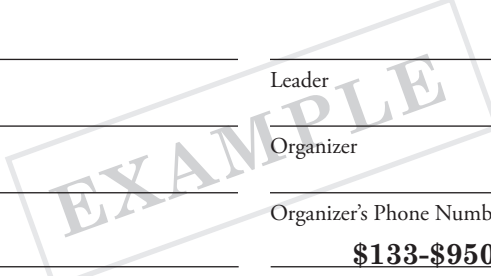


# Workshop Finance Report

## 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.4)*.  
• To be used for all Regional Gather-ins, Regional Workshops, and International Workshops

Workshop Name	Leader
Workshop Location	Organizer
Workshop Dates	Organizer's Phone Number or E-mail Address
<b>70</b>	<b>\$133-\$950</b> <b>\$190</b>
Number of Workshop Attendees (excluding leader and organizer)	Range of Sliding Scale, if used      Break-even cost



<b>1. Income</b>	
Registration fees collected	<u>12,300</u>
<b>Total Income</b> ①	<u>12,300</u>
<b>2. Expenses</b>	
<b>Community Service Fund (CSF) 10% Contribution</b>	
① Total Income X .10	<u>1,230</u>
<b>Leader's fee</b>	<u>700</u>
<b>Leader's Transportation Cost</b>	<u>275</u>
<b>Organizer's Fee</b>	<u>175</u>
<b>Site Costs [lodging/food]</b>	<u>6,871.50</u>
<b>Copyright Royalty</b>	
<small>\$0.10 USD for each photocopy of an article; see K.2. of the 2013 <i>Guidelines</i></small>	<u>28.80</u>
<b>Hearing Helpers</b>	<u>60.00</u>
<b>Insurance</b>	<u>197.24</u>
<b>Printing</b>	<u>145.21</u>
<b>Snacks</b>	<u>210.00</u>
<b>Workshop Supplies</b>	<u>109.25</u>
<b>Other Costs</b>	<u>0</u>
<b>Total Expenses</b> ②	<u>10,002.00</u>
<b>3. Net Income</b>	
Total Income ①	<u>12,300</u>
Minus Total Expenses ②	<u>10,002</u>
<b>Equals Net Income</b> ③	<u>2,298</u>

<b>4. Distribution of Net Income</b>	
<i>The Net Income is divided among 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.</i>	
<b>Workshop Leader gets 25% of the ③ Net Income</b>	
Multiply ③ Net Income by .25	<u>574.50</u>
Plus the Leader's Fee	<u>700.00</u>
<i>Write this check to:</i>	
<i>the Workshop Leader for this TOTAL:</i>	<u>1274.45</u>
<b>Workshop Organizer gets 8.34% of the ③ Net Income</b>	
Multiply the ③ Net Income by .0834	<u>191.65</u>
Plus the Organizer's fee	<u>175.00</u>
<i>Write this check to:</i>	
<i>the Workshop Organizer for this TOTAL:</i>	<u>366.65</u>
<b>Community Service Fund gets 33.33% of the ③ Net Income</b>	
Multiply ③ Net Income by .3333	<u>765.92</u>
Plus ① Total Income multiplied by .10	<u>1,230.00</u>
<i>Write this check to:</i>	
<i>Re-evaluation Counseling for this TOTAL:</i>	<u>1,995.92</u>
<b>Rational Island Publishers gets 33.33% of the ③ Net Income (even if you did not copy any articles)</b>	
Multiply the ③ Net Income by .3333	<u>765.92</u>
Add \$0.10 (USD) for each photocopy of an article	<u>28.80</u>
<i>Write this check to:</i>	
<i>Rational Island Publishers for this TOTAL:</i>	<u>794.72</u>

*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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