

# Workshop Finance Report

## Outside USA - Form 110 Area or Local Workshop

To be completed by the Workshop Organizer • For more information refer to the Finance Sections in the *Guidelines for the RC Communities (H.1, H.4, H.7, H.11)*.  
• Form 110 – for organized Areas and Developing Communities located outside the USA whose outreach money is kept locally

### Area Name

Workshop Name \_\_\_\_\_

Leader \_\_\_\_\_

Workshop Location \_\_\_\_\_

Organizer \_\_\_\_\_

Workshop Dates \_\_\_\_\_

Organizer's Phone Number or E-mail Address \_\_\_\_\_

### 1. Income

Registration fees collected \_\_\_\_\_

**Total Income** ① \_\_\_\_\_

### 2. Expenses

**Community Service Fund  
(CSF) 10% Contribution**

① Total Income X .10 \_\_\_\_\_

Leader's fee \_\_\_\_\_

Leader's Transportation Cost \_\_\_\_\_

Organizer's Fee \_\_\_\_\_

Site Costs [lodging/food] \_\_\_\_\_

Copyright Royalty \_\_\_\_\_

\$0.50 USD for each photocopy of an article;  
see J.2. of the 2022 *Guidelines*

Hearing Helpers \_\_\_\_\_

Insurance \_\_\_\_\_

Printing \_\_\_\_\_

Snacks \_\_\_\_\_

Workshop Supplies \_\_\_\_\_

Other Costs \_\_\_\_\_

Wire fee if applicable \_\_\_\_\_

**Total Expenses** ② \_\_\_\_\_

### 3. Net Income

Total Income ① \_\_\_\_\_

Minus Total Expenses ② \_\_\_\_\_

**Equals Net Income** ③ \_\_\_\_\_

### 4. Distribution of Net Income

*The Net Income is divided between the Leader, the Area Outreach Fund, and CSF. The worksheet below will help you divide the Net Income and pay the expenses owed to each of them.*

**Workshop Leader** gets 25% of the ③ Net Income

Multiply ③ Net Income by .25 \_\_\_\_\_

Plus the Leader's Fee \_\_\_\_\_

*Write this check to:*

*the Workshop Leader for this TOTAL:* \_\_\_\_\_

**Area Outreach** gets 52.5% of the ③ Net Income

Multiply the ③ Net Income by .525 \_\_\_\_\_

*Write this check to:*

*your Area Reference Person or the  
designated account signer for this TOTAL:  
(This is the portion available for outreach.)*

**Community Service Fund** gets 10%  
of the ① Total Income

Multiply ① Total Income by .10 \_\_\_\_\_

**Community Service Fund** gets 22.5%  
of the ③ Net Income

Multiply ③ Net Income by .225 \_\_\_\_\_

**Rational Island Publishers** gets the equivalent  
of \$0.50 USD for each photocopy of any  
Rational Island Publishers, Inc. article.

Add \$0.50 USD for each photocopy  
of an article \_\_\_\_\_

*Add these three amounts and write one check to:*

**Re-evaluation Counseling for this TOTAL:** \_\_\_\_\_

- Make every attempt to balance the workshop finances and issue all money within 30 days of workshop.
- If you are sending a **bank wire**, please e-mail this form to us and request our banking information.
- Checks may be written to Re-evaluation Counseling (RCCR). They may be bank-issued checks in USD or personal checks in your local currency. Mail checks with a copy of this form to the address shown below.