

PRESENTATION TO
PRODUCER FORUM
GOOD GOVERNANCE
AND ACCOUNTABILITY
FOR THEATRE
PRODUCERS

THEATRE FORUM
4TH DECEMBER 2019



ARTSGOVERNANCE: PENELOPE KENNY

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YOU GET AN
AWARD AS A
PRODUCER TO
PRODUCE A
PLAY

Three scenarios (in a sector where poor pay and employment practices are prevalent):

- You employ people – a company?
- You are a producer working for/ through a friendly production company
- You are a freelance producer

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LETS' DISCUSS THE ISSUES THAT ARISE

- Budgets - Arts Council requirement
- Your own income
- Payroll- taking care of your people – and employees
- VAT and VAT efficient productions??
- Contingencies - climate change is causing plays to be cancelled! or A cast member unable to work at short notice due to an accident or illness

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WHAT ABOUT YOU AS A PRODUCER

- Can you open up a separate bank account? Don't put AC funding into your main current account
- Make sure you are paid - from budget to final drawdown
- Your tax Form 11
- How do you pay contractors/employees/yourself?

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WHEN THE SHOW IS OVER

- Have you made sure to collect interim payments
- Do a reconciliation/ accounts
- Make sure you are collecting all the money available
- Watch out for any unknowns or outstanding liabilities
- Submit the final account immediately.
- Keep an eye on your tax returns and those of your people!

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DO YOU WANT TO DISCUSS GOVERNANCE OF COMPANIES

- CLG/CHY/ltd?
- Company bank account
- Budgets
- Financial accounts
- VAT registration?
- Charity?/governance
- Taxes at year end
- How to draw an income

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BIO PENELOPE KENNY



CHARTERED ACCOUNTANT, JUDGE ON THE GOOD GOVERNANCE AWARDS



DIRECTOR OF ARTSGOVERNANCE



MASTERS IN CULTURAL POLICY AND ARTS MANAGEMENT



AUDIT AND RISK COMMITTEE OF THE ARTS COUNCIL



DIRECTOR OF IMMA

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QUESTIONS AND DISCUSSION



Producers should be properly paid – how do I ensure this from the start?



I submit tax returns – what do I put on the returns?



I submit tax returns and might have fees and PAYE income as well as unemployment benefits in the same tax year. What do I put on my return and what's allowable against what?



I only have one personal current account – where do I bank the production money



If I pay people their invoices – how do I take care of them so that they retain money to pay the revenue at the end of the tax year?



If I'm paying freelance members of the production team a fee, what are my and their own responsibilities coming up to the end of the tax year?

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