

Workshop Finance Report

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

Area Name _____

Area Number (Required) _____

Workshop Name _____

Workshop Location _____

Workshop Dates _____

Leader _____

Organizer _____

Organizer's Phone Number or E-mail Address _____

1. Income

Total Income ① _____

2. Expenses

Community Service Fund (CSF) 30% Contribution

① Total Income X .30 _____

Leader's fee _____

Organizer's Fee _____

Tech Leader's Fee _____

Copyright Royalty _____

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

Other Costs _____

Total Expenses ② _____

3. Net Income

Total Income ① _____

Minus Total Expenses ② _____

Equals Net Income ③ _____

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

4. Distribution of Net Income - The **Net Income** is divided between the Leader, the Organizer, the Tech Leader, and the Area Outreach Fund. The worksheet below will help you divide the Net Income.

Workshop Leader

Multiply ③ *Net Income* by .20. If this amount is smaller than the leader's fee enter it here. _____
 If it is larger, enter the leader's fee _____
 Add the Leader's Fee _____
Workshop Leader total due _____

Workshop Organizer

Multiply ③ *Net Income* by .05. If this amount is smaller than the organizer's fee enter it here. _____
 If it is larger, enter the organizer's fee _____
 Add the Organizer's Fee _____
Workshop Organizer total due _____

Workshop Tech Leader

Multiply ③ *Net Income* by .05. If this amount is smaller than the tech leader's fee enter it here. _____
 If it is larger, enter the tech leader's fee _____
 Add the Tech Leader's Fee _____
Tech Leader total due _____

Rational Island Publishers (RIP) gets the equivalent of \$0.50 USD for each copy of any Rational Island Publishers, Inc. article. _____
 Add \$0.50 USD for each photocopy of an article _____

Community Service Fund (CSF) gets 30% of ① *Total Income* _____

Outreach gets 70% of the ③ *Net Income*

Multiply the ③ *Net Income* by .70 _____
[35% of this amount will go in your Area outreach and 35% will go to CSF]

Remainder to CSF

① *Total Income* _____

④ Total the amounts due the *Workshop Leader, Organizer, Tech Leader, RIP, CSF, Outreach,* and Other Costs (from column 1) _____

Subtract this amount ④ from the ① *Total Income* _____

Add this amount, 30% of ① *Total Income,* and 70% of ③ *Net Income* _____

This is the CSF Total Due (payable to RCCR)