**Lillian Budget Notes at 28th Sept 2017**If you’ve been issued with a version of the budget already, please only refer to the version dated 28 Sept 2017.

The budget balances to the extent that the shortfall between expenditure and the total of Hull 2017 funding and box office should be covered by HTT’s TTR claim. It remains tight and doesn’t have the size of contingency which we would all like. Please would all budget holders note that they must create their own contingencies within the budget allocations set out below.

Please note that the budget balances only by drawing on the TTR which can only be claimed on set-up & disposal costs. There is therefore a negative impact if budget is moved from a set-up cost to a running cost.

In some sections I have shown VAT as a separate line. In other sections, where it’s not clear what proportion will be vat-able, please ensure your account for VAT within your total.

Against each budget line (either as a total or an individual line) there are two sets of initials, denoting the primary and secondary budget holders. Primary budget-holders may, in turn, delegate to departmental heads.

BP Ben Pugh LA Lindsey Alvis
EJ Elizabeth Jones AC Amy Clarey
SG Sarah Goodyear (CSM) JM-W Janthi Mills-Ward
TP Paul Bennett RP Ruth Puckering
FC Fi Carrington

Ben, please note you’re responsible for passing on budget lines to Fi & Sarah G.

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| **Professional Cast** | **£41,774** | BP | AC |
| *The budget includes 10 cast members (including Jon Beney). Overtime provision is £3,600 (assumed to be only in w/c 30 Oct & w/c 6 Nov).* |
| **Stage Mgt** | **£13,948** | SG | BP |
| *The budget CSM/DSM/2 x ASM - variable times as per contract. Overtime provision is as set out in budget.* |
| **Sx/Lx Staff** | **£7,400** | BP | AC |
| *This budget has been stripped back so that additional funds (to cover staffing) could be added to the physprod budget below. This budget now only holds £4,600 for Guy Colletta and a provision for accommodation & travel if needed for this group of staff.* |
| **Wardrobe Supervisor & Dressers / Mtc**  | **£11,462** | BP | AC |
| *This budget now holds the agreed fee for Fi and provision for someone to take over from her for returns etc. In addition, 2 Dressers/Mtc people, locally based, on payroll.The budget for making assistants has been moved to the physprod budget.* |
| **Musicians**  | **£43,200** | LA | JM-W |
| *This budget covers all their fees and expenses including any VAT* |
| **Actor & SM Subs** | **£19,350** | EJ | JM-W |
| *As set out in the budget.* |
| **Creative Team Fees & Expenses** | **£72,870** | LA | JM-W |
| *This is to cover all fees and expenses and the £500 model box provision. All related VAT is included here.* |
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| **Advance Costs** | **£9,000** | Various | EJ |
| R&D | £3,500 | Already spent |
| Auditions | £500 | Already spent |
| Rehearsal expenses  | £2,000 inc vat | SG | EJ / LA |
| *For tea & coffee etc* |
| Rehearsal venue hire | £3,000 | AC | EJ |
| *This may also be used for HTT rehearsals going out to make space for Lillian* |
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| **FoH & Box Office** | **£5,125** |  |  |
| Security / First Aid | £1,000 | TP | EJ |
| FoH Costs | £3,375 | TP | EJ |
| *This should cover replacement FoH mgt and ushers while shows at both HTT & Guildhall* |
| Box Office | £750 | RP | EJ |
| *Extra staff for the Guildhall* |
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| **Venue Costs** | **£19,200** |  |  |
| Venue Hire | £13,000 | LA | J M-W |
| Reinstatement | £3,000 | BP | LA |
| Vat on the above | £2,600 | LA / BP | JMW / LA |
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| **Production (physprod)** | £89,200 | BP | AC |
| *This includes provision for vat at £14,867. This budget has to cover all labour which is not specifically budgeted elsewhere. Nb this must include provision for disposal & returns at the end.* |
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| **Production/Project Misc** |  |  |  |
| Transport / use of HT van | £700 | BP | AC |
| Staff Travel | £2,000 | LA / EJ | EJ |
| *For mgt and staff travel to meetings etc. NB approx. £1,200 already spent.* |
| Producer Contingency | £1,000 | LA & EJ | JM-W |
| *To be allocated in case of need by LA & EJ in collaboration.* |
| Hospitality / Press / Guests | £2,000 | LA & EJ & RP | JM-W |
| *Hospitality for First night, Guest Night, Press night, Last night & occasional guests. Needs dividing up in advance.* |
| Physio / Health | £1,800 | SG | EJ |
| *For cast & staff health needs* |
| Volunteer Co-ordinator | £2,450 | LA | EJ |
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| **Running Costs (tech & wardrobe)** | £1,800 inc vat | SG & FC | BP & AC |
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| **Engagement** |  |  |  |
| Access | £1,250 | TP | EJ |
| Chaperones  | £4,500 |  |  |
| Community Cast & Child expenses | £4,000 | LA | EJ |
| *This is to cover £5 per session allowances and any additional facilities which may be agreed.* |
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| **Marketing & Comms** | **£13,000 inc vat** | RP | JM-W |

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| **Legal / Admin etc** |  |  |  |
| Legal/Admin | £2,500 | AP | JM-W |
| Insurance | £1,000 | AP | JM-W |
| CC Costs – will vary with box office | £1,308 |  |  |
| Royalty - will vary with box office | £2,156 |  |  |
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| Project Contingency | £9,000 | EJ / LA | JM-W |
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