



MANITOBA Film & Music | Musique et Film MANITOBA

Contract #: _____
Contact: _____
Phone: _____
Email: _____
Date: _____

410-93 Lombard Ave
Winnipeg, Manitoba R3B 3B1
P: (204) 947.2040
www.mbfilmmusic.ca
music@mbfilmmusic.ca

IMPORTANT: KEEP A COPY OF ALL FORMS AND RECEIPTS FOR YOUR RECORDS.

Cost Report Form

All corresponding invoices/receipts with their acceptable proof of payment must be attached.

Table with 2 columns: ADMIN, MANAGER. Includes header 'FOR OFFICE USE ONLY'.

Main table with 5 columns: RECEIPT NO., PAYEE, DESCRIPTION OF SERVICE PROVIDED, PAID AMOUNT (LESS GST/HST), DONATED AMOUNT*.

I confirm that all information is verified true and correct. As the applicant I hereby authorize MANITOBA FILM & MUSIC to verify any of the costs reported herein.

Applicant Signature: _____

Print Name: _____

Artist Signature: _____

Print Name: _____

Summary table with 3 columns: Description, Amount, and empty column. Rows include A. TOTAL THIS PAGE/ALL PAGES, B. ADMIN FEE, C. TOTAL A + B, D. DONATED SERVICES, FINAL TOTAL.

*All claimed donated services must be accompanied by an invoice/receipt. Do not include the donated amount from the invoice/receipt in the "Paid Amount" column.

NOTE: MANITOBA FILM & MUSIC RESERVES THE RIGHT TO PERFORM A RANDOM TEST OF INVOICES AND CANCELED CHEQUES, REGARDLESS OF BUDGET LEVEL. THIS SHALL INCLUDE CONTACTING SUPPLIERS AND/OR PAYEES FOR VERIFICATION OF SERVICES.