

Workshop Finance Report

**Form 400-S
Satellite Workshop**

• The Satellite organizer will calculate the fee for the Satellite workshop (it can be a sliding scale), which will include the cost of food and minor expenses, the leader's and organizer's fee, and 20% of the main workshop breakeven fee.

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

<p>Income</p> <p>Foundation Grant _____</p> <p>From participants _____</p> <p style="text-align: right;"><i>Total Income</i> ① _____</p>

<p>Net Income</p> <p>Total Income ① _____</p> <p>Minus Total Expenses ② _____</p> <p style="text-align: right;"><i>Equals Net Income</i> _____</p>

<p>Expenses</p> <p>Community Service Fund (CSF) _____</p> <p>Contribution of the total of 20% of the main workshop breakeven fee for each person attending (unless the Foundation has provided a \$400 grant for the Satellite Workshop. In that circumstance do not pay any CSF).</p> <p>Leader's fee _____</p> <p>Organizer's Fee _____</p> <p>The leader and organizer of a satellite workshop can be paid up to 40% of the pay specified for workshop leaders and organizers in the RC Community Guidelines. (Leader's transportation costs are not paid.)</p> <p>Site/Costs _____</p> <p style="text-align: right;"><i>Total Expenses</i> ② _____</p>

<p>Satellite Fee and Net Income Distribution _____</p> <p>(mail this form along with two checks)</p> <ol style="list-style-type: none"> 1. Written to RCCR for 20% of the Primary Workshop Fee and half of the net income. 2. Written to RIP for the half of the net income.

- *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 bank-issued in USD or personal checks in your local currency.*
- *Checks may be mailed in the same envelope.*
- *Mail checks with a copy of this form to the address shown below.*

Re-evaluation Counseling Community Resources, Inc. • 719 Second Ave N, Seattle, WA 98109 USA
Telephone: 1-206-284-0311 • E-mail: rcoffice@rc.org