

Develop budgets in the creative industries

Overview

This Standard is about developing budget plans in the creative industries that enable work to be carried out to the appropriate quality, whilst taking into account cost effectiveness. It requires you to estimate or research costs, negotiate budgets so that they are sufficient for the work and agree budgets and any sub-budgets that may be necessary. Budgets may be internal or external to the organisation.

Performance criteria

- You must be able to:*
- 1 confirm the business objectives, scope, timescales and, if appropriate, the overall budget
 - 2 confirm the artistic objectives and any special requirements which will impact upon the process
 - 3 determine the most appropriate requirements in terms of materials, technology, outsourcing, delivery and personnel and their likely costs that will meet the overall needs of the project
 - 4 if relevant, determine the size of the budget available and clarify whether any allocations have already been made
 - 5 identify and record allowance for contingencies to address potential problems and circumstances that could affect budget
 - 6 provide visual representations to others to clarify the scale and type of materials required
 - 7 interpret the implications of project specifications and creative parameters upon budgets
 - 8 use accurate information to calculate realistic and cost effective budgets
 - 9 present budgets to relevant people for potential agreement
 - 10 negotiate and provide structured arguments if necessary to support the size and allocations of proposed budgets
 - 11 agree a final budget which will meet the objectives and specification for the project
 - 12 record all agreements and ensure that all parties confirm their acceptance of the agreement
 - 13 ensure that details regarding the size of the budget and its planned allocation are available to people that require this information
 - 14 confirm that there is sufficient petty cash provision, if relevant, and

that arrangements are in place to store it correctly in line with insurance instructions

15 confirm that there are sufficient allocations to cover exchange rate differences, if necessary

Knowledge and understanding

- You need to know and understand:*
- 1 details of the overall project, its objectives and timescales
 - 2 where to get information about overall budgets and existing allocations
 - 3 the creative objectives and how they impact on business objectives
 - 4 specific time and work implications for all appropriate creative input
 - 5 who to consult to get accurate information about likely costs, both in-house, in partner organisations and external to the organisation
 - 6 the relationship between the budget and the schedule
 - 7 ways to make sure others understand the scale and type of resources required
 - 8 the current standard prices for resources
 - 9 what constitutes self-employment or employment, for the crew and the impact on the budget
 - 10 how to identify options which offer best value for money
 - 11 the types of contingencies that may arise, and how to take them into account when estimating costs
 - 12 how to identify petty cash requirements with insurers
 - 13 how to accurately calculate a budget
 - 14 how to calculate exchange rates

- 15 budgetary headings that should be used
- 16 how to present budgets to others
- 17 how to negotiate and provide structured arguments to support the size and allocations of your budgets
- 18 procedures for recording agreed budgets
- 19 who has the right to access budgetary information and who needs to be involved in agreeing initial and revised budgets
- 20 which budgeting and financial control package to select, and how to use it
- 21 when it is appropriate to seek financial advice and how to access it

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Developed by	Creative Skillset
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Validity	Current
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Status	Original
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Originating Organisation	Screen Skills (formerly Creative Skillset)
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Original URN	SKSGW1
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Relevant Occupations	Animation Professionals; Production Coordinator; Production Managers; Special Effects Technician; Special Effects Supervisor; Media and communication
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Suite	Creative Media Generic Skills
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