

Form 120 A & B Area Funds Ledger Instructions

For Areas and Developing Communities located outside the USA
whose outreach money is kept locally.

Form 120A-Area Funds Ledger

This form is used by the Area Reference Person, or designated account signer, to keep track of Area money collected from classes, Area gather-ins, and local workshops. When your Area has an agreement with Tim that you will keep the outreach funds locally, you are required to provide a yearly accounting report of those funds. This ledger may be used both for keeping track of the funds and for reporting to Tim, through Re-evaluation Counseling Community Resources, Inc., each year.

For example, of the 25% that teachers collect from teaching, 50% will be kept in your Area Outreach Account and may be withdrawn for local outreach by the Area Reference Person or designated account singer in an unorganized Area. It will be helpful to look at Form 100. This is the form teachers use to distribute the 25%.

All money that goes into or out of the account must be detailed on the Area Accounts Ledger.

First, make an entry with the date and the starting balance in the account.

For contributions to the account, include the date, the person the money was received from, what the money was from (i.e. class, local workshop, Area gather-in, donation, etc.), and the amount received. The amount should be recorded in the "Amount Received" column and added to the balance in the account in the last column.

For grants made, include the date, the person the check was written to, the beneficiary of the grant (who the money is for), what the grant is for (i.e. workshop fees or travel), and the amount of the grant. The amount should be recorded in the "Grant Amount Paid" column and be subtracted from the balance in the account in the last column.

Any expenditure, other than grants, should be included and explained.

Form 120 B-Due to Re-evaluation Counseling Community Resources (RCCR)

This form is also used by the Area reference Person, or designated account signer, to keep track of the amounts due to Re-evaluation Counseling Community Resources, Inc. from your online Area based events. This includes the 30% of total income (before expenses) from online Area workshops, 35% of Net income (after all expenses and fees) from online Area workshops, and 12.50% of total income from online Area classes, support groups, and gather-ins.

At the end of each year, send a copy of each completed ledger, along with payment, to Re-evaluation Counseling Community Resources, Inc. at the address shown below. If you prefer to wire funds directly to our bank please email the office for instructions. Thank you.

**Re-evaluation Counseling Community Resources, Inc.,
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