

Moroccan Film Centre

CIRCULAR CONCERNING THE USE OF THE ADVANCE ON RECEIPTS

In order to ensure maximum transparency in the management of funds intended for national film production, and with the aim of ensuring the best professional conditions for production companies that benefit from the advance on receipts, Directors and Managers of film-production companies are, with effect from the date of this Circular, required to comply with the terms of use of the advance on receipts, as set out below:

A - Opening a bank account

Given that the advance on receipts is repayable *pro rata* to contributions from the *Fond d'Aide* (Assistance Fund) and other contributions from the producer, all amounts intended for film production must be paid into a single bank account opened in the name of the film benefiting from the advance on receipts, e.g. "XYZ Prod. - *La Vie Rêvée d'Aïcha Bahria*".

B - Operating the bank account**B.1 - To credit**

All resources intended to finance film production, i.e.:

B.1.1 Cheques from the Assistance Fund.

B.1.2 Cheques or transfers from the producer's original account, and that constitute the producer's contribution.

B.1.3 Cheques or transfers from other sources of film finance (television channels, other funds, etc.)

B.2 - To debit

All expenses relating to the film, and under the following conditions:

B.2.1 By cheque or transfer, or in cash (by fund replenishment), for all expenses of less than twenty thousand (20 000) dirhams.

B.2.2 By cheque or transfer, for all expenses of over twenty thousand (20 000) dirhams.

C - Justification of bank-account transactions

C.1 For payment by cheque or transfer: the producer must present copies of bank statements, which must be stamped by the bank.

Each transaction must be coded, and the same code must appear on the copy of the accounting document used to justify expenses (invoice, contract, or other).

All transactions must be entered in a bank journal.

The producer must present:

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- C.1.1** Copies of bank statements, which must be stamped by the bank.
- C.1.2** The bank journal with the code of each transaction, including fund replenishment.
- C.1.3** Copies of accounting supporting documents (invoice, contract, or other) with the same codes.

C.2 For cash payments:

Fund replenishments must be entered in a petty-cash journal. Each transaction must be coded, and the same code must appear in the copy of the accounting document that justifies expenses (invoice, contract, or other).

The producer must present:

- C.2.1** The petty-cash journal with the code of each transaction (debit / credit).
- C.2.2** Copies of accounting supporting documents (invoice, contract, or other) with the same codes.

Rabat, 9 January 2006.

The Director General of the
Moroccan Film Centre
Nour-Eddine Sail