

Workshop Finance Report

USA - Form 310
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 and H.4)*.
- Form 310 – for Areas and Developing Communities located in the USA

Area Name _____

Area Number (Required) _____

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 _____
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 and the Area Outreach Fund. 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: _____

Community Service Fund gets 10% of the ① *Total Income*
 Multiply ① *Total Income* by .10 _____

Area Outreach gets 75% of the ③ *Net Income*
 Multiply the ③ *Net Income* by .75 _____
[70% of this amount will go in your Area outreach and 30% will go to CSF]
Add these two amounts and write one check to:
Re-evaluation Counseling for this TOTAL: _____

Rational Island Publishers gets \$0.50 for each copy of an article.
 Add \$0.50 for each photocopy of an article _____
Write this check to:
Rational Island Publishers for this TOTAL: _____

- Make every attempt to balance the workshop finances and issue all money within 30 days of the workshop.
- Checks may be written to Re-evaluation Counseling (RCCR) and Rational Island Publishers and mailed with a copy of this form to the address shown below.

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