

German Films Distribution Support: Rules and Guidelines for the final accounting

Word of advice – please make sure to read and follow this accounting guide thoroughly. Any irregularities in the amounts between invoices and invoice list will only lead to delays and we all want to avoid that.

German Films operates with tax money thus we are regularly audited which means people unfamiliar with Distribution Support or even film distribution in general will look at these accounting documents. Thus: The clearer represented these documents are the better.

If the accounting does not follow the guidelines you will be asked to amend it accordingly.

In order to receive your second instalment of German Films Distribution Support as fast as possible and to make the accounting process easier for us, please mind the following guidelines when preparing the final accounting materials:

Date of the final accounting:

The final accounting must be handed in no later than 2 months after the release date. Applicants whose film releases in November or December have to render the account no later than 4 weeks after the release date. You are obligated to use the forms provided by us.

Accepted costs:

The distribution cost may only include the net costs incurred from up to 5 months before until up to 2 months after the start of the film in the theatres of the territory. Payments for a distribution guarantee and for overhead costs are not accepted. Only net costs can be accepted.

Format of the final accounting:

- Please fill in the overview list provided by German Films (handwriting is not acceptable, please use your computer)
- Please use an average conversion rate and write it on the invoice list
- In addition, please list all invoices in the separate document (invoice list provided to you via confirmation email) in the same order as the categories of the overview list. For each invoice please include the following

indications: invoice date, invoicing party, object/service, net amount in original currency and in €.

Example: 15/01/06, ARRI Film & TV, trailer, amount original currency, € 1.375,00

For hospitality and taxi costs (lunches, receptions, tickets etc.) the name of the guests need to be provided either on the invoice or an extra sheet of paper with the invoice

The amount stated in your overall invoice list must have the exact corresponding amount on the invoice!!! In case only part of the invoice amount is relevant for the accounting or an amount is deducted such as a tax etc., please mark the amount or make a short note on the invoice re. the necessary amount. If several amounts have to be added up, please do so on the invoice.

- Please arrange and number (1,2,3... etc.) the invoice copies in the same order as on your list
- Please do not use your internal invoice numbers!
- Please do not staple, clip or bind the invoices together but send them as loose pages or one complete pdf file, but number them corresponding to their number on the overall list
- Please specially mark the invoices concerning the additional measure
- Please make sure that the total net costs on both the final accounting document and invoice list are the same!