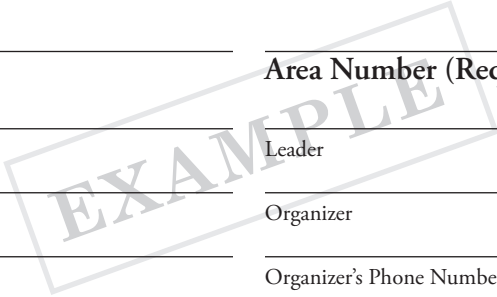


Workshop Finance Report

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.3, H.7)*.
• 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	<u>8,800.00</u>
Total Income ①	<u>8,800.00</u>

2. Expenses	
Community Service Fund (CSF) 10% Contribution	
① Total Income X .10	<u>880.00</u>
Leader's fee	<u>500.00</u>
Leader's Transportation Cost	<u>0</u>
Organizer's Fee	<u>125.00</u>
Site Costs [lodging/food]	<u>5950.00</u>
Copyright Royalty	
<small>\$0.10 USD for each photocopy of an article; see K.2. of the 2013 <i>Guidelines</i></small>	<u>10.00</u>
Hearing Helpers	<u>0</u>
Insurance	<u>197.00</u>
Printing	<u>37.50</u>
Snacks	<u>150.00</u>
Workshop Supplies	<u>77.00</u>
Other Costs	<u>0</u>
Total Expenses ②	<u>7,926.50</u>

3. Net Income	
Total Income ①	<u>8,800.00</u>
Minus Total Expenses ②	<u>7,926.50</u>
Equals Net Income ③	<u>873.50</u>

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	<u>218.37</u>
Plus the Leader's Fee	<u>500.00</u>

Write this check to:
the Workshop Leader for this TOTAL: 718.37

Community Service Fund gets 10% of the ① Total Income

Multiply ① Total Income by .10	<u>880.00</u>
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Area Outreach gets 75% of the ③ Net Income

Multiply the ③ Net Income by .75	<u>655.13</u>
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[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: 1535.13

Rational Island Publishers gets \$0.10 for each copy of an article.

Add \$0.10 for each photocopy of an article	<u>10.00</u>
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Write this check to:
Rational Island Publishers for this TOTAL: 10.00

*Mail the Re-evaluation Counseling check and the Rational Island Publishers check with a copy of this form to the address shown below.
Please make every attempt to balance the workshop finances and issue all checks within 30 days of the workshop.*

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