

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
TRAINING PLAN**

Position:	Accounting 1st Assistant / 2nd Assistant Accountant
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1	Preparation of accounts payable files
2	Preparation of crew and cast files
3	Preparation of petty cash files
4	Ensure cast and crew fill out employment paperwork and residency forms
5	Assisting in the reporting requirements of the production, tax incentive regime, government audit requirements, etc.
6	Purchase orders
7	Petty cash
8	Cheque requisition
9	Assist in calculating hours
10	Understanding pay rates and application fringes
11	Processing of timecards
12	Working knowledge of accounting software
13	Function of data entry
14	Petty cash entries
15	P.O. Entries
16	Calculating amounts
17	Distributing cash
18	Daily cash flow records

Agreed to and acknowledged this _____ day of _____, 20_____.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	Accounting 1st Assistant / 2nd Assistant Accountant

I, _____ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	Function	Activity Code	Assessment Code
1	Preparation of accounts payable files		
2	Preparation of crew and cast files		
3	Preparation of petty cash files		
4	Ensure cast and crew fill out employment paperwork and residency forms		
5	Assisting in the reporting requirements of the production, tax incentive regime, government audit requirements, etc.		
6	Purchase orders		
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18	Daily cash flow records		

Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance **M:** Trainee met required standards **E:** Trainee exceeded standards

