ONONDAGA COUNTY PRODUCTION INCENTIVE:

How to Organize your Deliverables for the QTE (Qualified Template of Expenses)

AGENDA

Introduction

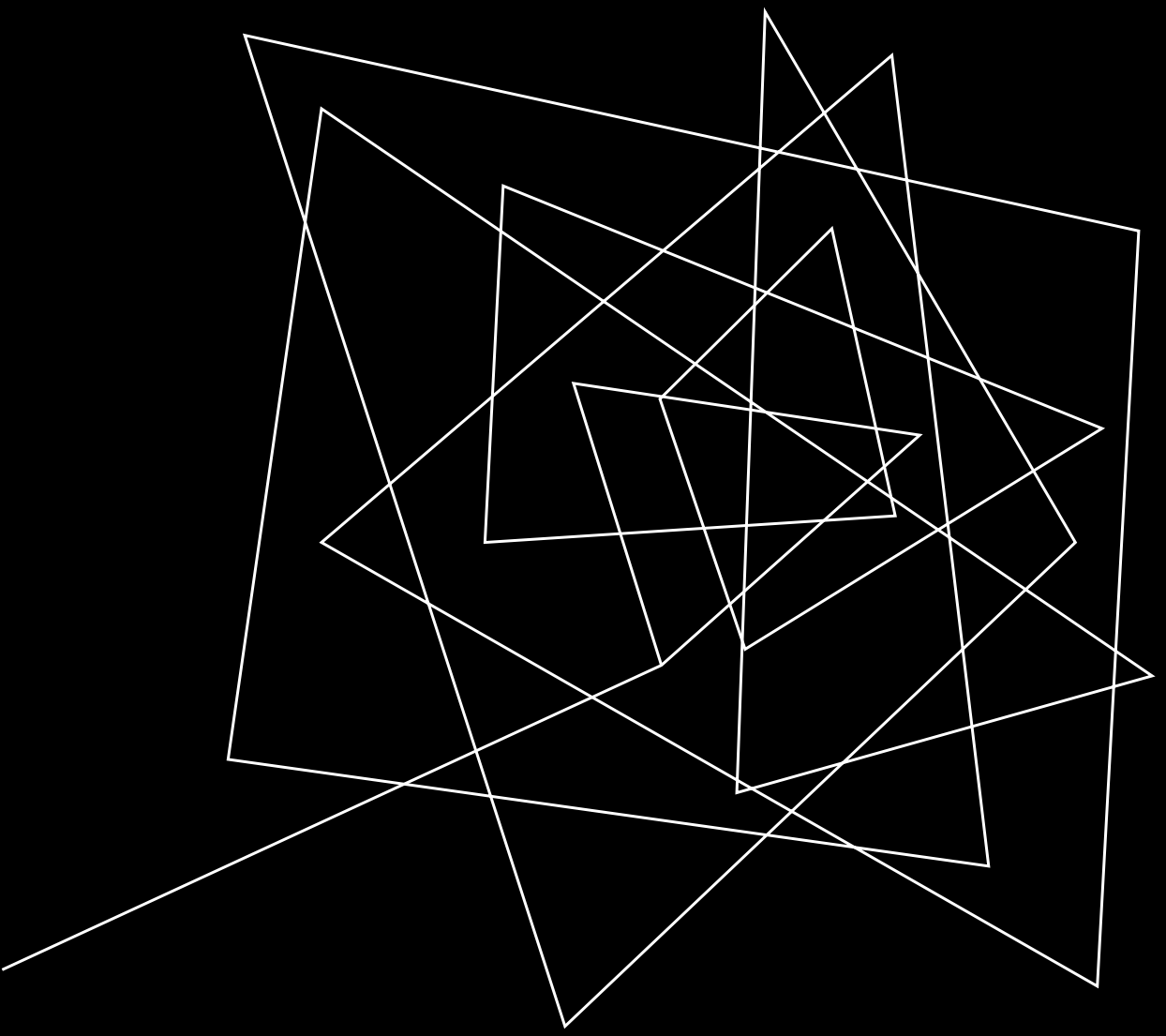
PRIMED Guidelines

Non-Labor Issues

Labor Issues

INTRODUCTION

The goal of this Powerpoint is to help PRIMED applicants easily and accurately complete the required QTE document and Expense Report, and addresses questions or mistakes frequently encountered by productions during the deliverable process.



PRIMED GUIDELINES

PRIMED GUIDELINES: DELIVERABLES

Labor

-A completed Declaration of Onondaga County Residency form with a copy of one or more of the required documents for every worker.

-A list of payroll hours

-A proof of payment by way of checks paid to the employee or payroll reports showing payment to each employee.

-The address on the checks and payroll report MUST be within Onondaga County. Checks issued to a location outside of Onondaga County will not qualify.

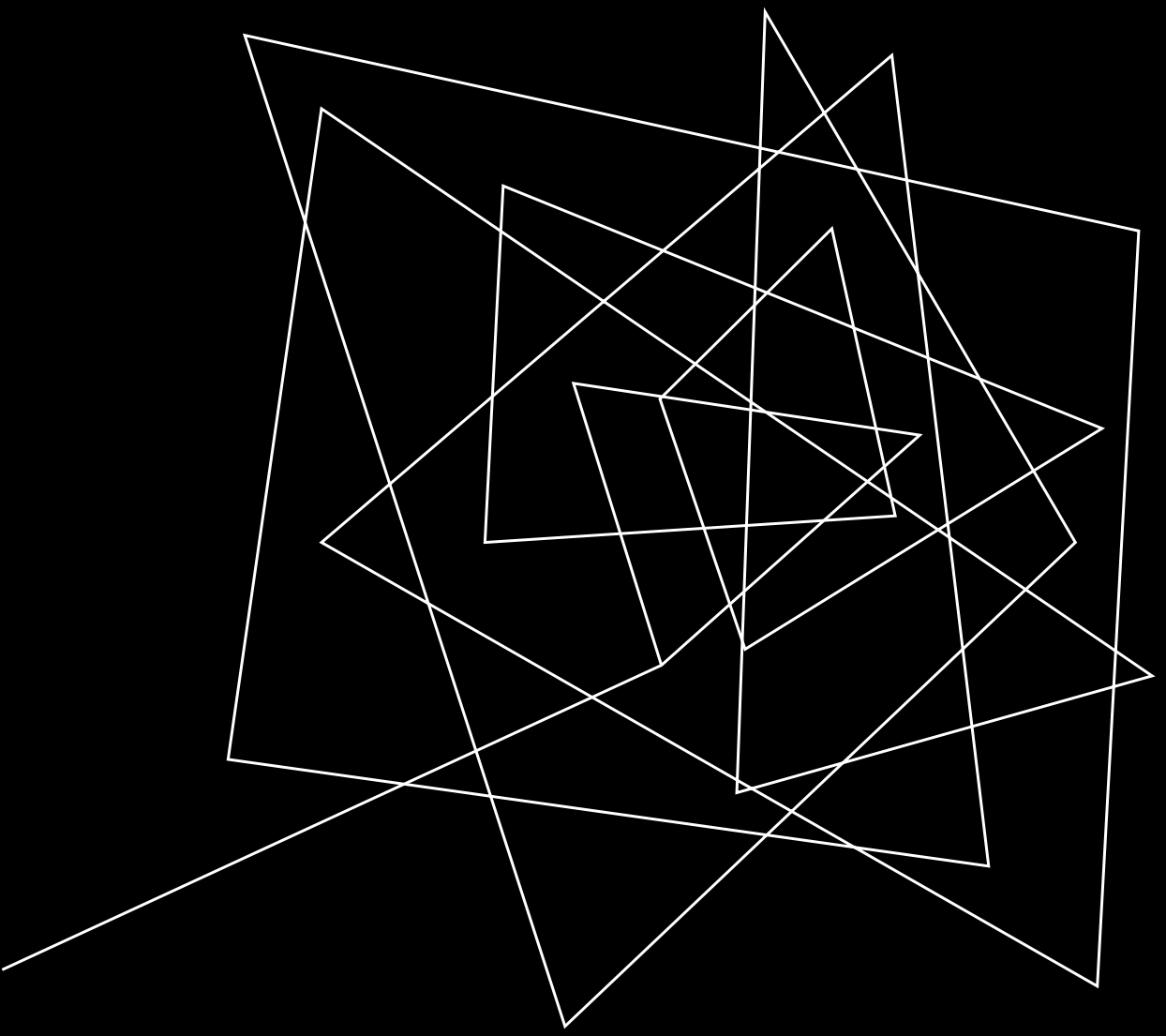
Qualified Non-Labor

-Proof that the item was purchased in Onondaga County (except online purchases, which must be shipped to Onondaga County).

-Shipping costs do NOT qualify under online orders and must be excluded from the QTE.

-Proof of payment by way of receipt with card transaction or check. Invoices do not qualify.

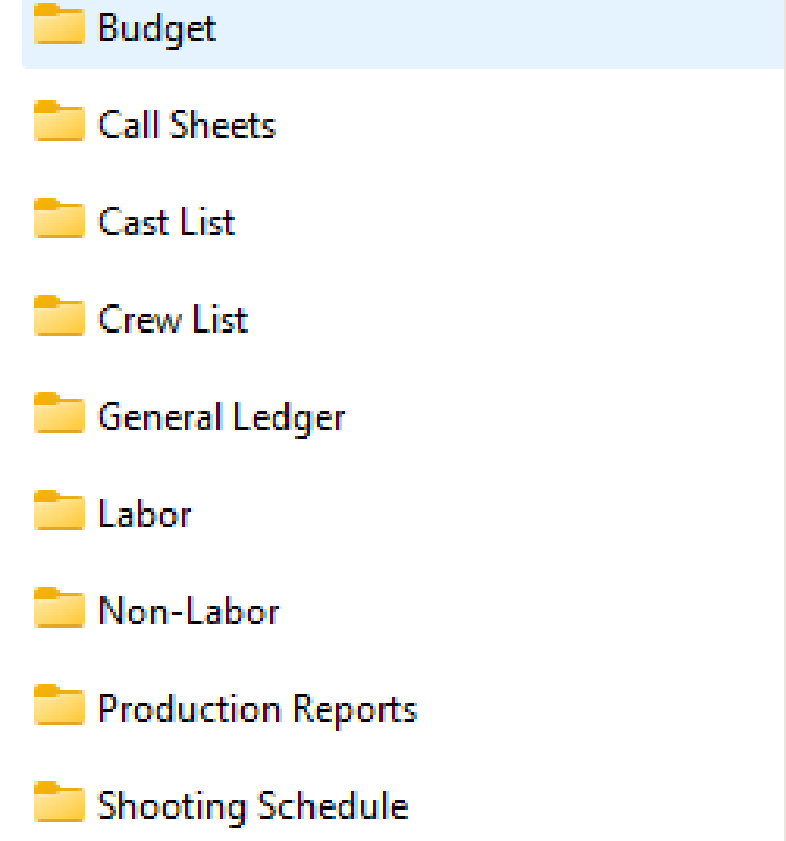
-Receipt total must match the QTE or they will be disqualified.



DELIVERABLE ORGANIZATION

REQUIRED FOLDERS

All Film Productions are required to turn in the following folders and documentation. When turning in documents please organize your folders as displayed on the right.



BUDGET

A complete and total budget for the film production must be located within the folder.

[redacted]

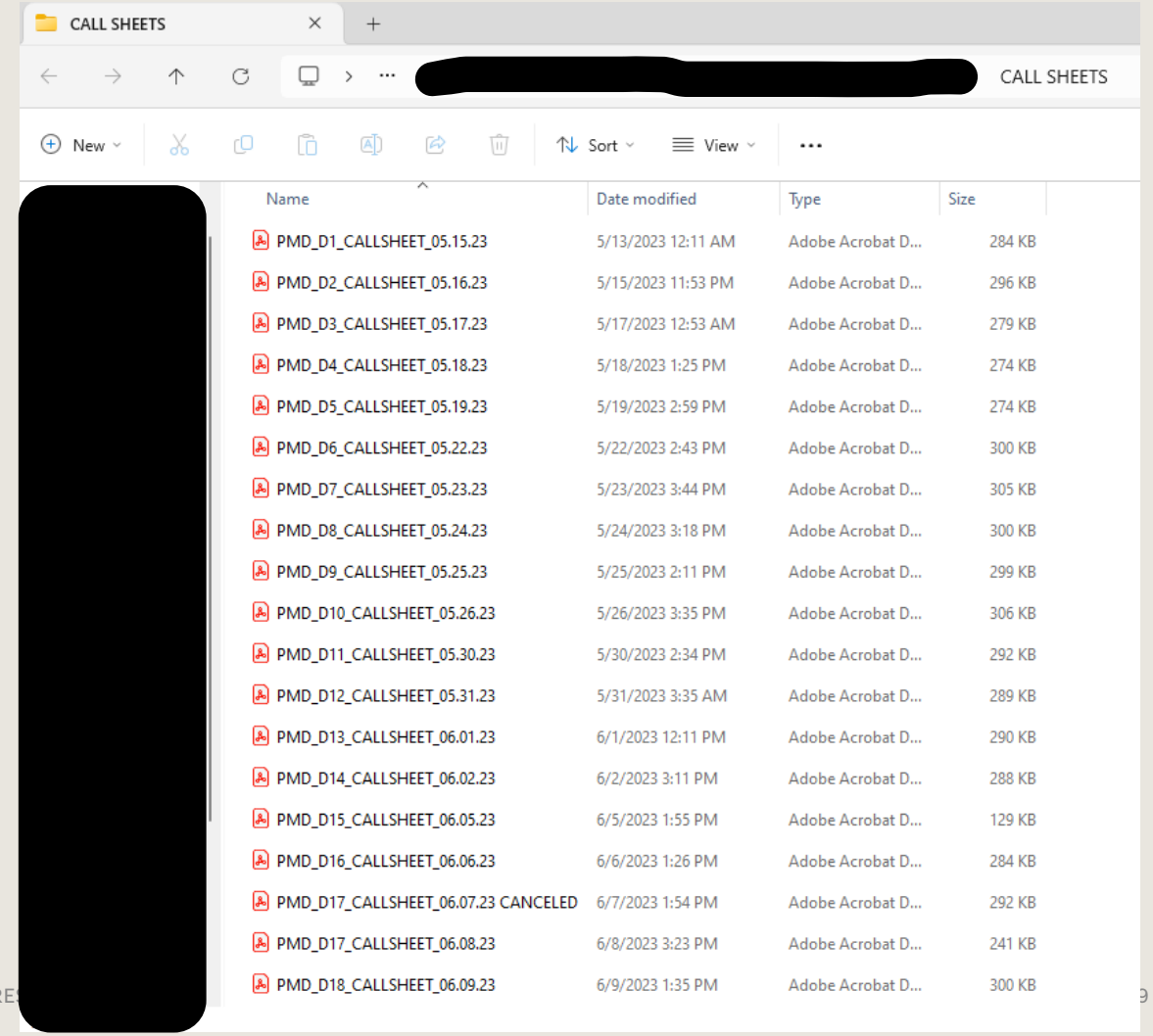
TYPE: Feature
FORMAT: Digital
PRODUCERS[redacted]
WRITER:
DIRECTOR:
UNIONS: SAG/IA SVOD/Teamster TV, DGA/

START DATE: Tbd
FINISH DATE: Tbd
SCHEDULE: 20 Days - Syracuse
SCRIPT DATE:[redacted]
SCRIPT PAGES: 99pp
POST: 16 Weeks

Acct#	Category Description	Page	Total
101-00	STORY & RIGHTS	1	[redacted]
103-00	WRITING	1	
105-00	PRODUCER & STAFF	1	
107-00	DIRECTOR & STAFF	3	
109-00	TALENT	4	
111-00	TRAVEL & LIVING	14	
	ABOVE THE LINE TOTAL		
113-00	PRODUCTION STAFF	33	
115-00	EXTRA TALENT	42	
117-00	CAMERA	44	
119-00	SET DESIGN	49	
121-00	SET CONSTRUCTION	52	
123-00	SPECIAL EFFECTS	55	
125-00	SET OPERATIONS	57	
127-00	ELECTRICAL	62	
129-00	SET DRESSING	66	
131-00	PROPS	70	

CALL SHEETS

Call Sheets for every day on set must be included. Call sheets will be cross referenced with other documentation to confirm the number of days filmed in Onondaga County and make sure filming and spending falls within the guidelines of the PRIMED program.



CAST LIST

[redacted]

NON-CONFIDENTIAL CAST LIST

March 14, 2022

STUDIO: [redacted] **PROD. OFFICE:** [redacted]

CHARACTER	PERFORMER	AGENT/MANAGER	BILLING/SALARY
[redacted]	[redacted]	AGENT:	See Business Affairs

A complete and detailed cast list. This will be used to confirm DEAR incentive bonuses and the accuracy of pre-production reporting to the county.

CREW LIST

POSITION	NAME	PHONE	EMAIL
PRODUCTION			
Producer			
Production Manager			
Director			
Writer			
1st AD			
2nd AD			
Script Supervisor			
Production Coordinator			
PMD			
Location Manager			
Production Assistant			
Director's Assistant			
Production Runner			

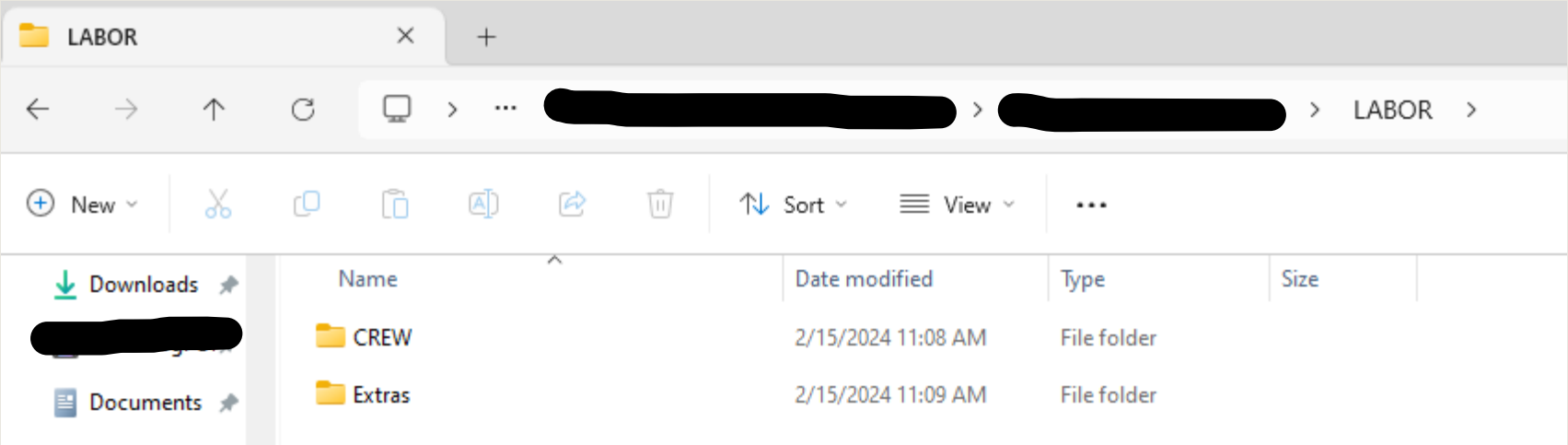
A complete and detailed crew list. This will be used to confirm DEAR incentive bonuses and the accuracy of pre-production reporting to the county.

GENERAL LEDGER

The General Ledger of the production covering all the payments by the production company covering Principal Photography.

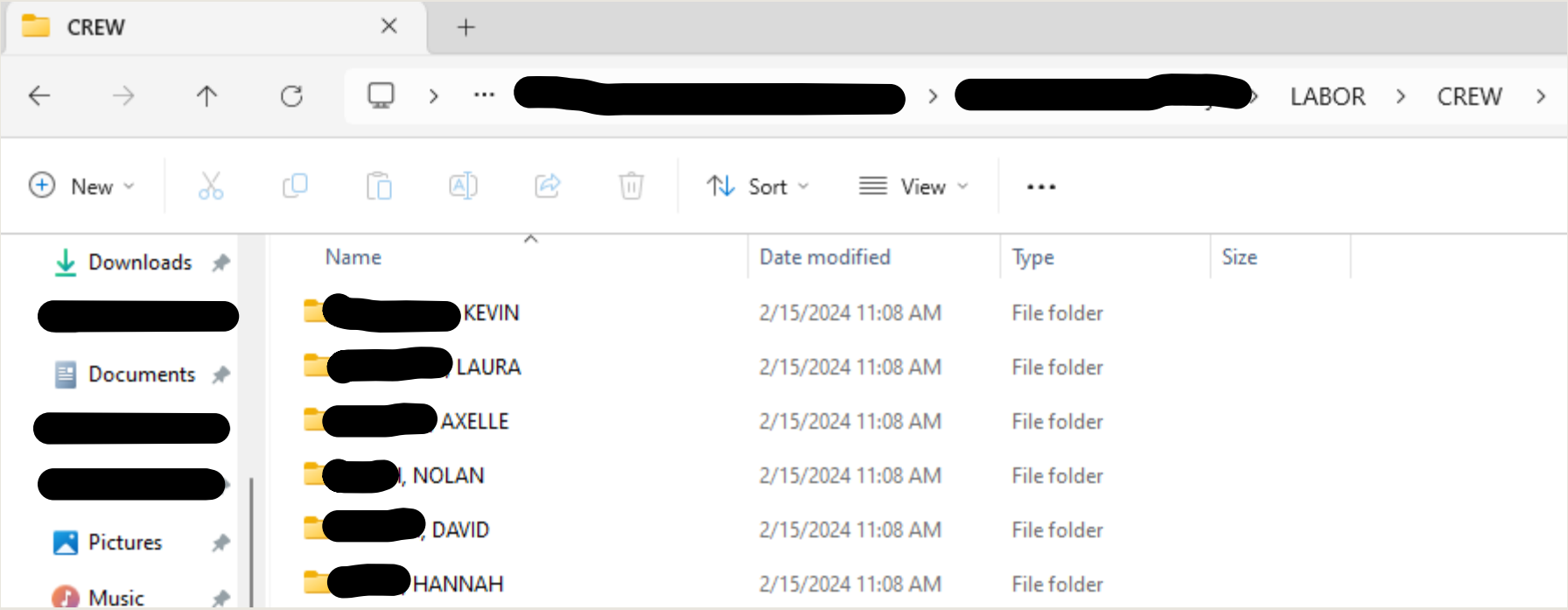
A/C #	A/C Name	Description	Trn Date	Eff Date	Amount	Invoice #	Ck #
010-01	CHECKING ACCOUNT	Wire Check	[redacted]	[redacted]	$ (330.46)		WIRE0526B
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (9,436.44)		1083
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (1,983.75)		1084
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (107.74)		1085
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (160.00)		1086
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (288.00)		1087
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (126.90)		1088
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (238.05)		1089
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (104.90)		1090
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (2,875.00)		1091
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (681.33)		1092
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (2,000.00)		1093
010-01	CHECKING ACCOUNT	Wire Check	[redacted]	[redacted]	$ (668.25)		WIRE0527
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (500.00)		1094
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (9.50)		1095
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (74.37)		1096
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (228.27)		1097
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (525.00)		1098
010-01	CHECKING ACCOUNT	Auto Check	[redacted]	[redacted]	$ (378.00)		1099

LABOR



In the Labor folder separate both CREW and EXTRAS.

CREW AND EXTRAS



Every Crew Member and Extra should have their own folder which contains all of their documentation including proof of payments and residency forms.

NON-LABOR

Non-Labor folder should contain a multiple folders sorted by either Vendor or Account #. Vendor is preferred because of its simplicity.

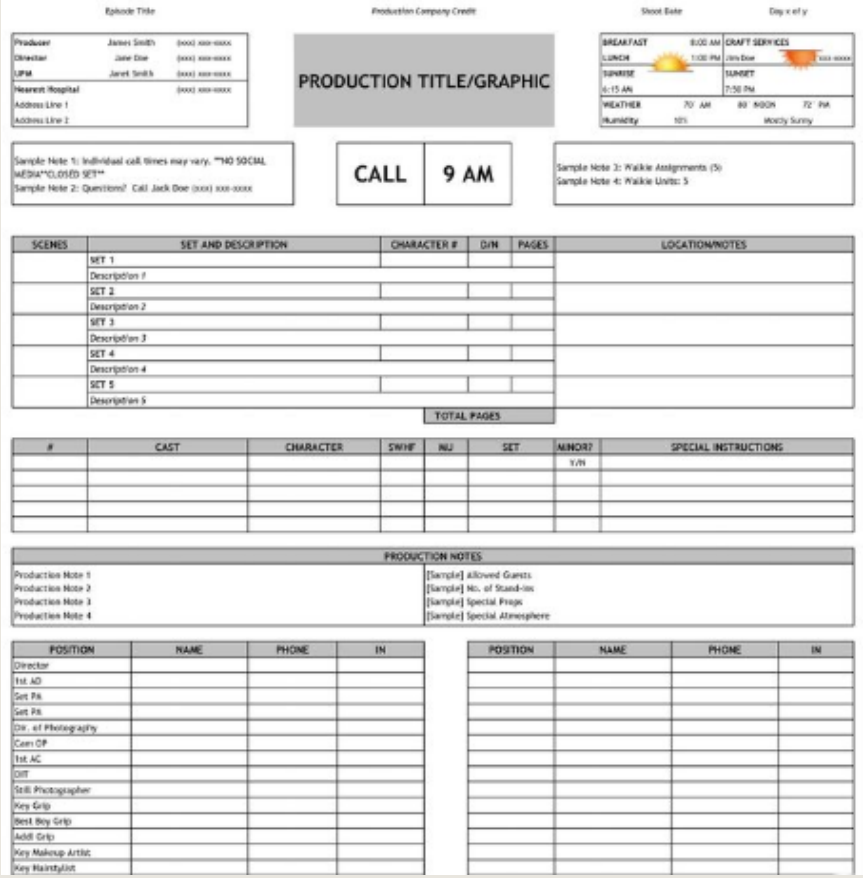
Inside each folder should contain all proof of payments that were made at that vendor or fall into the specific account #.

7 Eleven	2/15/2024 11:09 AM	File folder
412 Cypress LLC	2/15/2024 11:09 AM	File folder
Ace Hardware	2/15/2024 11:09 AM	File folder
Aerie	2/15/2024 11:09 AM	File folder
Aeropostale	2/15/2024 11:09 AM	File folder
Alden, Michael	2/15/2024 11:09 AM	File folder
Aldi	2/15/2024 11:09 AM	File folder
American Eagle	2/15/2024 11:09 AM	File folder
Ann Taylor	2/15/2024 11:09 AM	File folder
Anthropologie	2/15/2024 11:09 AM	File folder
Apple Nine Hospitality Management	2/15/2024 11:09 AM	File folder
Apple Syracuse Store	2/15/2024 11:09 AM	File folder
Ardene	2/15/2024 11:09 AM	File folder
Ashley HomeStore	2/15/2024 11:09 AM	File folder
At Home	2/15/2024 11:09 AM	File folder
AutoZone	2/15/2024 11:09 AM	File folder
Avis Budget Group	2/15/2024 11:09 AM	File folder
B&K Food Mart	2/15/2024 11:09 AM	File folder
Ballantyne Gardens	2/15/2024 11:09 AM	File folder

ENV-68 ALE[redacted]	6/30/2023 7:45 PM
ENV-78 ALE[redacted]	6/30/2023 2:35 PM
ENV-80 DAV[redacted]	6/30/2023 2:35 PM
ENV-103 AND[redacted]	6/30/2023 8:15 PM
ENV-153 AN[redacted]	6/30/2023 8:15 PM
ENV-165 AND[redacted]	6/30/2023 8:15 PM
ENV-173 GA[redacted]	6/30/2023 8:15 PM
ENV-192 AND[redacted]	6/30/2023 8:15 PM
ENV-226 BUT[redacted]	6/30/2023 9:18 PM
ENV-258 BUT[redacted]	6/30/2023 9:18 PM

PRODUCTION REPORTS

Productions Reports and Call Sheets for all days of principle photography should be placed in this folder. This will be cross referenced with the Shoot Schedule to confirm days of production in Onondaga County.



Episode Title | Production Company Credit | Shoot Date | Day x of y

Producer	James Smith	(xxx) xxx-xxxx
Director	Jane Doe	(xxx) xxx-xxxx
UPM	Janet Smith	(xxx) xxx-xxxx
Nearest Hospital		(xxx) xxx-xxxx
Address Line 1		
Address Line 2		

PRODUCTION TITLE/GRAPHIC

BREAKFAST	6:00 AM	CRAFT SERVICES	
LUNCH	1:00 PM	John Doe	xxx-xxxx
SUNRISE		SUNSET	
6:15 AM		7:50 PM	
WEATHER	70° AM	80° NOON	72° PM
Humidity	10%	Mostly Sunny	

Sample Note 1: Individual call times may vary. **NO SOCIAL MEDIA**CLOSED SET**
Sample Note 2: Questions? Call Jack Doe (xxx) xxx-xxxx

CALL	9 AM

Sample Note 3: Walkie Assignments (5)
Sample Note 4: Walkie Units: 5

SCENES	SET AND DESCRIPTION	CHARACTER #	D/N	PAGES	LOCATION/NOTES
	SET 1				
	Description 1				
	SET 2				
	Description 2				
	SET 3				
	Description 3				
	SET 4				
	Description 4				
	SET 5				
	Description 5				
			TOTAL PAGES		

#	CAST	CHARACTER	SW/HF	INJ	SET	MINOR?	SPECIAL INSTRUCTIONS
						Y/N	

PRODUCTION NOTES	
Production Note 1	[Sample] Allowed Guests
Production Note 2	[Sample] No. of Stand-ins
Production Note 3	[Sample] Special Preps
Production Note 4	[Sample] Special Atmosphere

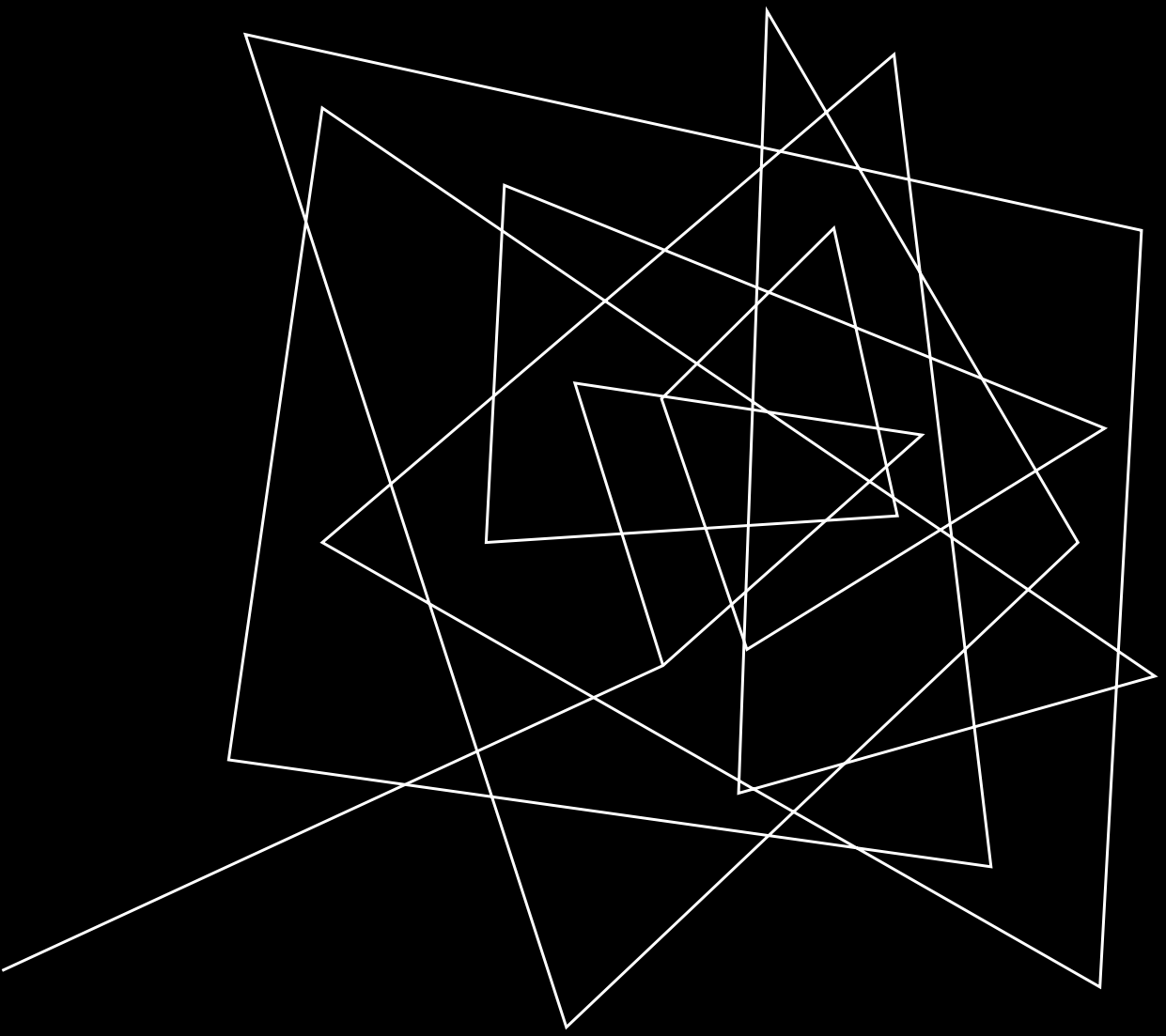
POSITION	NAME	PHONE	IN
Director			
1st AD			
Set Pa			
Set Pa			
Dir. of Photography			
Cam OP			
1st AC			
DIT			
Still Photographer			
Key Grip			
Best Boy Grip			
Addl Grip			
Key Makeup Artist			
Key Hairstylist			

POSITION	NAME	PHONE	IN

SHOOTING SCHEDULE

Professionally formatted Call Sheet covering all days of Principle Photography.

End of Shooting Day 1 -- Monday, January 31, 2022 -- 4 6/8 Pages					
DAY 2 - Tuesday, Feb 1 - Est Call Time: 8:30AM					
Sunrise: 7:19AM // Sunset: 5:17PM					
Scenes: 18	pgs. 4 1/8	INT [redacted] DAD'S HOUSE - INDOOR HOT TUB [redacted] *wakes up in the hot tub.* [redacted] *gives* [redacted] *permission,* [redacted] *gives him the ring.*	Day 1	1, 3, 8, 18	BG: 0
Push Upstairs					
Scenes: 20	pgs. 2/8	INT [redacted] HOUSE - KITCHEN [redacted] *pulls out an unopened bottle of champagne.*	Evening 1	8	BG: 0
Scenes: 32	pgs. 7/8	INT [redacted] HOUSE - KITCHEN [redacted] *tells* [redacted] *thinks* [redacted] *is cheating on her.*	Night 1	3, 8	BG: 0
End of Shooting Day 2 -- Tuesday, February 1, 2022 -- 5 2/8 Pages					
DAY 3 - Wednesday, Feb 2 - Est Call Time: 9:00AM					
Sunrise: 7:18AM // Sunset: 5:18PM					
Day for Night					
Scenes: 27	pgs. 2/8	INT [redacted] HOUSE - [redacted] ROOM [redacted] *puts the wrapped wedding ring under the tree.*	Night 1	1, 8	BG: 0
Scenes: 28	pgs. 3 1/8	INT [redacted] DAD'S HOUSE - DINING ROOM [redacted] *wears ugly sweater, shocks family with vest, makes awful joke.*	Night 1	1, 3, 8, 18, 19, 20	BG: 2
End of Shooting Day 3 -- Wednesday, February 2, 2022 -- 3 3/8 Pages					
DAY 4 - Thursday, Feb 3 - Est Call Time: 9:30AM					



NON-LABOR

WALMART EXAMPLE

139-78	Wardrobe Purchases and Rentals	05/04 WALMART - SNEAKERS, BOOTS, CHINOS	05/09/2022	$ 165.12	CASHET	Env-27	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
145-22	Office Supplies	5/10 WAL-MART- FOLDERS FOR LOCATIONS	05/12/2022	$ 18.79	CASHET	Env-43	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
131-78	Props Purchases and Rentals	5/11 WALMART - BUBBLE WRAP, HANDVAC	05/17/2022	$ 78.28	CASHET	Env-60	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
119-78	Set Design Purchases / Rentals	05/15 WAL-MART - COFFEE PODS	05/18/2022	$ 77.53	CASHET	Env-68	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
119-78	Set Design Purchases / Rentals	05/13 WAL-MART - PAPER, POSTER BD, GLUE, BULLETIN BD	05/18/2022	$ 24.68	CASHET	Env-68	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
131-78	Props Purchases and Rentals	5/17 WALMART - SANDING DISC, SAND PAPER, SPONGES	05/19/2022	$ 100.06	CASHET	Env-100	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
131-78	Props Purchases and Rentals	5/17 WALMART - UNSWEETENED TEA	05/19/2022	$ 3.88	CASHET	Env-100	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
145-12	Location Purchases	5/18 WAL-MART - CAT LITTER, SWIFFER, SWIFFER PADS	05/23/2022	$ 38.61	CASHET	Env-109	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
125-22	Craft Service Purchases/Rental	5/22 WAL-MART - HASHBROWNS, EGGS, CREAM CHEESE	05/24/2022	$ 320.34	CASHET	Env-115	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
131-78	Props Purchases and Rentals	5/19 WALMART - BICYCLE HELMETS	05/25/2022	$ 86.30	CASHET	Env-121	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
131-78	Props Purchases and Rentals	5/22 WALMART - WHITE SQUARE CAKES, STEAKS, TAKIS	05/26/2022	$ 127.43	CASHET	Env-128	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
129-06	Set Dressing Purchases & Rentals	05/27 WAL-MART - SHEETS,CURTAINS, LAMPSHADE	05/31/2022	$ 175.74	CASHET	Env-162	WALMART	5399 WEST GENESEE STREET	CAMILLUS	NY	13031	ONONDAGA	L2
129-06	Set Dressing Purchases & Rentals	06/01 WAL-MART - MOUSE, HANGERS, SPEAKER, LAMPS	06/01/2022	$ 507.18	CASHET	Env-178	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
119-78	Set Design Purchases / Rentals	5/31 WAL-MART - INK FOR ART DEPT 7740 PRINTER	06/08/2022	$ 247.45	CASHET	Env-208	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
119-78	Set Design Purchases / Rentals	6/02 WALMART - INK FOR HP7740 PRINTER-ART	06/09/2022	$ 44.76	CASHET	Env-225	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
129-06	Set Dressing Purchases & Rentals	6/02 WALMART -TOY SWORDS, KNIVES, DOWELS	06/09/2022	$ 90.01	CASHET	Env-225	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
139-78	Wardrobe Purchases and Rentals	06/03 WALMART - SCRUBS	06/10/2022	$ 71.26	CASHET	Env-227	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
139-78	Wardrobe Purchases and Rentals	06/06 WALMART - WORK BOOTS	06/10/2022	$ 39.03	CASHET	Env-229	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
139-78	Wardrobe Purchases and Rentals	06/03 WALMART - WHITE SNEAKERS	06/10/2022	$ 563.69	CASHET	Env-229	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
139-78	Wardrobe Purchases and Rentals	05/26 WALMART - WHITE SNEAKERS	06/10/2022	$ 591.26	CASHET	Env-236	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
125-22	Craft Service Purchases/Rental	6/12 WAL-MART- WATER, BUBLY, FLAV MP	06/15/2022	$ 153.75	CASHET	Env-272	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
125-22	Craft Service Purchases/Rental	6/12 WAL-MART - POP-TARTS, BAGELS, APPLE TURN	06/15/2022	$ 510.53	CASHET	Env-272	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
129-06	Set Dressing Purchases & Rentals	6/17 WALMART - COOLERS QTY 3	06/21/2022	$ 77.37	CASHET	Env-306	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2

WALMART EXAMPLE

When organizing the QTE you can take a couple of different approaches. The most common is to organize by vendor name, in this case, Walmart.

In addition to that each item has a check # which indicates which file the receipt resides in.

$	165.12	CASHET	Env-27	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
$	18.79	CASHET	Env-43	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	78.28	CASHET	Env-60	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
$	77.53	CASHET	Env-68	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
$	24.68	CASHET	Env-68	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	100.06	CASHET	Env-100	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	3.88	CASHET	Env-100	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	38.61	CASHET	Env-109	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
$	320.34	CASHET	Env-115	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
$	86.30	CASHET	Env-121	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	127.43	CASHET	Env-128	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	175.74	CASHET	Env-162	WALMART	5399 WEST GENESEE STREET	CAMILLUS	NY	13031	ONONDAGA	L2
$	507.18	CASHET	Env-178	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
$	247.45	CASHET	Env-208	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	44.76	CASHET	Env-225	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	90.01	CASHET	Env-225	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	71.26	CASHET	Env-227	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	39.03	CASHET	Env-229	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
$	563.69	CASHET	Env-229	WALMART	8064 BREWERTON ROAD	CICERO	NY	13039	ONONDAGA	L2
$	591.26	CASHET	Env-236	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2
$	153.75	CASHET	Env-272	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
$	510.53	CASHET	Env-272	WALMART	8770 DELLL CENTER DRIVE	LIVERPOOL	NY	13090	ONONDAGA	L2
$	77.37	CASHET	Env-306	WALMART	6438 BASILLE ROWE	EAST SYRACUS	NY	13057	ONONDAGA	L2

WALMART EXAMPLE

__MACOSX	File folder	
BUDGET	File folder	10/17/2022 4:51 PM
CALL SHEETS	File folder	10/6/2022 5:52 PM
CREW LIST	File folder	10/25/2022 4:43 PM
GENERAL LEDGER	File folder	11/7/2022 4:30 PM
INSURANCE CERT	File folder	4/13/2022 3:49 PM
LABOR	File folder	10/18/2022 8:49 PM
NON-LABOR SPEND	File folder	11/4/2022 12:20 AM
PER DIEM	File folder	10/12/2022 7:41 PM
PRODUCTION REPORTS	File folder	10/21/2022 3:29 PM
SHOOTING SCHEDULE	File folder	10/17/2022 4:51 PM

WALMART EXAMPLE

VILLAGE OF SOLVAY	File folder	10/12/2022 7:57 PM
VTC SPECIALTIES INC	File folder	10/15/2022 10:26 PM
W.B. MASON	File folder	10/21/2022 5:07 PM
WALGREENS	File folder	11/1/2022 2:52 AM
WALMART	File folder	10/31/2022 6:10 PM
WATER STREET BAGEL	File folder	11/1/2022 2:21 AM
WEGMANS	File folder	11/1/2022 2:23 AM
WHITE HOUSE BLACK MARKET	File folder	10/28/2022 8:56 PM
WILCOX PAPER COMPANY	File folder	10/28/2022 3:43 PM
WILCOX, JESSICA	File folder	10/12/2022 7:53 PM
WILLEY LUMBER	File folder	11/1/2022 3:54 PM
WITTY WICKS CANDLES	File folder	10/21/2022 1:59 AM
WRIGHT, BRANDON	File folder	10/12/2022 7:44 PM
WRIGHT, JASON	File folder	10/18/2022 9:37 PM
ZUMIEZ	File folder	10/28/2022 6:30 PM

WALMART EXAMPLE

05/04 WALMART - SNEAKERS, BOOTS, CHINOS	05/09/2022	$ 165.12	CASHET	Env-27	WALMART	6438 BASI
5/10 WAL-MART- FOLDERS FOR LOCATIONS	05/12/2022	$ 18.79	CASHET	Env-43	WALMART	8064 BREV
5/11 WALMART - BUBBLE WRAP, HANDVAC	05/17/2022	$ 78.28	CASHET	Env-60	WALMART	6438 BASI
05/15 WAL-MART - COFFEE PODS	05/18/2022	$ 77.53	CASHET	Env-68	WALMART	8770 DELL
05/13 WAL-MART - PAPER, POSTER BD, GLUE, BULLETIN BD	05/18/2022	$ 24.68	CASHET	Env-68	WALMART	8064 BREV
5/17 WALMART - SANDING DISC, SAND PAPER, SPONGES	05/19/2022	$ 100.06	CASHET	Env-100	WALMART	8064 BREV
5/17 WALMART - UNSWEETENED TEA	05/19/2022	$ 3.88	CASHET	Env-100	WALMART	8064 BREV
5/18 WAL-MART - CAT LITTER, SWIFFER, SWIFFER PADS	05/23/2022	$ 38.61	CASHET	Env-109	WALMART	8770 DELL
5/22 WAL-MART - HASHBROWNS, EGGS, CREAM CHEESE	05/24/2022	$ 320.34	CASHET	Env-115	WALMART	8770 DELL
5/19 WALMART - BICYCLE HELMETS	05/25/2022	$ 86.30	CASHET	Env-121	WALMART	8064 BREV
5/22 WALMART - WHITE SQUARE CAKES, STEAKS, TAKIS	05/26/2022	$ 127.43	CASHET	Env-128	WALMART	8064 BREV
05/27 WAL-MART - SHEETS,CURTAINS, LAMPSHADE	05/31/2022	$ 175.74	CASHET	Env-162	WALMART	5399 WES
06/01 WAL-MART - MOUSE, HANGERS, SPEAKER, LAMPS	06/01/2022	$ 507.18	CASHET	Env-178	WALMART	6438 BASI
5/31 WAL-MART - INK FOR ART DEPT 7740 PRINTER	06/08/2022	$ 247.45	CASHET	Env-208	WALMART	8064 BREV
6/02 WALMART - INK FOR HP7740 PRINTER-ART	06/09/2022	$ 44.76	CASHET	Env-225	WALMART	8064 BREV
6/02 WALMART -TOY SWORDS, KNIVES, DOWELS	06/09/2022	$ 90.01	CASHET	Env-225	WALMART	8064 BREV
06/03 WALMART - SCRUBS	06/10/2022	$ 71.26	CASHET	Env-227	WALMART	8064 BREV
06/06 WALMART - WORK BOOTS	06/10/2022	$ 39.03	CASHET	Env-229	WALMART	6438 BASI
06/03 WALMART - WHITE SNEAKERS	06/10/2022	$ 563.69	CASHET	Env-229	WALMART	8064 BREV
05/26 WALMART - WHITE SNEAKERS	06/10/2022	$ 591.26	CASHET	Env-236	WALMART	6438 BASI
6/12 WAL-MART- WATER, BUBLY, FLAV MP	06/15/2022	$ 153.75	CASHET	Env-272	WALMART	8770 DELL
6/12 WAL-MART - POP-TARTS, BAGELS, APPLE TURN	06/15/2022	$ 510.53	CASHET	Env-272	WALMART	8770 DELL
6/17 WALMART - COOLERS QTY 3	06/21/2022	$ 77.37	CASHET	Env-306	WALMART	6438 BASI

WALMART

Name	Date modified	Type	Size
ENV-27	1/18/2023 11:39 AM	Adobe Acrobat D...	6,046 KB
ENV-43	1/18/2023 11:39 AM	Adobe Acrobat D...	534 KB
ENV-60	1/18/2023 11:39 AM	Adobe Acrobat D...	3,613 KB
ENV-68	1/18/2023 11:39 AM	Adobe Acrobat D...	2,641 KB
ENV-100	1/18/2023 11:39 AM	Adobe Acrobat D...	4,512 KB
ENV-109	1/18/2023 11:39 AM	Adobe Acrobat D...	1,043 KB
ENV-115	1/18/2023 11:39 AM	Adobe Acrobat D...	545 KB
ENV-121	1/18/2023 11:39 AM	Adobe Acrobat D...	1,786 KB
ENV-128	1/18/2023 11:39 AM	Adobe Acrobat D...	3,165 KB
ENV-162	1/18/2023 11:39 AM	Adobe Acrobat D...	7,247 KB
ENV-178	1/18/2023 11:39 AM	Adobe Acrobat D...	1,842 KB
ENV-208	1/18/2023 11:39 AM	Adobe Acrobat D...	3,880 KB
ENV-225	1/18/2023 11:39 AM	Adobe Acrobat D...	943 KB
ENV-227	1/18/2023 11:39 AM	Adobe Acrobat D...	4,175 KB
ENV-229	1/18/2023 11:39 AM	Adobe Acrobat D...	5,147 KB
ENV-236	1/18/2023 11:39 AM	Adobe Acrobat D...	5,375 KB
ENV-272	1/18/2023 11:39 AM	Adobe Acrobat D...	610 KB
ENV-306	1/18/2023 11:39 AM	Adobe Acrobat D...	1,934 KB

WALMART EXAMPLE

Within the Walmart folder every check # is accounted for.
This makes it easy to check the PDF files for the receipts.

05/04 WALMART - SNEAKERS, BOOTS, CHINOS	05/09/2022	$ 165.12	CASHET	Env-27	WALMART	6438 BASILLE ROWE
5/10 WAL-MART- FOLDERS FOR LOCATIONS	05/12/2022	$ 18.79	CASHET	Env-43	WALMART	8064 BREWERTON ROAD
5/11 WALMART - BUBBLE WRAP, HANDVAC	05/17/2022	$ 78.28	CASHET	Env-60	WALMART	6438 BASILLE ROWE
05/15 WAL-MART - COFFEE PODS	05/18/2022	$ 77.53	CASHET	Env-68	WALMART	8770 DELLL CENTER DRIVE
05/13 WAL-MART - PAPER, POSTER BD, GLUE, BULLETIN BD	05/18/2022	$ 24.68	CASHET	Env-68	WALMART	8064 BREWERTON ROAD
5/17 WALMART - SANDING DISC, SAND PAPER, SPONGES	05/19/2022	$ 100.06	CASHET	Env-100	WALMART	8064 BREWERTON ROAD
5/17 WALMART - UNSWEETENED TEA	05/19/2022	$ 3.88	CASHET	Env-100	WALMART	8064 BREWERTON ROAD
5/18 WAL-MART - CAT LITTER, SWIFFER, SWIFFER PADS	05/23/2022	$ 38.61	CASHET	Env-109	WALMART	8770 DELLL CENTER DRIVE
5/22 WAL-MART - HASHBROWNS, EGGS, CREAM CHEESE	05/24/2022	$ 320.34	CASHET	Env-115	WALMART	8770 DELLL CENTER DRIVE
5/19 WALMART - BICYCLE HELMETS	05/25/2022	$ 86.30	CASHET	Env-121	WALMART	8064 BREWERTON ROAD
5/22 WALMART - WHITE SQUARE CAKES, STEAKS, TAKIS	05/26/2022	$ 127.43	CASHET	Env-128	WALMART	8064 BREWERTON ROAD
05/27 WAL-MART - SHEETS,CURTAINS, LAMPSHADE	05/31/2022	$ 175.74	CASHET	Env-162	WALMART	5399 WEST GENESEE STREET
06/01 WAL-MART - MOUSE, HANGERS, SPEAKER, LAMPS	06/01/2022	$ 507.18	CASHET	Env-178	WALMART	6438 BASILLE ROWE
5/31 WAL-MART - INK FOR ART DEPT 7740 PRINTER	06/08/2022	$ 247.45	CASHET	Env-208	WALMART	8064 BREWERTON ROAD

Name	Date modified	Type	Size
ENV-27	1/18/2023 11:39 AM	Adobe Acrobat D...	6,046 KB
ENV-43	1/18/2023 11:39 AM	Adobe Acrobat D...	534 KB
ENV-60	1/18/2023 11:39 AM	Adobe Acrobat D...	3,613 KB
ENV-68	1/18/2023 11:39 AM	Adobe Acrobat D...	2,641 KB
ENV-100	1/18/2023 11:39 AM	Adobe Acrobat D...	4,512 KB
ENV-109	1/18/2023 11:39 AM	Adobe Acrobat D...	1,043 KB
ENV-115	1/18/2023 11:39 AM	Adobe Acrobat D...	545 KB
ENV-121	1/18/2023 11:39 AM	Adobe Acrobat D...	1,786 KB
ENV-128	1/18/2023 11:39 AM	Adobe Acrobat D...	3,165 KB
ENV-162	1/18/2023 11:39 AM	Adobe Acrobat D...	7,247 KB
ENV-178	1/18/2023 11:39 AM	Adobe Acrobat D...	1,842 KB
ENV-208	1/18/2023 11:39 AM	Adobe Acrobat D...	3,880 KB

INCORRECT WALMART EXAMPLE

131-78		PROPS PURCHASES	WALMART, 26X FOOD PROPS 12.26.21	12.26.21	$150.99		002	WALMART	3018 East Ave	Central Square	NY	13036
131-78		PROPS PURCHASES	WALMART, 4X CANDLE, BAG FEE 12.12.21	12.12.21	$10.72		002	WALMART	3018 East Ave	Central Square	NY	13036
131-78		PROPS PURCHASES	WALMART, 9X HAIRCOLOR, 2X TABLES, BAG FEE 12.3.21	12.3.21	$214.68		002	WALMART	3018 East Ave	Central Square	NY	13036
131-78		PROPS PURCHASES	WALMART, HEALTH BEAUTY PROPS, FOOD PROPS 12.30.21	12.30.21	$143.89		002	WALMART	3018 East Ave	Central Square	NY	13036
131-78		PROPS PURCHASES	WALMART, MAGNIFYING GLASS 12.3.21	12.3.21	$4.19		002	WALMART	3018 East Ave	Central Square	NY	13036
131-78		PROPS PURCHASES	WALMART, PROP FOOD ITEMS 12.20.21	12.20.21	$115.07		002	WALMART	3018 East Ave	Central Square	NY	13036
145-78		PURCHASES/ RENTALS	WADERS AND INVERTER		$106.54		REIMB001	WALMART	6438 BASILE ROWE	EAST SYRACUSE	NY	13057
119-78		SET DESIGN PURCHASES + SUPPLIES	1.4 WALMART - KING QUILT - SEC DEC	1.4.22	-$39.42		69	WALMART	8770 Dell Center Dr	Liverpool	NY	13090
123-12		SFX PURCHASES	WALMART, APPLIANCE STORAGE, TEAR STICKS 11.23.21	11.23.21	$24.34		10	WALMART	5399 W Genesee	Camillus	NY	13031
123-12		SFX PURCHASES	WALMART, CAST COMFORT, NIPPLES	11.27.21	$58.40		10	WALMART	5399 W Genesee	Camillus	NY	13031
125-22		CRAFT SERVICES PURCHASES	WALMART, 12.18.21 CRAFTY (16X FOOD ITEMS)	12.18.21	$86.74		07	WALMART	3018 East Ave	Central Square	NY	13036
125-22		CRAFT SERVICES PURCHASES	WALMART, 12.3.21 CRAFTY (71X FOOD/DRINK ITEMS)	12.3.21	$295.78		08	WALMART	3018 East Ave	Central Square	NY	13036
125-22		CRAFT SERVICES PURCHASES	WALMART, 12.3.21 CRAFTY (72X FOOD/DRINK ITEMS)	12.3.21	$365.62		08	WALMART	3018 East Ave	Central Square	NY	13036
129-06		SET DRESS PURCHASES	WALMART, PILLOW, BLANKET 12.20.21	12.20.21	$19.18		005	WALMART	3018 East Ave	Central Square	NY	13036
129-06		SET DRESS PURCHASES	WALMART, RETURNS (3X BLACK LT)	12.27.21	-$35.54		02	WALMART	3018 East Ave	Central Square	NY	13036

INCORRECT WALMART EXAMPLE

This production chose to go with another method of organization which is to sort purchases by their NYS Acct #. This is a completely valid method of organization.

131-78		PROPS PURCHASES	WALMART, 26X FOOD PROPS 12.26.21	12.26.21	$150.99	002	WALMART
131-78		PROPS PURCHASES	WALMART, 4X CANDLE, BAG FEE 12.12.21	12.12.21	$10.72	002	WALMART
131-78		PROPS PURCHASES	WALMART, 9X HAIRCOLOR, 2X TABLES, BAG FEE 12.3.21	12.3.21	$214.68	002	WALMART
131-78		PROPS PURCHASES	WALMART, HEALTH BEAUTY PROPS, FOOD PROPS 12.30.21	12.30.21	$143.89	002	WALMART
131-78		PROPS PURCHASES	WALMART, MAGNIFYING GLASS 12.3.21	12.3.21	$4.19	002	WALMART
131-78		PROPS PURCHASES	WALMART, PROP FOOD ITEMS 12.20.21	12.20.21	$115.07	002	WALMART
145-78		PURCHASES/ RENTALS	WADERS AND INVERTER		$106.54	REIMB001	WALMART
119-78		SET DESIGN PURCHASES + SUPPLIES	1.4 WALMART - KING QUILT - SEC DEC	1.4.22	-$39.42	69	WALMART
123-12		SFX PURCHASES	WALMART, APPLIANCE STORAGE, TEAR STICKS 11.23.21	11.23.21	$24.34	10	WALMART
123-12		SFX PURCHASES	WALMART, CAST COMFORT, NIPPLES	11.27.21	$58.40	10	WALMART
125-22		CRAFT SERVICES PURCHASES	WALMART, 12.18.21 CRAFTY (16X FOOD ITEMS)	12.18.21	$86.74	07	WALMART
125-22		CRAFT SERVICES PURCHASES	WALMART, 12.3.21 CRAFTY (71X FOOD/DRINK ITEMS)	12.3.21	$295.78	08	WALMART
125-22		CRAFT SERVICES PURCHASES	WALMART, 12.3.21 CRAFTY (72X FOOD/DRINK ITEMS)	12.3.21	$365.62	08	WALMART
129-06		SET DRESS PURCHASES	WALMART, PILLOW, BLANKET 12.20.21	12.20.21	$19.18	005	WALMART
129-06		SET DRESS PURCHASES	WALMART, RETURNS (3X BLACK LT)	12.27.21	-$35.54	02	WALMART

INCORRECT WALMART EXAMPLE

Ideally, we would like the folders to be labeled, Labor and Non-Labor. CNY Rebate is a bit vague and could indicate that a lot things are inside the folder when only Non-Labor is. The Non-Labor distinction is better for organization.

Name	Date modified	Type	Size
CNY REBATE	7/1/2022 3:34 PM	Compressed (zipp...	331,609 KB
CREW PAPERWORK	8/11/2022 10:39 AM	Compressed (zipp...	985,436 KB
Extras Paperwork	9/6/2022 10:44 AM	Compressed (zipp...	480,937 KB
[redacted] - Audit File	9/12/2022 11:36 AM	Microsoft Excel W...	449 KB
[redacted] Audit Steps	9/14/2022 5:12 PM	Microsoft Word D...	16 KB
[redacted] SUBMITTED EXPENSES	9/1/2022 3:34 PM	Microsoft Excel W...	203 KB
[redacted] - Lifetime Ent	9/6/2022 11:58 AM	Adobe Acrobat D...	596 KB
Sakana Ya	9/6/2022 1:05 PM	PNG File	1,749 KB
SUBMITTED EXPENSES - Copy	9/6/2022 10:46 AM	Microsoft Excel W...	361 KB

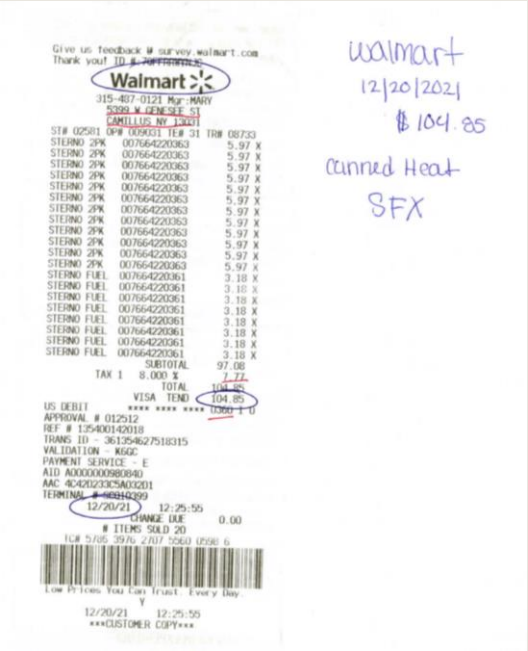
INCORRECT WALMART EXAMPLE

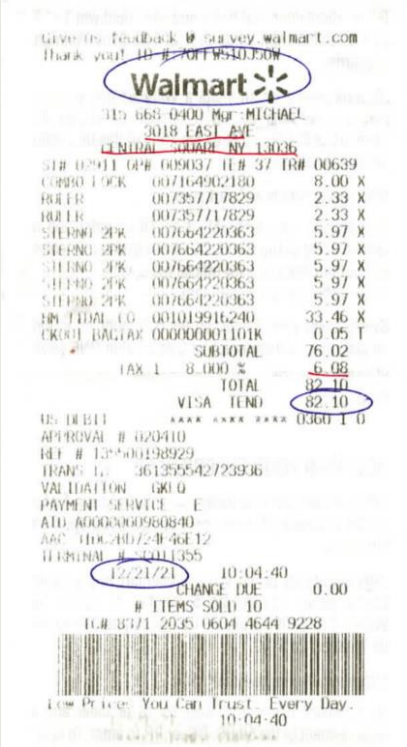
131-78
131-78
131-78
131-78
131-78
131-78
145-78
119-78
123-12
123-12
125-22
125-22
125-22
129-06
129-06

Name	Type
01 109 12 - TALENT EXPENSES	File folder
01 109 16 - STUNTS	File folder
01 111 18 - TALENT TRAVEL - GENERAL	File folder
01 113 22 - PRODUCTION SECRETARIES	File folder
01 113 26 - ASSISTANT ACCOUNTANTS	File folder
01 117 16 - PURCHASES AND SUPPLIES	File folder
01 119 26 - RESEARCH MATERIALS	File folder
01 119 78 - PURCHASES AND SUPPLIES	File folder
01 121 06 - STAGE SET CONSTRUCTION LABOR	File folder
01 123 12 - PURCHASES	File folder
01 125 16 - GRIP EXPENDABLES	File folder
01 125 32 - CRAFT SERVICE PURCHASES	File folder
01 125 36 - GRIP PACKAGE	File folder
01 127 20 - PURCHASES - EXPENDABLES, GELS, ETC	File folder
01 127 26 - ELECTRIC PACKAGE	File folder
01 129 10 - LOSS, DAMAGE AND CLEANING	File folder
01 129 14 - SET DRESSING PURCHASES & MATERIALS	File folder
01 129 20 - RENTALS - ALL SETS	File folder
01 129 22 - CAR AND BOX RENTALS	File folder
01 131 10 - PURCHASES AND RENTALS	File folder

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
WALMART - CANNED HEAT SPX	PNG File	1,060 KB	No	1,060 KB	0%	4/25/2022 1:45 PM
WALMART - CANNED HEAT.OFFICE	PNG File	658 KB	No	658 KB	0%	4/25/2022 1:45 PM

123-12	SFX PURCHASES	WALMART, APPLIANCE STORAGE, TEAR STICKS 11.23.21	11.23.21	$24.34	10
123-12	SFX PURCHASES	WALMART, CAST COMFORT, NIPPLES	11.27.21	$58.40	10

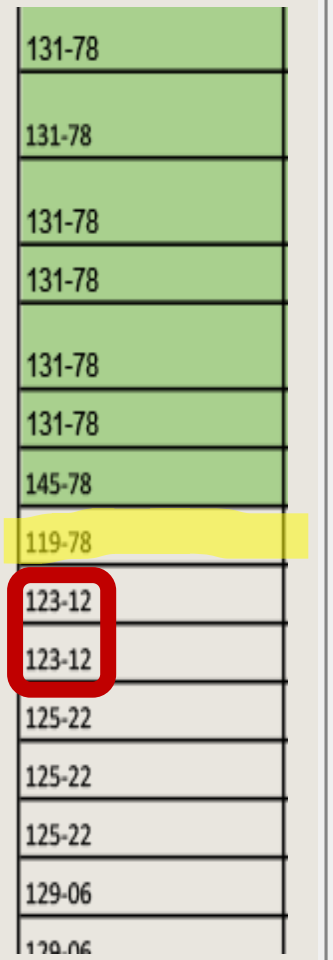


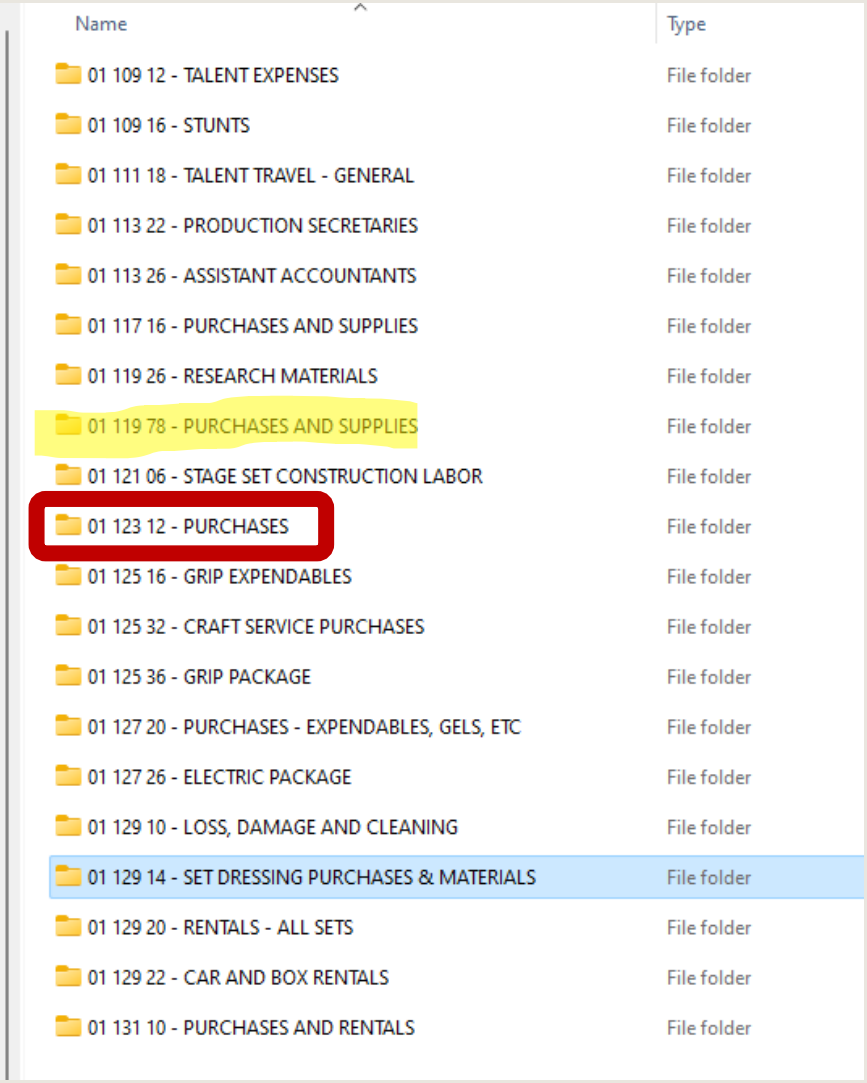


INCORRECT WALMART EXAMPLE

Here is where we can see the first big problem with the file organization. On the left are the NYS Acct #s for each item listed in this section of the QTE. On the right are the folders organized by NYS Acct #s within the CNY Rebate folder.

Despite all the listings here only 2 of NYS Accts #s from the QTE have corresponding folders. 119-78 and 123-12. If the receipts for these purchases exist, they are not located in their corresponding folders which is creates issues in terms of organization.





WALMART EXAMPLE

Upon opening folder 123-12 we notice another issue which is that the check # (Circled in blue) is nowhere to be seen on the PDF/PNG files. This makes things much more difficult to audit. Please make sure items inside folders are correctly labeled with their corresponding check #.

In addition, to keep things are organized as possible we would like each check # to correspond with a single item on the QTE and not lump multiple QTE items together in one larger PDF.

Additionally, despite there being only two items in the folder, their descriptions do not match. (Highlighted in yellow).

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
WALMART - CANNED HEAT SPX	PNG File	1,060 KB	No	1,060 KB	0%	4/25/2022 1:45 PM
WALMART - CANNED HEAT.OFFICE	PNG File	658 KB	No	658 KB	0%	4/25/2022 1:45 PM

123-12	SFX PURCHASES	WALMART, APPLIANCE STORAGE, TEAR STICKS 11.23.21	11.23.21	$24.34	10
123-12	SFX PURCHASES	WALMART, CAST COMFORT, NIPPLES	11.27.21	$58.40	10

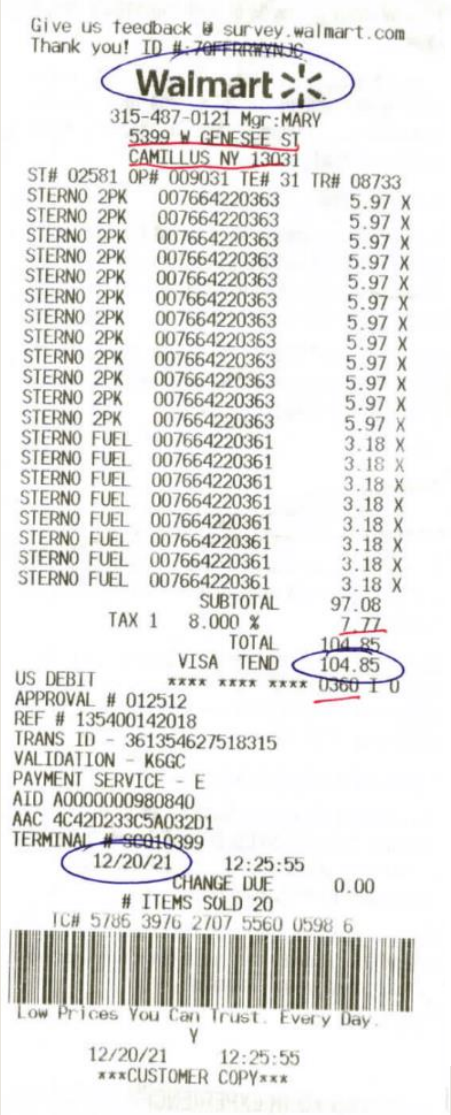
01 119 26 - RESEARCH MATERIALS	File folder
01 119 78 - PURCHASES AND SUPPLIES	File folder
01 121 06 - STAGE SET CONSTRUCTION LABOR	File folder
01 123 12 - PURCHASES	File folder
01 125 16 - GRIP EXPENDABLES	File folder
01 125 32 - CRAFT SERVICE PURCHASES	File folder
01 125 36 - GRIP PACKAGE	File folder
01 127 20 - PURCHASES - EXPENDABLES, GELS, ETC	File folder
01 127 26 - ELECTRIC PACKAGE	File folder
01 129 10 - LOSS, DAMAGE AND CLEANING	File folder
01 129 14 - SET DRESSING PURCHASES & MATERIALS	File folder
01 129 20 - RENTALS - ALL SETS	File folder
01 129 22 - CAR AND BOX RENTALS	File folder
01 131 10 - PURCHASES AND RENTALS	File folder

Opening the PNG files reveals that the two receipts for Walmart do not match the ones listed in the QTE in date or price (Circled in blue). They have different totals, items, and dates of purchase.

To review, one of the only NYS Acct #s with a correlating folder does not have the matching receipts inside of it. This means either the receipts are organized in the wrong folder or do not exist.

On the next slide is a list of all the items that should be in 123-12 but are not.

WALMART, APPLIANCE STORAGE, TEAR STICKS 11.23.21	11.23.21	$24.34
WALMART, CAST COMFORT, NIPPLES	11.27.21	$58.40


Give us feedback @ survey.walmart.com
Thank you! ID #:70FFRRWNJC
Walmart
315-487-0121 Mgr:MARY
5399 W GENESEE ST
CAMILLUS NY 13031
ST# 02581 OP# 009031 TE# 31 TR# 08733
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
STERNO FUEL 007664220361 3.18 X
SUBTOTAL 97.08
TAX 1 8.000 % 7.77
TOTAL 104.85
VISA TEND 104.85
US DEBIT **** **** **** 0360 I 0
APPROVAL # 012512
REF # 135400142018
TRANS ID - 361354627518315
VALIDATION - K6GC
PAYMENT SERVICE - E
AID A0000000980840
AAC 4C42D233C5A032D1
TERMINAL # SC010399
12/20/21 12:25:55
CHANGE DUE 0.00
ITEMS SOLD 20
TC# 5786 3976 2707 5560 0598 6
Low Prices You Can Trust. Every Day.
Y
12/20/21 12:25:55
CUSTOMER COPY

Give us feedback @ survey.walmart.com
Thank you! ID #:70FFW5TDJ50W
Walmart
315 668 0400 Mgr:MICHAEL
3018 EAST AVE
CENTRAL SQUARE NY 13036
ST# 02011 OP# 009037 TE# 37 TR# 00639
COMBO LOCK 007164902180 8.00 X
BEER 007357717829 2.33 X
BEER 007357717829 2.33 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
STERNO 2PK 007664220363 5.97 X
NM TIDAL CO 001019916240 33.46 X
CK001 BAGTAX 000000001101K 0.05 T
SUBTOTAL 76.02
TAX 1 8.000 % 6.08
TOTAL 82.10
VISA TEND 82.10
US DEBIT **** **** **** 0360 I 0
APPROVAL # 020410
REF # 135400198929
TRANS ID - 361355542723936
VALIDATION - GKLQ
PAYMENT SERVICE - E
AID A0000000980840
AAC 1B0C2BD724846E12
TERMINAL # SC011355
12/21/21 10:04:40
CHANGE DUE 0.00
ITEMS SOLD 10
TC# 8371 2035 0604 4644 9228
Low Prices You Can Trust. Every Day.
10:04:40

INCORRECT WALMART EXAMPLE

	A	B	C	D	E	F	G	H	I	J	K
1	NYS Acct #	Acct Description	Description	Date	Amo	Invoice Number	Vendor Name	Vendor Address	City	State	Zip
406	123-12	SFX PURCHASES	DOLLAR TREE, 3X FOAM, 2X TISSUES	11.23.21	$5.40	10	DOLLAR TREE	601 Butternut St.	Syracuse	NY	13208
437	123-12	SFX PURCHASES	FAMILY DOLLAR, CAST COMFORT, MISC SUPPLIES 11.23.21	11.23.21	$58.43	10	FAMILY DOLLAR	500 Butternut St.	Syracuse	NY	13208
457	123-12	SFX PURCHASES	HOBBY LOBBY, GLITTER FOR CAST 11.23.21	11.23.21	$3.77	10	HOBBY LOBBY	1 Destiny USA Blvd	Syracuse	NY	13204
546	123-12	SFX PURCHASES	JR JUNCTION TRAIN & HOBBY, GULE, ZIP KICK 11.26.21	11.26.21	$11.86	10	JR JUNCTION	2716 Erie Blvd E	Syracuse	NY	13224
913	123-12	SFX PURCHASES	TRACTOR SUPPLY CO, HANDEL 12.3.21	12.3.21	$6.46	10	TRACTOR SUPPLY	3060 East Avenue	Central Square	NY	13036
915	123-12	SFX PURCHASES	ULTA BEAUTY , CAST CREAM, 3X EYE EXPENSES 11.29.21	11.29.21	$52.92	10	ULTA BEAUTY	1 Destiny USA Blvd	Syracuse	NY	13204
924	123-12	SFX PURCHASES	WALGREENS, 2X SYRINGES 11.27.21	11.27.21	$13.78	10	WALGREENS	2329 James St.	Syracuse	NY	13206
925	123-12	SFX PURCHASES	WALGREENS, 7X BANDAGES 12.3.21	12.3.21	$31.28	10	WALGREENS	2329 James St.	Syracuse	NY	13206
927	123-12	SFX PURCHASES	WALMART, APPLIANCE STORAGE, TEAR STICKS 11.23.21	11.23.21	$24.34	10	WALMART	5399 W Genesee	Camillus	NY	13031
928	123-12	SFX PURCHASES	WALMART, CAST COMFORT, NIPPLES	11.27.21	$58.40	10	WALMART	5399 W Genesee	Camillus	NY	13031
993	123-12	SFX PURCHASES	WALT'S HOBBYTOWN , BRASS TUBE, MITRE BOX 11.27.21	11.27.21	$26.13	10	WALT'S HOBBYTOWN	2 Dwight Park Dr.	Syracuse	NY	13209
997	123-12	SFX PURCHASES	WEGMANS, 2X BANDAGES 11.27.21	11.27.21	$4.98	10	WEGMANS	4256 James St.	E. Syracuse	NY	13057

INCORRECT WALMART EXAMPLE

As you can see there are a large amount of files unaccounted for. The fact that they are not colored green means that the auditors found none of these receipts in any folders. In addition, please take note of the highlighted item. This item was purchased in Central Square, NY.

	A	B	C	D	E	F	G	H	I	J	K
1	NYS Acct #	Acct Description	Description	Date	Amo	Invoice Number	Vendor Name	Vendor Address	City	State	Zip
406	123-12	SFX PURCHASES	DOLLAR TREE, 3X FOAM, 2X TISSUES	11.23.21	$5.40	10	DOLLAR TREE	601 Butternut St.	Syracuse	NY	13208
437	123-12	SFX PURCHASES	FAMILY DOLLAR, CAST COMFORT, MISC SUPPLIES 11.23.21	11.23.21	$58.43	10	FAMILY DOLLAR	500 Butternut St.	Syracuse	NY	13208
457	123-12	SFX PURCHASES	HOBBY LOBBY, GLITTER FOR CAST 11.23.21	11.23.21	$3.77	10	HOBBY LOBBY	1 Destiny USA Blvd	Syracuse	NY	13204
546	123-12	SFX PURCHASES	JR JUNCTION TRAIN & HOBBY, GULE, ZIP KICK 11.26.21	11.26.21	$11.86	10	JR JUNCTION	2716 Erie Blvd E	Syracuse	NY	13224
913	123-12	SFX PURCHASES	TRACTOR SUPPLY CO, HANDEL 12.3.21	12.3.21	$6.46	10	TRACTOR SUPPLY	3060 East Avenue	Central Square	NY	13036
915	123-12	SFX PURCHASES	ULTA BEAUTY , CAST CREAM, 3X EYE EXPENSES 11.29.21	11.29.21	$52.92	10	ULTA BEAUTY	1 Destiny USA Blvd	Syracuse	NY	13204
924	123-12	SFX PURCHASES	WALGREENS, 2X SYRINGES 11.27.21	11.27.21	$13.78	10	WALGREENS	2329 James St.	Syracuse	NY	13206

INCORRECT WALMART EXAMPLE

You may have also noted on one of the mismatching Walmart receipts the address was also highlighted to show it was from Central Square.

Central Square is located in Oswego County not Onondaga County. This means all purchases from Central Square do not qualify for the rebate.

Please make sure the location you are purchasing from is within Onondaga County.

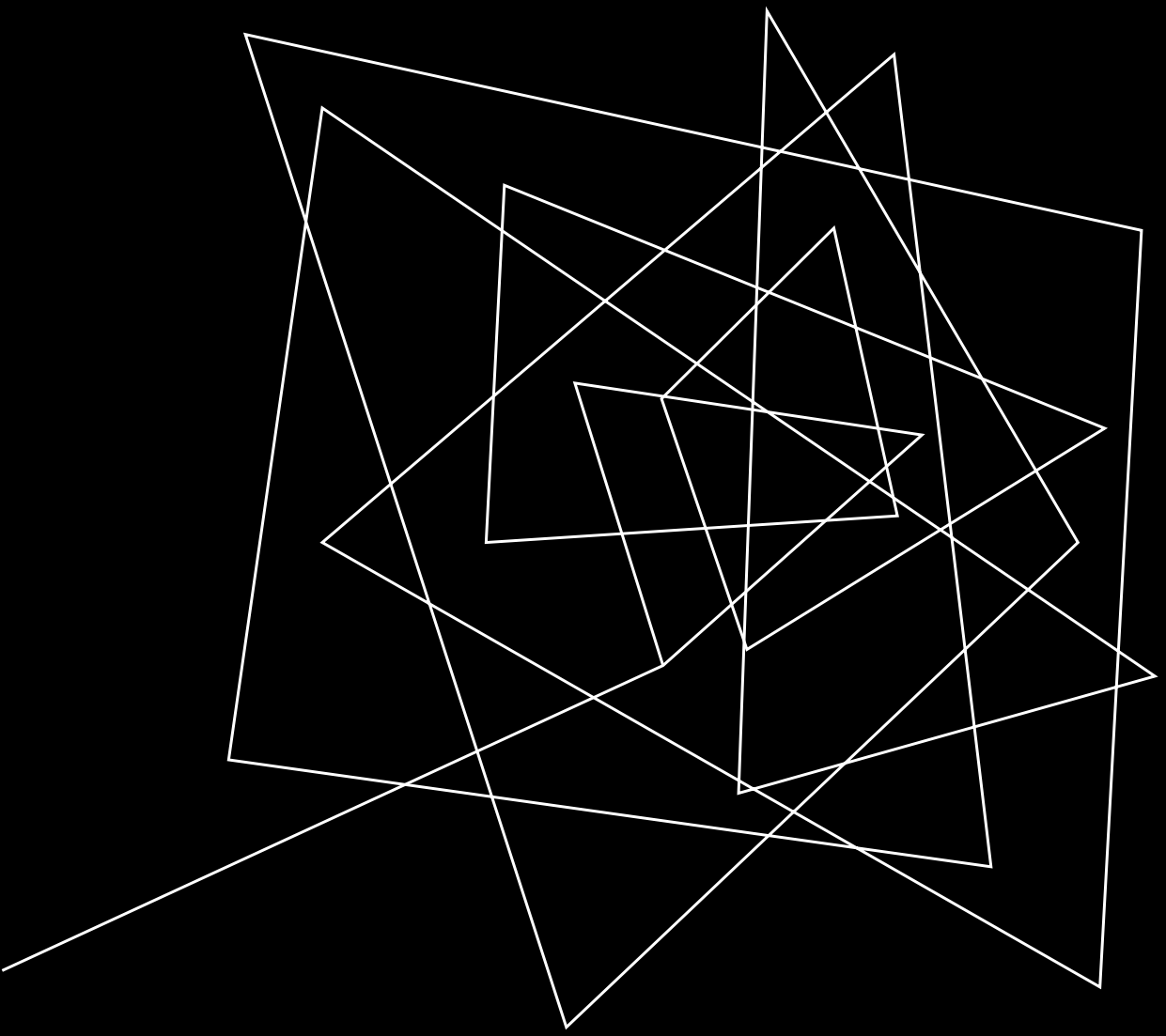
Central Square

Village in New York State

Central Square is a village in Oswego County, New York, United States. The population was 1,848 at the 2010 census. The Village of Central Square is located in the southern part of the Town of Hastings on Route 49 and U.S. Route 11. The village is west of Interstate 81. The village is northwest of Oneida Lake. Wikipedia

COMMON NON-LABOR ISSUES

Organization	Missing	Out of County
Folder and file names need to match the QTE	Receipts are missing from what is claimed in the QTE.	Purchases were made from out of Onondaga County.



LABOR

LABOR EXAMPLE

Name	Type
[redacted], Andrea - Check Copies	Adobe Acrobat Document
[redacted], Andrea - Earnings Historyy	Adobe Acrobat Document
[redacted], Andrea - Residency	Adobe Acrobat Document

Name	Type
[redacted] Andrea Start Work	Adobe Acrobat Document
[redacted], Andrea_DealMemo	Adobe Acrobat Document
[redacted], Andrea_Timcard_12.18.2021	Adobe Acrobat Document
[redacted] Andrea_Timecard_12.3.2021	Adobe Acrobat Document

LABOR EXAMPLE

We do not require a Start Work form or a W9 from the crew. However, we must have both proof of payment and proof of residency (Highlighted in yellow).

The Deal Memo is useful but you can combine it with your time cards into one PDF which will save time.

Name	Type
[redacted], Andrea - Check Copies	Adobe Acrobat Document
[redacted], Andrea - Earnings Historyy	Adobe Acrobat Document
[redacted], Andrea - Residency	Adobe Acrobat Document

Name	Type
[redacted] ~~Andrea Start Work~~	Adobe Acrobat Document
[redacted], Andrea_DealMemo	Adobe Acrobat Document
[redacted] Andrea_Timcard_12.18.2021	Adobe Acrobat Document
[redacted], Andrea_Timecard_12.3.2021	Adobe Acrobat Document

LABOR EXAMPLE

Only copies of checks and certified payroll reports qualify as proof of payment

Sample Company Name, Sample Company Address, 95220

EARNINGS STATEMENT

EMPLOYEE NAME	SOCIAL SEC.ID	EMPLOYEE ID	CHECK No.	PAY PERIOD	PAY DATE
James Robert	XXX-XX-6565	454545	259248	01/23/14-01/29/14	01/31/14

INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES			1,000.00	FICA MED TAX	14.50	72.50
				FICA SS TAX	62.00	310.00
				FED TAX	159.50	797.48
				CA ST TAX	44.26	221.31
				SDI	10.00	50.00

YTD GROSS	YTD DEDCTIONS	YTD NET PAY	TOTAL	DEDUCTIONS	NET PAY
5,000.00	1,451.28	3,548.72	1,000.00	290.26	709.74

General Payroll Report

Hourly

Pay Period Start	
Pay Period End	
Pay Date	

Employee Name	Hours Worked	Overtime Hours	Gross Pay	Income Tax Withheld	SS Tax Witheld	Medicare Withheld	Voluntary Contributions	Net Pay
TOTALS								

© 2022 Hourly, Inc.

LABOR EXAMPLE

Another large issue found in Labor is the issue that hours worked listed on the QTE do not match what is on the provided timecards.

A	B	C	D	E	G	H	I	J	K	L	M	N	O
SSN (Last 4)	LastName	FirstName	Position Name	Address 1	City	Stat	Zip	Hours	Days	Gross Pay	PH&W	EmP Tax	Program Officer Notes
	[redacted]	[redacted]	Set Medic	[redacted]	E. Syracuse	NY	13057	330.35	41.29	**13,555.11**	4898.29	3198	worked 154 hours and 30 mins per time sheets
	[redacted]	[redacted]	Set Medic	[redacted]	N. Syracuse	NY	13212	15.00	1.88	**479.89**	276.65	115.22	verified
	[redacted]	[redacted]	PA	[redacted]	Jamesville	NY	13078	343.25	42.91	**6,455.87**	0	1461.39	verified
	[redacted]	[redacted]	BG	[redacted]	E. Syracuse	NY	13057	10.40	1.30	**809.20**	158.34	**217.91**	time sheet says rate of pay is $182/8 hours . Worked 2 days pay does not seem to reflect this
	[redacted]	[redacted]	PA	[redacted]	Syracuse	NY	13219	63.50	7.94	**1,128.75**	0	257.17	time sheet shows 16.5 hours
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13212	7.20	0.90	**578.73**	115.75	155.04	timesheet says daily employee $182/8hrs worked 2 days
	[redacted]	[redacted]	BG	[redacted]	Liverpool	NY	13090	2.50	0.31	**199.68**	39.94	59.27	timesheet says daily employee $182/8hrs worked 2 days
	[redacted]	[redacted]	BG	[redacted]	Liverpool	NY	13090	4.50	0.56	**301.50**	58.8	80.28	no time sheet
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13204	4.50	0.56	**401.50**	58.8	80.28	timsheet says daily employee $182/8hrs. Worked 1 day pay does not seem to reflect this
	[redacted]	[redacted]	BG	[redacted]	Manilus	NY	13104	2.00	0.25	**216.13**	43.23	61.82	timesheet says daily employee $182/8hrs. Worked 1 day
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13208	1.00	0.13	**182.00**	36.4	55.39	verified
	[redacted]	[redacted]	PA	[redacted]	Syracuse	NY	13214	66.30	8.29	**1,371.25**	36.4	339.02	timesheet says daily employee $182/8hrs. Worked 1 day pay does not seem to reflect
	[redacted]	[redacted]	PA	[redacted]	N. Syracuse	NY	13212	151.37	18.92	**4,870.79**	291.4	1110.59	verified
	[redacted]	[redacted]	BG	[redacted]	Oneida	NY	13421	2.50	0.31	**199.71**	39.94	59.27	timesheet says daily employee $182/8hrs. Worked 1 day, pay does not reflect
	[redacted]	[redacted]	PA	[redacted]	Syracuse	NY	13210	199.95	24.99	**3,553.88**	0	803.63	short hours
	[redacted]	[redacted]	BG	[redacted]	Liverpool	NY	13050	1.00	0.13	**182.00**	36.4	55.39	verified
	[redacted]	[redacted]	BG	[redacted]	Liverpool	NY	13050	1.00	0.13	**182.00**	36.4	55.39	verified
	[redacted]	[redacted]		[redacted]	East Syracuse	NY	13057	5.70	0.71	**335.10**	65.52	85.79	timesheet says daily employee $182/8hrs worked 1 day, pay does not reflect
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13209	2.00	0.25	**728.00**	145.6	190.5	timsheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13209	2.00	0.25	**728.00**	145.6	190.5	timesheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13202	2.40	0.30	**247.45**	49.49	69.29	timesheet says daily employee $182/8hrs. Worked 1 day pay does not seem to reflect
	[redacted]	[redacted]	Carpenter	[redacted]	Bridgeport	NY	13030	225.50	28.19	**5,991.10**	1840.85	1085.87	wrong hours & pay
	[redacted]	[redacted]	BG	[redacted]	Tully	NY	13159	2.50	0.31	**199.68**	39.94	58.45	timesheet says daily employee $182/8hrs. Worked 1 day. Pay does not reflect
	[redacted]	[redacted]	Wardrobe Supervisor	[redacted]	Baldwinsville	NY	13207	492.55	61.57	**15,555.19**	3826.5	3651.6	short hours
	[redacted]	[redacted]	PA	[redacted]	Syracuse	NY	13224	93.15	11.64	**1,675.88**	0	392.84	short hours
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13206	4.00	0.50	**295.75**	59.15	77.84	timesheet says daily employee $182/8hrs. Worked 1 day pay does not seem to reflect
	[redacted]	[redacted]	PA	[redacted]	Jamesville	NY	13078	28.80	3.60	**528.00**	0	119.19	short hours
	[redacted]	[redacted]	Wardrobe	[redacted]	E. Syracuse	NY	13057	379.55	47.44	**11,649.31**	3825.91	2751.26	short hours
	[redacted]	[redacted]	Production Accountant	[redacted]	Syracuse	NY	13202	621.00	77.63	**17,208.21**	9074.06	3765.57	short hours
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13204	2.80	0.35	**391.30**	78.26	115.27	timesheet says daily employee $182/8hrs worked 2 days under 8 hrs. pay does not reflect
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13211	4.70	0.59	**352.80**	70.56	90.52	timesheet says D.E. $182/8hrs. Worked 1 day. Pay does not reflect
	[redacted]	[redacted]	BG	[redacted]	Syracuse	NY	13214	1.50	0.19	**199.06**	39.81	58.33	timesheet says D.E. $182/8hrs. Worked 1 day. Pay does not reflect
	[redacted]	[redacted]	Grip	[redacted]	Syracuse	NY	13209	167.60	20.95	**4,616.10**	3062.12	1117.3	wrong rate of pay/ short .30 hrs

LABOR EXAMPLE

The first issue to note here is circled in blue which is the lack of the last 4 Digits of the worker's SSN. This information is in the documents provided so we ask that you please include it in the QTE.

Next, we will concentrate on the line highlighted green, Mary.

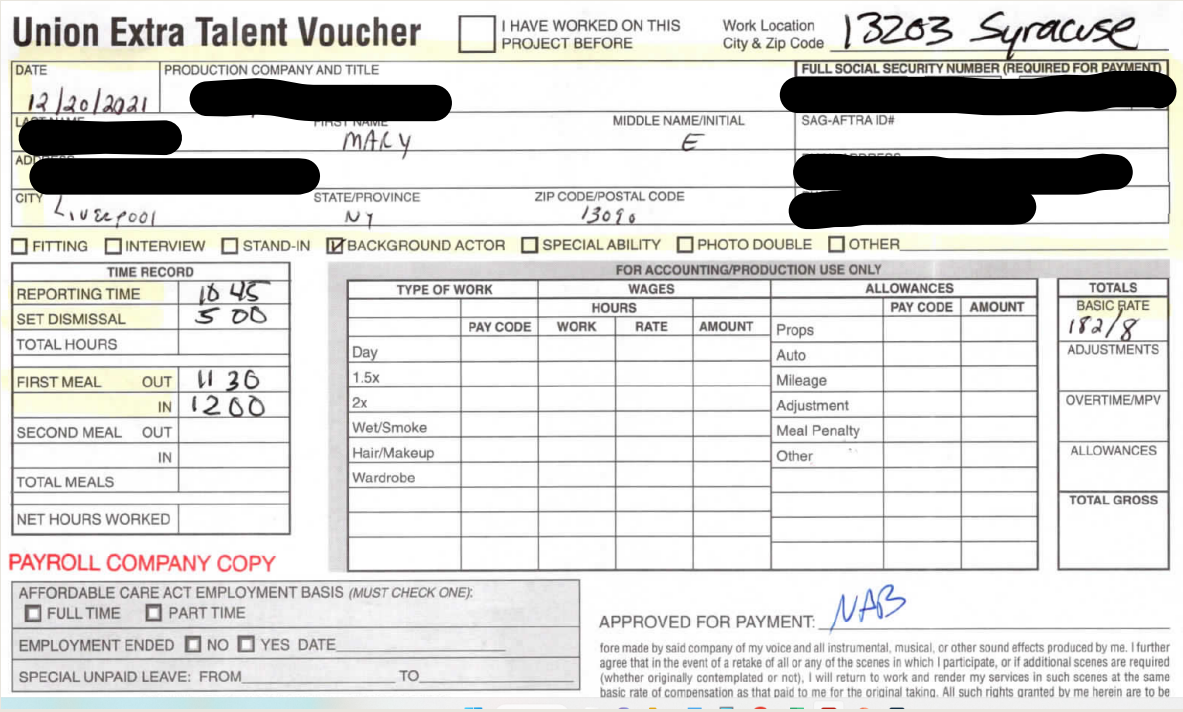
SSN (Last 4)	LastName	FirstName	Position Name	Address 1	City	Stat	Zip	Hours
	[redacted]	Mary	BG	[redacted]	Liverpool	NY	13050	1.00
		Danielle			East Syracuse	NY	13057	5.70
		Gia	BG		Syracuse	NY	13209	2.00
		Jordyn	BG		Syracuse	NY	13209	2.00

Days	Gross Pay	PH&W	EmP Tax	Program Officer Notes
0.13	**182.00**	36.4	55.39	verified
0.71	**335.10**	65.52	85.79	timesheet says daily employee $182/8hrs worked 1 day, pay does not reflect
0.25	**728.00**	145.6	190.5	timsheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect
0.25	**728.00**	145.6	190.5	timesheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect

LABOR EXAMPLE

As you can see Mary is set to be paid $182 for an 8-hour workday denoted by the 182/8 under basic rate.

Looking at her hours she clocked in around 6 hours and 15 minutes.



Union Extra Talent Voucher

☐ I HAVE WORKED ON THIS PROJECT BEFORE

Work Location City & Zip Code 13203 Syracuse

DATE	PRODUCTION COMPANY AND TITLE	FULL SOCIAL SECURITY NUMBER (REQUIRED FOR PAYMENT)
12/20/2021	[redacted]	[redacted]

LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	SAG-AFTRA ID#
[redacted]	MARY	E	

ADDRESS			
[redacted]			[redacted]

CITY	STATE/PROVINCE	ZIP CODE/POSTAL CODE
Liverpool	NY	13090

☐ FITTING ☐ INTERVIEW ☐ STAND-IN ☑ BACKGROUND ACTOR ☐ SPECIAL ABILITY ☐ PHOTO DOUBLE ☐ OTHER

TIME RECORD	
REPORTING TIME	10 45
SET DISMISSAL	5 00
TOTAL HOURS	
FIRST MEAL OUT	11 30
IN	1200
SECOND MEAL OUT	
IN	
TOTAL MEALS	
NET HOURS WORKED	

FOR ACCOUNTING/PRODUCTION USE ONLY

TYPE OF WORK		WAGES			ALLOWANCES		
		HOURS					
	PAY CODE	WORK	RATE	AMOUNT		PAY CODE	AMOUNT
Day					Props		
1.5x					Auto		
2x					Mileage		
Wet/Smoke					Adjustment		
Hair/Makeup					Meal Penalty		
Wardrobe					Other		

TOTALS
BASIC RATE 182/8
ADJUSTMENTS
OVERTIME/MPV
ALLOWANCES
TOTAL GROSS

PAYROLL COMPANY COPY

AFFORDABLE CARE ACT EMPLOYMENT BASIS *(MUST CHECK ONE)*: ☐ FULL TIME ☐ PART TIME

EMPLOYMENT ENDED ☐ NO ☐ YES DATE_____

SPECIAL UNPAID LEAVE: FROM_____ TO_____

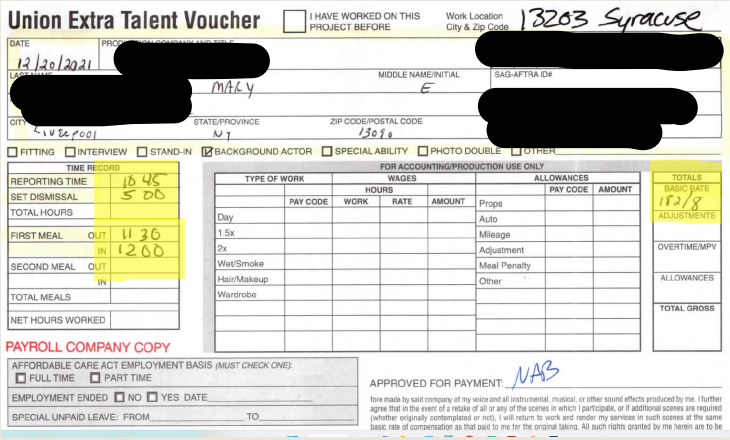
APPROVED FOR PAYMENT: NAB

fore made by said company of my voice and all instrumental, musical, or other sound effects produced by me. I further agree that in the event of a retake of all or any of the scenes in which I participate, or if additional scenes are required (whether originally contemplated or not), I will return to work and render my services in such scenes at the same basic rate of compensation as that paid to me for the original taking. All such rights granted by me herein are to be

LABOR EXAMPLE

Looking at the example we can see that Mary's hours are mislabeled. 1 hour instead of 6+ Hours in the QTE. Her gross pay however reflects an entire day's pay.

Was she paid for an entire day or 6 hours? This is unknown without the actual check, but we can confirm she worked for a day on set.



Union Extra Talent Voucher

I HAVE WORKED ON THIS PROJECT BEFORE

Work Location City & Zip Code 13203 Syracuse

DATE 12/20/2021

[redacted]

MIDDLE NAME/INITIAL E

SAG-AFTRA ID#

[redacted]

CITY Liverpool STATE/PROVINCE NY ZIP CODE/POSTAL CODE 13088

☐ FITTING ☐ INTERVIEW ☐ STAND-IN ☑ BACKGROUND ACTOR ☐ SPECIAL ABILITY ☐ PHOTO DOUBLE ☐ OTHER

TIME RECORD

REPORTING TIME		10 45
SET DISMISSAL		5 00
TOTAL HOURS		
FIRST MEAL	OUT	11 30
	IN	1200
SECOND MEAL	OUT	
	IN	
TOTAL MEALS		
NET HOURS WORKED		

FOR ACCOUNTING/PRODUCTION USE ONLY

TYPE OF WORK		WAGES			ALLOWANCES		
		HOURS					
	PAY CODE	WORK	RATE	AMOUNT		PAY CODE	AMOUNT
Day					Props		
1.5x					Auto		
2x					Mileage		
Wet/Smoke					Adjustment		
Hair/Makeup					Meal Penalty		
Wardrobe					Other		

TOTALS
BASIC RATE 182/8
ADJUSTMENTS
OVERTIME/MPV
ALLOWANCES
TOTAL GROSS

PAYROLL COMPANY COPY

AFFORDABLE CARE ACT EMPLOYMENT BASIS (MUST CHECK ONE): ☐ FULL TIME ☐ PART TIME

EMPLOYMENT ENDED ☐ NO ☐ YES DATE

SPECIAL UNPAID LEAVE: FROM TO

APPROVED FOR PAYMENT: NAB

fore made by said company of my voice and all instrumental, musical, or other sound effects produced by me. I further agree that in the event of a retake of all or any of the scenes in which I participate, or if additional scenes are required (whether originally contemplated or not), I will return to work and render my services in such scenes at the same basic rate of compensation as that paid to me for the original taking. All such rights granted by me herein are to be

SSN (Last 4)	LastName	FirstName	Position Name	Address 1	City	Stat	Zip	Hours
	[redacted]	Mary	BG	[redacted]	Liverpool	NY	13050	1.00
					East Syracuse	NY	13057	5.70
			BG		Syracuse	NY	13209	2.00
			BG		Syracuse	NY	13209	2.00

Days	Gross Pay	PH&W	EmP Tax	Program Officer Notes
0.13	**182.00**	36.4	55.39	verified
0.71	**335.10**	65.52	85.79	timesheet says daily employee $182/8hrs worked 1 day, pay does not reflect
0.25	**728.00**	145.6	190.5	timsheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect
0.25	**728.00**	145.6	190.5	timesheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect

LABOR EXAMPLE

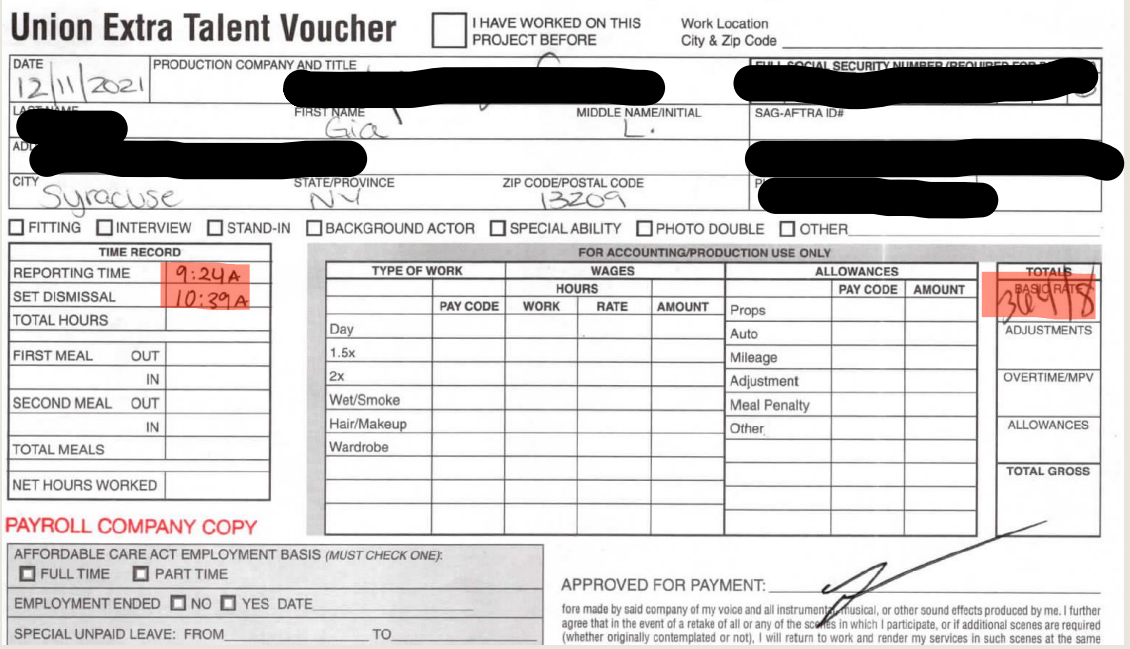
Next, we will concentrate on the line highlighted red, Gia.

SSN (Last 4)	LastName	FirstName	Position Name	Address 1	City	Stat	Zip	Hours
	[redacted]	Mary	BG	[redacted]	Liverpool	NY	13050	1.00
		Danielle			East Syracuse	NY	13057	5.70
		Gia	BG		Syracuse	NY	13209	2.00
		Jordyn	BG		Syracuse	NY	13209	2.00

Days	Gross Pay	PH&W	EmP Tax	Program Officer Notes
0.13	**182.00**	36.4	55.39	verified
0.71	**335.10**	65.52	85.79	timesheet says daily employee $182/8hrs worked 1 day, pay does not reflect
0.25	**728.00**	145.6	190.5	timsheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect
0.25	**728.00**	145.6	190.5	timesheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect

LABOR EXAMPLE

Gia's was set to be paid $364 for 8 hours of work as highlighted below. However, Gia only worked a total of 3 hours and 15 minutes. Her pay should be $147.88 based on this.



Union Extra Talent Voucher

☐ I HAVE WORKED ON THIS PROJECT BEFORE

Work Location City & Zip Code

DATE 12/11/2021

PRODUCTION COMPANY AND TITLE [redacted]

FULL SOCIAL SECURITY NUMBER (REQUIRED FOR PAYMENT) [redacted]

LAST NAME [redacted] FIRST NAME Gia MIDDLE NAME/INITIAL L.

SAG-AFTRA ID#

ADDRESS [redacted]

CITY Syracuse STATE/PROVINCE NY ZIP CODE/POSTAL CODE 13209

PHONE [redacted]

☐ FITTING ☐ INTERVIEW ☐ STAND-IN ☐ BACKGROUND ACTOR ☐ SPECIAL ABILITY ☐ PHOTO DOUBLE ☐ OTHER

TIME RECORD	
REPORTING TIME	9:24A
SET DISMISSAL	10:39A
TOTAL HOURS	
FIRST MEAL OUT	
IN	
SECOND MEAL OUT	
IN	
TOTAL MEALS	
NET HOURS WORKED	

FOR ACCOUNTING/PRODUCTION USE ONLY

TYPE OF WORK	PAY CODE	WORK	RATE	AMOUNT
Day				
1.5x				
2x				
Wet/Smoke				
Hair/Makeup				
Wardrobe				

ALLOWANCES	PAY CODE	AMOUNT
Props		
Auto		
Mileage		
Adjustment		
Meal Penalty		
Other		

TOTALS	
BASIC RATE	364/8
ADJUSTMENTS	
OVERTIME/MPV	
ALLOWANCES	
TOTAL GROSS	

PAYROLL COMPANY COPY

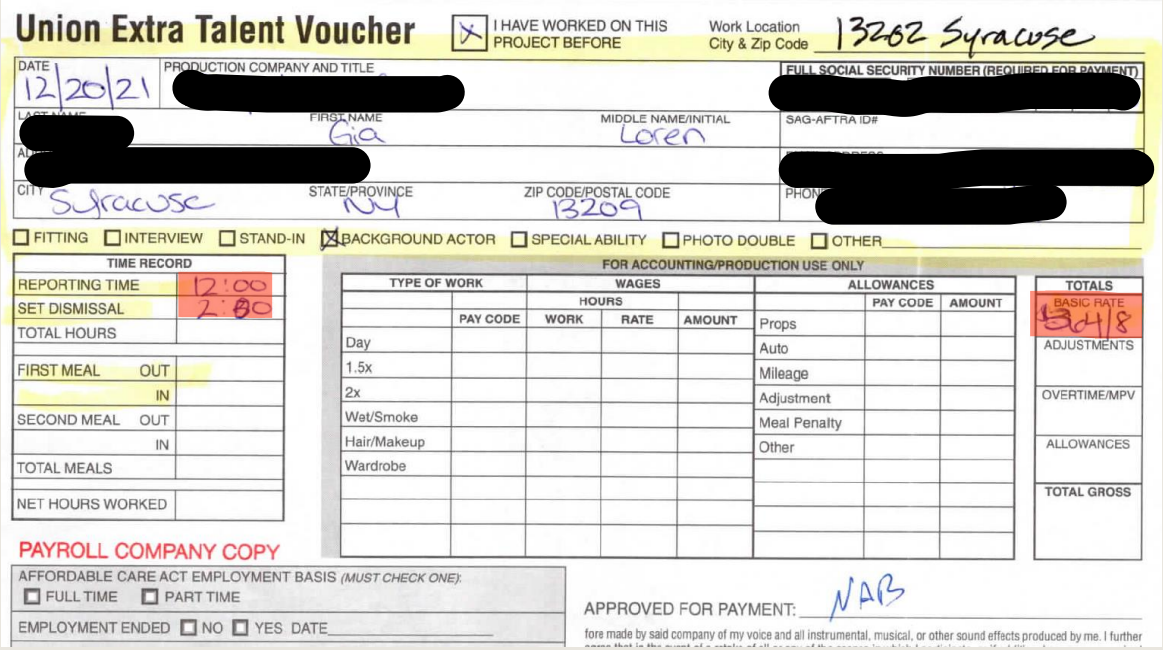
AFFORDABLE CARE ACT EMPLOYMENT BASIS (MUST CHECK ONE): ☐ FULL TIME ☐ PART TIME

EMPLOYMENT ENDED ☐ NO ☐ YES DATE

SPECIAL UNPAID LEAVE: FROM TO

APPROVED FOR PAYMENT:

fore made by said company of my voice and all instrumental, musical, or other sound effects produced by me. I further agree that in the event of a retake of all or any of the scenes in which I participate, or if additional scenes are required (whether originally contemplated or not), I will return to work and render my services in such scenes at the same



Union Extra Talent Voucher

☒ I HAVE WORKED ON THIS PROJECT BEFORE

Work Location City & Zip Code 13262 Syracuse

DATE 12/20/21

PRODUCTION COMPANY AND TITLE [redacted]

FULL SOCIAL SECURITY NUMBER (REQUIRED FOR PAYMENT) [redacted]

LAST NAME [redacted] FIRST NAME Gia MIDDLE NAME/INITIAL Loren

SAG-AFTRA ID#

ADDRESS [redacted]

CITY Syracuse STATE/PROVINCE NY ZIP CODE/POSTAL CODE 13209

PHONE [redacted]

☐ FITTING ☐ INTERVIEW ☐ STAND-IN ☒ BACKGROUND ACTOR ☐ SPECIAL ABILITY ☐ PHOTO DOUBLE ☐ OTHER

TIME RECORD	
REPORTING TIME	12:00
SET DISMISSAL	2:30
TOTAL HOURS	
FIRST MEAL OUT	
IN	
SECOND MEAL OUT	
IN	
TOTAL MEALS	
NET HOURS WORKED	

FOR ACCOUNTING/PRODUCTION USE ONLY

TYPE OF WORK	PAY CODE	WORK	RATE	AMOUNT
Day				
1.5x				
2x				
Wet/Smoke				
Hair/Makeup				
Wardrobe				

ALLOWANCES	PAY CODE	AMOUNT
Props		
Auto		
Mileage		
Adjustment		
Meal Penalty		
Other		

TOTALS	
BASIC RATE	364/8
ADJUSTMENTS	
OVERTIME/MPV	
ALLOWANCES	
TOTAL GROSS	

PAYROLL COMPANY COPY

AFFORDABLE CARE ACT EMPLOYMENT BASIS (MUST CHECK ONE): ☐ FULL TIME ☐ PART TIME

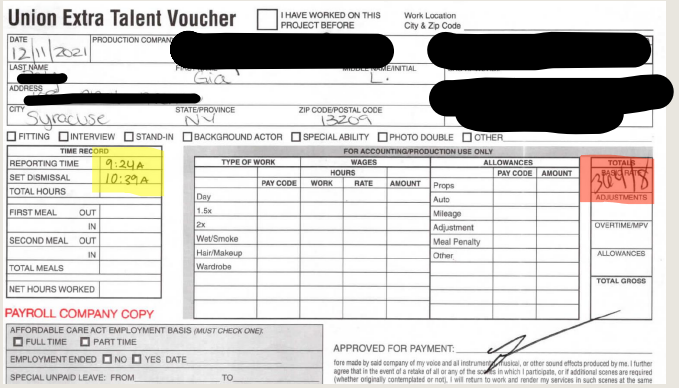
EMPLOYMENT ENDED ☐ NO ☐ YES DATE

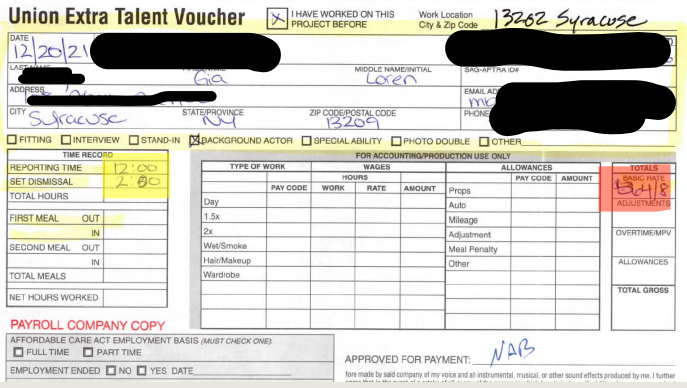
APPROVED FOR PAYMENT: NAB

fore made by said company of my voice and all instrumental, musical, or other sound effects produced by me. I further

LABOR EXAMPLE

Looking at the QTE we can see again that the number of hours worked is incorrect at 2 hours instead of 3.25 (Highlighted in yellow) but also that her gross pay is substantially higher at $728 from what it should be, $148.88 (Highlighted in red).


Union Extra Talent Voucher
I HAVE WORKED ON THIS PROJECT BEFORE
Work Location City & Zip Code
DATE 12/11/2021
PRODUCTION COMPANY [redacted]
LAST NAME [redacted]
FIRST NAME Gia
MIDDLE NAME/INITIAL L.
ADDRESS [redacted]
CITY Syracuse
STATE/PROVINCE NY
ZIP CODE/POSTAL CODE 13209
FITTING INTERVIEW STAND-IN BACKGROUND ACTOR SPECIAL ABILITY PHOTO DOUBLE OTHER
TIME RECORD
REPORTING TIME 9:24A
SET DISMISSAL 10:39A
TOTAL HOURS
FIRST MEAL OUT IN
SECOND MEAL OUT IN
TOTAL MEALS
NET HOURS WORKED
FOR ACCOUNTING/PRODUCTION USE ONLY
TYPE OF WORK | WAGES (HOURS: PAY CODE, WORK, RATE, AMOUNT) | ALLOWANCES (PAY CODE, AMOUNT)
Day, 1.5x, 2x, Wet/Smoke, Hair/Makeup, Wardrobe
Props, Auto, Mileage, Adjustment, Meal Penalty, Other
TOTALS BASIC RATE 30.48 ADJUSTMENTS
OVERTIME/MPV
ALLOWANCES
TOTAL GROSS
PAYROLL COMPANY COPY
AFFORDABLE CARE ACT EMPLOYMENT BASIS (MUST CHECK ONE): FULL TIME PART TIME
EMPLOYMENT ENDED NO YES DATE
SPECIAL UNPAID LEAVE: FROM TO
APPROVED FOR PAYMENT:


Union Extra Talent Voucher
I HAVE WORKED ON THIS PROJECT BEFORE
Work Location City & Zip Code 13202 Syracuse
DATE 12/20/21
LAST NAME [redacted]
FIRST NAME Gia
MIDDLE NAME/INITIAL Loren
SAG-AFTRA ID# [redacted]
ADDRESS [redacted]
CITY Syracuse
STATE/PROVINCE NY
ZIP CODE/POSTAL CODE 13209
FITTING INTERVIEW STAND-IN BACKGROUND ACTOR SPECIAL ABILITY PHOTO DOUBLE OTHER
TIME RECORD
REPORTING TIME 12:00
SET DISMISSAL 2:80
TOTAL HOURS
FIRST MEAL OUT IN
SECOND MEAL OUT IN
TOTAL MEALS
NET HOURS WORKED
FOR ACCOUNTING/PRODUCTION USE ONLY
TYPE OF WORK | WAGES (HOURS: PAY CODE, WORK, RATE, AMOUNT) | ALLOWANCES (PAY CODE, AMOUNT)
Day, 1.5x, 2x, Wet/Smoke, Hair/Makeup, Wardrobe
Props, Auto, Mileage, Adjustment, Meal Penalty, Other
TOTALS BASIC RATE 34.18 ADJUSTMENTS
OVERTIME/MPV
ALLOWANCES
TOTAL GROSS
PAYROLL COMPANY COPY
AFFORDABLE CARE ACT EMPLOYMENT BASIS (MUST CHECK ONE): FULL TIME PART TIME
EMPLOYMENT ENDED NO YES DATE
APPROVED FOR PAYMENT: NAB

Without checks or a payroll report it is impossible to know what is the actual amount that was paid to the worker.

SSN (Last 4)	LastName	FirstName	Position Name	Address 1	City	Stat	Zip	Hours
	[redacted]	Mary	BG	[redacted]	Liverpool	NY	13050	1.00
		Danielle			East Syracuse	NY	13057	5.70
		Gia	BG		Syracuse	NY	13209	2.00
		Jordyn	BG		Syracuse	NY	13209	2.00

Days	Gross Pay	PH&W	EmP Tax	Program Officer Notes
0.13	182.00	36.4	55.39	verified
0.71	335.10	65.52	85.79	timesheet says daily employee $182/8hrs worked 1 day, pay does not reflect
0.25	728.00	145.6	190.5	timsheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect
0.25	728.00	145.6	190.5	timesheet says daily employee $364/8hrs. Only worked 3 hrs pay does not reflect

COMMON LABOR ISSUES

No Proof of Residency	No Proof of Payment	Inconsistencies with Hours and Pay
PRIMED requires a Declaration of Residency form and matching verified document for each worker submitted to PRIMED.	Proof of payment in the form of a check to the Labor or an official payroll report is need.	Information in the QTE is missing and/or does not match the timecards submitted and must be adjusted.

IN CLOSING

We at CNY Arts hope that this presentation is a helpful guide as you work through assembling your expense deliverables for reimbursement. Please do not hesitate to call or email with any questions.

If you have any further questions, please email tfilosi@cnyarts.org.

THANK YOU