

IRPP-MAR2026-Est -System-Procedures- Contracts- Equipment



IRPP

**PROCEDURAL / SYSTEMS / OPERATIONAL /
BUDGETS / CONTRACTS**

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A. HEADQUARTERS

(Section Operational systems & schedules)

B. OFFICE

C.

Primary Staff (Hours)

STAFF: Administrator (*Susan Drumm*)
Hours: 10am to 2.30pm: Monday through Wednesday

STAFF: General Manager: (*Derek Kelly*)
Hours: 2.00 to 8pm: Monday through Wednesday
 10am to 5.30 Thursday & Friday

D. HEADQUARTERS OFFICE:

E. *(See IRPP PPM for associated costs)*

Reform, Furnish, Equip, Software & Systems:

- Decorate
- 1 x Desk + 1 x Executive Chair + 2 x Visitor chairs
- 1 x Desk-top Mac + XL monitor
- 2 x Mobile phones + charger / speaker cradles
- 1 x tablet –(receipt *signing app*)
- Printer (B/W)
- Spiral Binder & Punch machine
- Petty-Cash box
- 1 x copy of Microsoft Office
- 1 x Copy of SAGE
- 1x cloud annual subscription (*Admin only*)
- 1x Whiteboard + easel
- General Stationary (TBD)

D. STAFF DIARY:

- (a). Entries exclusively by (SD + DK)
- (b). Staff Diary constitutes a live page on internal network – password protected
- (c). Registered appointment times are automatically e-mailed & WhatsApp messaged to relevant parties
- (d). Staff registered for the diary access will be issued with IRPP e-mail addresses and added to the relevant WhatsApp group
- (e). Appointees must confirm appointment prior to appointment time
- (f). All appointments and confirmations saved & archived
- (g). Staff Diary is secondary reference for fee payments and employment contract hours.

E. ACCOUNTS SYSTEM

Software Package:

- SAGE – (operated exclusively by (SD))
- Tasks to include:*
- Entry and consolidation of all general accounts
- Implement procedures to prepare:*
- Monthly management accounts
MM / AA formatted reports
- Bespoke SAGE plug-in required

Financial Control:

- Automated invoicing at point of sale
- Automated debt control demand alerts
- Automated third-party debt collection procedure
- Bespoke SAGE plug-in required

F. Monthly Management (MM) accounts - Expenditure & Income (Headings)

- Fixed Overheads
- Staff
- Bank
- Taxation
- Comms
- Security
- Insurance
- Travel
- 3rd party Sales commissions
- Other

Cumulative Income / Costs Status (Headings)

- Episode Sales – premier & repeats
- Series Sales - discount applied
- Episodes / Series not sold
- Product available for sale
- Market penetration reports
- Qualify & update databases
- Legal & Licencing returns

Receipts/ Payments:

All receipt or payment of funds made via electronic transfer

Client Management

- Dynamic control of client details / sales / statement generation / Financials /support procedures / discount qualification
- SAGE plug-in (*Accessed only by DK & SD*)

Salary Policy:

- All full-time Staff paid monthly in arrears
- All part-time staff paid weekly in arrears
- Part-time staff operate Autonomo – proof of registration required
- No advances on salary made to any member of staff

General Account procedures:

(Procedures for absent SD from office after 2.30pm Monday through Wednesday + 10am to 5.30pm Tuesday & Friday)

- (SD) to develop and manage internal network Excel Account
- 3: 1 internal account system operated under her management and in her absence: Mon to Fri – 10am to 5.30pm
- 3: 1 account system:
 - (a) Income
 - (b) Expenditure
 - (c) Bank
- Applied by (DK)
- Balanced & signed off by (SD)

Telephone:

A record of all incoming calls to office phones logged on call sheets: bespoke (*App / internet provider*), showing:

- Time of call
- Caller
- Recipient
- Comment

Responsibility:

(DK) in consultation with (SD) to oversee administrative, financial and operational procedures, systems and application of controls at all relevant times to ensure a timely and efficient operation.

G. HEADQUARTERS STUDIO(S) OPERATIONAL HOURS

Headquarters office closed Saturday & Sunday

H. TECHNICAL MANAGEMENT & ENGINEERING HOURS

STAFF: Manager (*Stephen Kelly*)
Hours: 5.30pm – 8.30pm: Wednesday to Friday *Remote*

STAFF: Consulting: (*Barry Martin*)
Hours: 10am – 5.30pm Wednesday to Friday -*Remote*

STAFF: Engineer: (*AN Other*)
Hours: 10am – 8.30pm Monday to Friday

I. STUDIO HEADQUARTERS ESTABLISHMENT

Reform:

- | | |
|---|---------------------|
| (a) Reception / Office (20sq Meters) | |
| (b) Audio Recording studio – Live / engineering | (50 Sq. meters) |
| (c) Writers Room | (20 Sq. Meters) |
| (d) Rehearsal Room / Canteen | (20 Sq. Meters) |
| (e) Edit Suite x 2 | (20 Sq. Meters x 2) |

Furnish

| | |
|-------------------------------------|-----------------------|
| 2 x Armchairs + Coffee Table | (Reception) |
| 2 x Engineer chairs | (Recording Studio) |
| 2 x Desks + 2 x Engineer chairs | (Edit Suites) |
| 6-seater table + 6 chairs – | (Writers Room) |
| Settee + 2 Armchairs + coffee table | (Rehearsal / Canteen) |

Equip

| | |
|---|-----------------------|
| iMac 24 M4 | (Studio) |
| iMac 24 M4 | (Edit Suite 1) |
| MacBook Air M4 | (Edit Suite 2) |
| Presonus Series III SE16 | (Studio) |
| Yamaha NS10 M Studio Monitors | (Studio) |
| 2 x Sennheiser HD 280 Pro headphones | (Studio) |
| Sennheiser HD 280 Pro headphones | (Edit Suite 1) |
| Sennheiser HD 280 Pro headphones | (Edit Suite 2) |
| 3 x XMSJSIY Channel Audio XLR Snake | (Studio) |
| 2 x Neumann TLM102 microphone | (Studio) |
| 2 x Shure SM58S | (Rehearsal Room) |
| 2 x Rhode NT1-A | (Studio) |
| Tenor Mic Isolation (Bundle) | (Studio) |
| 2 x K&M 27105 mic stands | (Rehearsal Room) |
| Presonus Quantum ES (<i>Bundle</i>) – portable studio | (Rehearsal Room) |
| Presonus Studio One Pro7 Academic | (Studio /Edit Suites) |
| Pro Tools Studio (<i>Annual Sub</i>) | (Studio Edit Suites) |
| Logic Pro | (Studio /Edit Suites) |
| UGREEN NA Sync DPX4800 (<i>HD Storage</i>) | (Studio /Edit Suites) |
| 1 x Whiteboard + easel | (Studio) |
| 1 x Whiteboard + easel | (Rehearsal Room) |
| 1 x Whiteboard + easel | (Writers Room) |
| 1 x Whiteboard + easel | (Edit Suite 1 & 2) |

J. OPERATIONAL STUDIO STAFF DIARY:

- Administered by *DK* in tandem with (*SD*)
- (*SD*) to source & employ electronic diary system app

Responsibility:

- (*DK /SK*) Re: Sound & Video Engineers / Editors

- (DK) Re: presenters / writers
- (SK /BM) Re Tech Engineers & IT Creator / Administrator

Time Management & Cost (TMC):

- A log in / log out system - TMC Implemented – by (SD)
- (SD) administer T&C systems re staff clock in / clock out to calculate salaries
- (SK), (DK) to set & administer TMC systems re production – writing – external services
- TMC applies to all operational staff (*full / part-time / associated*)
- Attendance not appearing on these logs will not qualify for payment
- Log is an appendix to monthly management accounts

General:

- All printed scripts produced in the IRPP office remain the property of IRPP
- All printed / electronic scripts must to be returned – complete – to the office before close of business each day

K. HEADQUARTERS – O WEEKLY BUDGETS

(Hours – Management – Budgeted Costs – Projected Facility Rental / Services Income)

| | Staff | Rent/Service/Comms | Reserve | TOTAL |
|-----------------------------------|----------------|---------------------------|----------------|----------------|
| | € | € | € | € |
| OFFICE | 700 | 234 | 66: | 1000 |
| L. RECORDING STUDIO | 775 | 144 | 66 | 985 |
| M. WRITING ROOM | 95 | 20 | 35 | 150 |
| N. REHEARSAL ROOM | 95 | 20 | 35 | 150 |
| O. EDIT SUITES # 1 & 2 | 900 | 220 | 80 | 1,200 |
| TOTAL(S) | (2,565) | (638) | (282) | (3,485) |

**Management will offer use of recording studio / edit suites / rehearsal room, to third parties at an Hourly mean charge of €100 – including manager / Engineer)*

HEADQUARTERS – RENTAL INCOME

| | Weekly |
|---|------------------|
| | € |
| <i>Targeted income from 3rd party use @ 25% usage of a mean average of facilities:</i> | 850 |
| <i>* Does not include any revenue from IRPP programme sales</i> | |
| ANNUAL OPERATIONAL BUDGET (COSTS) | (174,250) |
| ANNUAL RENTAL INCOME: | 42,500 |

P. CONTRACTS

Contract & financial templates have been prepared in accordance with instruction from legal advisors to IRPP and are indexed below:

(All relevant contracts prepared for execution in detailed form by first contact & (SD))

- 1. Pro-Forma Invoice** (*Product Sale Contact*):
- 2. Part-Time Employment Contract** (*Performer / Writer*):
- 3. Full-Time Employment Contract:**

IRPP- MAR2026-Pro-Forma-Inv-Temp-Ap1

CONTRACT #1: PRO-FORMA INVOICE

DATED: Day / Month / **2026**

FROM: Independent Radio Program Producer (IRPP): **(Seller)**

TO: **(Buyer)**

The Seller is the producer / distributor/ copyright owner of broadcast ready radio programs:

The Buyer agrees, subject to T&"C's, to complete the purchase of the listed, on or before:

Day / Month / **2026**

The Seller agrees to deliver IRPP programs listed - to the Buyer, *(for 1st and repeat broadcast)*:

Delivery will be affected on or before:

Day / Month / **2026**

Series Title:

| | Episode Title | | 1st Broadcast Fee (US\$) | Repeat Fee (US\$) |
|-----------------|----------------------|--|--|--------------------------|
| | (a) | | | |
| | (b) | | | |
| | (c) | | | |
| | (d) | | | |
| | (e) | | | |
| | (f) | | | |
| | (g) | | | |
| TOTAL(S) | | | US\$ | US\$ |

TERMS & CONDITIONS

- IRPP programmes are sold to buyer at the agreed price with the provision that 1st broadcast of IRPP programmes fee is payable prior to broadcast.
- Repeat broadcast fees for IRPP programmes are payable 30 days following broadcast.
- The Seller undertakes to deliver, in the agreed format, programs as listed at the values as set out, to a location as determined by the Buyer via secure high-speed electronic means.
- Seller will issue an invoice to Buyer at time of delivery.
- The Buyer agrees to pay the total 1st broadcast fee of the sale: US\$ upon confirming order and prior to delivery.
- Buyer must inform Seller of bad delivery within twenty-four hours of delivery date and state in writing how bad delivery was determined.
- Buyer will allow Seller a reasonable time-scale to remedy bad delivery if proven
- Buyer will report repeat broadcast of episodes to the Seller within one week of broadcast
- Seller will issue Buyer with an invoice for repeat broadcast fees monthly in arrears
- Buyer will settle all repeat broadcast fees within 7 days of invoice issue date.
- Seller will provide Buyer with a full statement of sales and payments upon request.
- Payment from the Buyer to the Seller will be through electronic transfer as determined by the Seller.
- Balances not paid within thirty (30) days of accepting good delivery will be subject to a five percent (5%) late payment penalty - levied every thirty (30) days the invoice remains unpaid thereafter.
- Seller reserves to appoint 3rd parties to collect late outstanding monies from buyer
- All programs sold to the seller are for broadcast only by the designated buyer under the terms set out in this agreement.
- Buyer or their agents cannot copy, reproduce or trade any program produced by IRPP for sale or distribution to other parties without the expressed written permission of IRPP.
- Seller will retain all title, copyright, and ownership to all programs in perpetuity

IRPP-MAR2026-Emp-Hourly-Contract-DJK

CONTRACT #2 Professional Services Agreement (Performer / Writer)

The professional services of [] (*hereinafter referred to as 'Provider'*) - are offered to IRPP in return for a pre-agreed hourly fee as set out in this agreement.

The Provider will provide IRPP with professional vocal performance services - creative copy writing and other tasks that are naturally associated with vocal performance for narration and recording.

The Provider's services will mainly be provided at the Headquarter of IRPP but excepting alternative venues as and if required.

WORKING HOURS

The Providers working hours shall be advised by electronic messaging in advance and diarised accordingly.

IRPP will ensure the Provider receives adequate notice in respect of working hours booked.

IRPP will use best endeavours to and plan the Providers working hours monthly in advance.

SALARY

The Providers fee will be up to € per hour.

This fee represents a professional charge for professional services rendered.

IRPP will remit professional fees to the Provider in full and will not deduct any amount for any reason. Spanish providers must be registered "Autonomo

TAXATION

The tax consequences of the professional fee(s) paid to the Provider shall be of no concern to IRPP.

The Provider is responsible for the payment of all and/any taxation levied on fees earned n all or/any jurisdiction relating to the Providers taxation status.

IRPP will, in the course of its business, report all payments made to providers to the relevant authorities.

IRPP reserves the right to withhold or remit without reference any expenses relating to the provider, in relation to fees and/or agreed expenses and/or any relevant financial transactions IRPP believes not to be required to by law.

Professional fees shall be paid monthly in arrears before close of business on the last business day of the month.

AVAILABILITY

The Provider shall provide IRPP reasonable advance notice of potential long-term unavailability.

CONFIDENTIALITY

The Provider must at all times maintain the confidentiality of the IRPP's business secrets or other information about the Company, regardless of type, which is not publicly available.

The Provider shall not, without permission obtain access or gain possession of IRPP's confidential information.

The Provider must store all and any information relating to IRPP, its business or employees securely to prevent third parties get access to the information.

The Provider must surrender IRPPs confidential information in all hard copy or transportable form upon vacating IRPP headquarters on each and every occasion and may not retain copies of the information in any form.

Providers' confidentiality obligations apply both during their period of service and at any time after services are terminated.

DURATION

The first week of the Providers relationship with IRPP is considered a trial period where IRPP may terminate the relationship without notice.

After the trial period, IRPP can terminate the employment with one week's notice.

OTHER TERMS

Disagreements with IRPP, which cannot be resolved amicably shall be settled under the laws of Spain

COPYRIGHT

In accepting payment for professional service all recorded and written product submitted or performed by providers becomes and remains exclusively and in perpetuity in the ownership of IRPP unless otherwise agreed in writing by an authorised person from IRPP. IRPP'S right to ownership and copyright of material produced and paid for within its offices cannot be contested at any time in any jurisdiction by any party. Providers waive all rights to claiming the copyrights to material covered by this clause. Remuneration for such rights is featured in the salary.

SIGNED ON BEHALF OF IRPP

[POSITION]

SIGNED

[PROVIDER]

WITNESSEDBY:

[ADDRESS]

IRPP-MAR2026-Emp-Contract-FT-Template

CONTRACT # 3 EMPLOYMENT AGREEMENT

[

This Agreement is made: [/ / 2026]

By & between the Parties:

Name: [Employee]

&

Independent Radio Program Productions (IRPP) [Employer]
Registered Taxation Number: []

IMPORTANT NOTE This employment agreement (*hereinafter referred to as the 'Agreement'*) supersedes and extinguishes all previous agreements relating to the employment of the Employee and constitutes the whole and only agreement between the Parties relating to the subject matter hereof. By entering into this Agreement, each Party acknowledges that it is not relying upon any previous statement, which is not reflected in this Agreement; The Employee agrees that all company communication, including instructions and notices under this Agreement, can be made in English and that no translation into Spanish is needed to make such communication valid and binding.

COMMENCEMENT DATE AND JOB TITLE: Effective as from: [Day /Month / 2026]

The Employee shall be employed with IRPP as: **[Sound Engineer / Technician- underline relevant position]**

The employee is employed as a monthly paid salaried employee.

The employment is entered into for a fixed term, and automatically expires without notice on: [Day /Month /2026].

DUTIES AND RESPONSIBILITIES

The Employee's duties shall include but not be limited to the following duties:

- 1) Audio/ Vido Engineering
- 2) Audio / Video Recording
- 3) (Audio / Video Editing
- 4) Audio /Video Editing
- 5) Client Consultation
- 6) Training

Further descriptions may be provided without reference separately and from time to time.

The Employee shall follow the guidelines from time to time as laid down by the IRPP for attendance, application, work and performance.

At the commencement of the Agreement, the Employee shall report to Derek Kelly in the first instance.

PLACE OF WORK

During the employment, the Employee's place of work shall be at IRPP Headquarters.

HOURS OF WORK

The Employee's normal working week is 35 Hours a week.

Working hours shall be from: [10.30pm to 2.30Lunch – 5.30.30pm to 8.30pm – Monday to Friday]

Subject to one week's notice management may vary, but not extend, weekly hours.

Overtime rate only applies to overtime periods exceeding one hours on any normal working day

Overtime rate does not apply on bank or public holidays

OTHER EMPLOYMENT ETC.

The Employee shall apply a full working capacity in the service of the IRPP, and may not have any other salaried or related commercial interest that may - in the opinion of management - be injurious to the business activities of IRPP.

SALARY

The agreed gross salary payment is up to: €15 per working hour- or -up to a gross total of: €2,100 per calendar month.

The salary is payable monthly in arrears via electronic bank transfer - prior to close of business on the last working day of the month.

The Employee d may from time to time be required to work up to 5 hours per month outside normal working hours. No additional payment is made for such work performed outside normal hours, neither as direct payment nor as time off in lieu.

ABSENCE DUE TO SICKNESS AND /OR LEAVE

The Employee shall notify IRPP without delay of any absence due to sickness, injury or other incapacities.

Notification will be to IRPP Office Administrator in writing via email.

