

# Workshop Finance Report

## Form 400 Regional or International 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.5, H.11)*
- To be used for all Regional Gather-ins, Regional Workshops, and International Workshops

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

Workshop Organizer \_\_\_\_\_

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

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

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

Number of Attendees (excluding leader and organizer) \_\_\_\_\_

Workshop Leader \_\_\_\_\_

Range of Sliding Scale, if used \_\_\_\_\_ Break-even cost \_\_\_\_\_

### Income

*Total Income* ① \_\_\_\_\_

### Expenses

#### Community Service Fund (CSF)

Contribution (①Total 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*

Shipping of Literature \_\_\_\_\_

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

Workshop Insurance \_\_\_\_\_

Printing \_\_\_\_\_

Snacks \_\_\_\_\_

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

Others Costs \_\_\_\_\_

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

*Total Expenses* ② \_\_\_\_\_

### Net Income

Total Income ① \_\_\_\_\_

Minus Total Expenses ② \_\_\_\_\_

*Equals Net Income* ③ \_\_\_\_\_

### Distribution of Net Income

*The Net Income is divided among the Leader, the Organizer, CSF, and Rational Island Publishers. The worksheet below will help you divide the Net Income and pay the expenses owed to each of them.*

#### Workshop Leader

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

Add the Leader's Fee \_\_\_\_\_

***Workshop Leader total due*** \_\_\_\_\_

#### Workshop Organizer

Multiply ③ *Net Income* by .0834 \_\_\_\_\_

Add the Organizer's fee \_\_\_\_\_

***Workshop Organizer total due*** \_\_\_\_\_

#### Community Service Fund

Multiply ③ *Net Income* by .3333 \_\_\_\_\_

Add ① *Total Income* multiplied by .10 \_\_\_\_\_

***RCCR total due*** \_\_\_\_\_

#### Rational Island Publishers

Multiply ③ *Net Income* by .3333 \_\_\_\_\_

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

Add shipping of literature \_\_\_\_\_

***Rational Island total due*** \_\_\_\_\_

- 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) and Rational Island Publishers. 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.

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