

Workshop Finance Report

Form 400B Hybrid 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.B, and H.11.A)*
- To be used for all hybrid Regional Gather-ins and Workshops, International Workshops, and RC Webinars

Workshop Name _____

Location of Workshop _____

Workshop Dates _____

Workshop Leader _____

Workshop Organizer _____

Organizer's Phone Number
or E-mail Address _____

Number of Attendees (online)
(excluding leader and organizer) _____

Number of Attendees (in-person)
(excluding leader and organizer) _____

Range of Sliding Scale, if used
(online) _____

Range of Sliding Scale, if used
(in-person) _____

Break-even amount (online) _____

Break-even amount (in-person) _____

Income

Total Income ① _____

Expenses

Community Service Fund (CSF)

Contribution (① Total Income x .15) _____

Leader's Fee _____

Leader's Transportation _____

Organizer's Fee _____

Tech Leader's Fee _____

Copyright Royalty _____

\$.50 USD for each copy of an article; see J.2. of the 2022 *Guidelines*

Site Costs _____

Other Costs* _____

Wire fee if applicable _____

Total Expenses ② _____

* Other costs include Shipping of Literature, Hearing Helpers, Workshop Insurance, Printing, Snacks, Workshop Supplies

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, 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 .15 _____

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 from outside the US, 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.