



## Income & Expense Worksheet for Class – 1 Income & Summary

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

### Income from Student fees (As per Financial Summary Form)

(Remember to include fees from Self-Care, Study Group, & Class, include those paying \$0 fee)

Fee	Number	Total \$
<b>Totals:</b>		

### Outlays or Advances from Instructor (not including travel or accom)

Date	Amount	Item Description
Total:		(This gets re-paid to Instructor)

### Instructor Expenses (only note those paid for by class organisers)

(These are recorded separately from Workshop expenses – Receipts should be sighted!)

Rcpt OK	Date	Amount	Item Description
			Travel
			Accomodation
			Other (please itemise)
Total			

### Summary

Fees Paid	<input type="text"/>	(from above)
Class Expenses	<input type="text"/>	(from next page)
Balance	<input type="text"/>	(Fees – Expenses)
Instructor Expenses	<input type="text"/>	(from above)
Net Income	<input type="text"/>	(Balance – Instructor Expenses)

Amount transf to Instructor:



## Income & Expense Worksheet for Class – Page 2 Class Expenses

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

### Expenses Commonly Incurred (add or leave blank as appropriate)

- Directions: All items listed MUST have a receipt in support.

#### Expenses of organising and putting on class

Receipt attached	Date	Item	Amount	Paid per
		Photocopying - class		
		Photocopying - class		
		Phone		
		Refreshments		
		Refreshments		
		Refreshments		
		Refreshments		
		Venue Hire		
		Venue Hire		

#### Advertising Expenses: Ad costs split between all classes mentioned in ad/flyer

Receipt attached	Date	Item	Amount	Paid per
		Ad in publication:		
		Class flyer preparation		
		Newsletter preparation		
		Electronic mailouts		
		Photocopying for mailouts		
		Postage for mailouts		
		Envelopes for mailouts		

**Total Class Expenses** (Transfer to previous page)