWO EXPENDITURE FORECAST 1991/92

		£
Salaries		
Salaries		*1
NI		
Administration		
Post/Telephone		1000
Statioery/printing		~~500~~
Professional fees		~~100~~ *2
Bank charges	1000,	200
		1800
Overheads		
Rent (including UBR/heat/light)		4000 *3
Insurance		300 *4
Travel		~~200~~ 100
Festival/Conference expenses		~~300~~ 200
Sundries		~~500~~ 200
		5300
Film and Video Distribution		
Royalties (at average 45 per cent)		8000 *5
Video stock		100
		8100
Marketing and Publicity	15,000	~~1000~~ start up cost
TOTAL EXPENDITURE		16200 *6

NOTES

1 I've left this blank - see page 1, amount remaining, to see that after all expenses, only £8899 remains.
2 No audit fees will be due in Year One. Change of name is included.
3 Assumes TAKE TWO willbe located at Four Corners space.
4 Decreases significantly if titles are off-site.
5 Assumes that some royalties are not paid/donated back.
6 Does not include salaries - see Note 1.

PROPOSED BUDGET 18 MARCH 1991

In the light of our meeting with the BFI on Friday, Cinema of Women has come up with the following estimated budgets, designed to ensure that all existing debts are paid off, and that Take Two can be started up and run on minimum costs for Year One.

Discussion with Ian Christie yesterday (Monday) indicated that if Take Two could survive this initial 'austerity' year, the BFI would be prepared to continue funding, and would be looking to a three year package, on rates much reduced from our Business Plan. It would seem desirable to continue distributing our titles in some form in the hopeful knowledge that the financial, funding and political situation will not remain as at present, and that Take Two will be able to win itself a secure footing.

The plan assumes staying at the Four Corners location. The titles would be distributed by an outside Agency (possibly Glenbcuk?), with workers concentrating on marketing the current titles, taking up ideas detailed in the Business Plan, and perhaps concentrating on securing Charitable status, educational packages, Europe? Perhaps the staff could be given specific tasks for the year, aimed at publicising the merger (with an ICA/Manchester Cornerhouse launch?), keeping revenue from the titles constant, and looking for increased profitability around the National Curriculum (these are just ideas which we would need to go into more).

Over the beginning of the financial year, the timetable detailed in the Business Plan could be utilised - both organisations still need to tie up their year ends, etc. Workable office systems can be installed, the change of name can take place, users can be informed, etc. An outside distributor would need to be found, if thought desirable. Perhaps a secondment could be taken on, with a set of tasks outlined. All of these plans would need to be drawn up and detailed. We would have to make our application to the Charity Commission.

After calculating income minus wind up costs, start up costs and running expenses for the year, as follows, only £8899 is left to pay salaries.

	£
Income 1991/92	67288
Wind up costs	(38189)
Start up costs	(4000)
Running expenses	(16200)
REMAINING	8899

As this is obviously not enough to pay one and a half or two workers (or such number as we decide), we have to look at ways to raise additional money. Some possibilities could be:

1. Through a television sale. This oculd be difficult if we don't have a festival budget, and if staff are tied up doing other activities, but it might be thought important, and could bring in additional funds.

2. It might be possible to put off paying some of the debts until the following year, for instance, filmmakers royalties. We could write to filmmakers and explain the situation. However, this would mean that a debt is carried forward, which might affect next years figures. Additionally, some debts might be able to be written off entirely, for instance, Circles backdated tax and NI debts.

3. Sale of assets. Cinema of Women is currently investigating this to see if additional monies can be raised through selling off assets which would no longer be needed, eg film checkers, etc.

4. Additional fundraising. It might be thought desirable to make one of the future workers reponsible for raising money through education or womens charities and funds. However, this is risky and cannot be guaranteed.

5. Ask BFI for more money.

6. Any other ideas?

Despite the shortfall, these preliminary figures do seem to indicate that TAKE TWO is still a viable proposition. Once we are through the initial difficult first year, there is much scope for consolidation and expansion, which Ian Christie has indicated that the BFI would be interested in funding.

4572
4000
13750
1000
300
150
23,772

PROPOSED BUDGET

ESTIMATED WIND UP COSTS

	£	
Cost of paying Circles debts	10566 *1	— 4075.
Cost of paying Cinema of Women's debts	4000 *2	
Redundancy costs	13750 *3	
Final audits	~~2000~~ 1000	
Mailout to subscribers	300 *4	
Redirection costs (telephone, mail)	150	
	30766	23275
		21225.

Assuming that TAKE TWO's location will be at the Four Corners location, the additional costs of Cinema of Women continuing at the current location for two months, until 31 May 1991, are as follows:

Wages and NI	6084	3042.
Rent	739 *5	239
Other costs (post, stationery, telephone, etc)	600	600
	7423	14293 3,881.
		19,394.
		17,794.

During this time, COW will be winding-up, clearing files ready for the move, calculating royalties due, informing filmmakers and users of future plans, administering end of year audit, preparing removal of effects, handing over files and workload, setting up workable office systems alongside future workers and giving those workers traingin and induction if necessary.

TOTAL WIND UP COSTS 38189

Write to film makers
Say we want to carry on.

NOTES

1 Approximate - to be confirmed) certain of these debts may be able
2 Consists of outstanding royalties) to be delayed or written off
3 £16606 minus £2850 government provision
4 Could be combined with publicity re merger
5 £1000 minus £261 depost to be refunded

PROPOSED BUDGET

ESTIMATED COST OF STARTING TAKE TWO

	£
To register new company with Charity Commission	1000
Removal costs from COW to Rome Road	~~500~~ 400 -
New corporate design	1500 *1
Publicity pack and mailout	1000 *2
	£ 4000
	~~3500~~ 3,900

NOTES

1 Letterhead, compliment slips, video sleeves, new address labels for existing leaflets, etc. Desk top publishing is probably the cheapest method.

2 If completed in time, this could be combined with the general mailout to subscribers listed under Wind up Costs.

RB.1294
£ 22,894

GAVLON !

PROPOSED BUDGET

TAKE TWO INCOME FORECAST 1991/92

22894

£ – ~~22106~~

BFI 45000 18'573

40,679

Circles Catalogue (based on 1988/89 accounts)

Film and video rentals	10287
Film and video sales	4153
Other (bank interest, catalogue, etc)	400
minus 35% Agency Fees on rentals and sales *	(4765) *1
	9786

41467

10,75

33 30%

Cinema of Women Catalogue (based on 1989/90 accounts)

Film and video rentals) in office	219 –
Film and video sales)	3254 –
Glenbuck	4351 +
Other (bank interest, catalogue, etc)	2178
minus 35% Agency Fees on office rentals and sales	(1215)
	8787

217.5 56

1041

210

174

Plus 20 per cent growth on both Catalogues	3715 *2
TOTAL INCOME	67288

NOTES

1 These figures assume that an outside Agency will be handling all of the physical distribution. Glenbuck's 35% costs have been used for calculation purposes.

2 To take into account price increases which have since come into place and to allow for increased interest in the Catalogues due to publicity around the merger.

These income figures do not include any television sales or other income from additional fundraising which may be given priority over 1991/92.

35