

Workshop Finance Report

Form 400A Online 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.A, and H.11.A)*
- To be used for all online Regional Gather-ins, webinars, Regional Workshops, and International Workshops

Workshop Name _____

Location of Workshop _____

Workshop Dates _____

Workshop Leader _____

Workshop Organizer _____

Organizer's Phone Number _____ Number of Attendees _____
or E-mail Address _____ (excluding leader and organizer)

Range of Sliding Scale, if used _____ Break-even cost _____

<p>Income</p> <p style="text-align: right;"><i>Total Income</i> ① _____</p>
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<p>Expenses</p> <p>Community Service Fund (CSF)</p> <p>Contribution (① Total Income X .30) _____</p> <p>Leader's Fee _____</p> <p>Organizer's Fee _____</p> <p>Tech Leader's Fee _____</p> <p>Copyright Royalty _____</p> <p>\$0.50 USD for each copy of an article; see J.2. of the 2022 <i>Guidelines</i></p> <p>Other Costs _____</p> <p>Wire fee if applicable _____</p> <p style="text-align: right;"><i>Total Expenses</i> ② _____</p>
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<p>Net Income</p> <p>Total Income ① _____</p> <p>Minus Total Expenses ② _____</p> <p><i>Equals Net Income</i> ③ _____</p>
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Distribution of Net Income - *The Net Income is divided among the Leader, the Organizer, Tech Leader, Rational Island Publishers, and CSF. 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 .06. 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 .04. 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)

Multiply ③ *Net Income* by .35 _____

Add Copyright Royalty _____

Rational Island total due (Payable to Rational Island Publishers) _____

Community Service Fund (CSF)

Multiply ③ *Net Income* by .35 _____

Add ① *Total Income* multiplied by .30 _____

CSF subtotal ④ _____

Remainder to CSF

① *Total Income* _____

⑤ Total the amounts due the *Workshop Leader, Organizer, Tech Leader, RIP, CSF subtotal, Other Costs, and Wire fee* (from column 1) _____

Subtract this amount ⑤ from the ① *Total Income* _____

Add this amount to the ④ *CSF subtotal* _____

CSF Total Due (payable to RCCR) _____

- Please balance the workshop finances and issue all payments 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 (or RCCR) and Rational Island Publishers. They may be bank-issued check in US or personal checks in your local currency. Mail checks with a copy of this form to the address shown below.

01/27/23