



Financial Worksheet

Class _____ Instructor _____ Date _____

Location _____ Coordinator _____

Total Income from class (# of students x class fee) _____

Coordinator expenses (flyers, postage, copies, room rent, phone, etc.)

Instructor expenses (transportation, copies, phone, etc.)

Total Income = \$ _____

Minus Coordinator Expenses - \$ _____

Minus Instructor Expenses - \$ _____

Total After Expenses = _____

After expense total x Inst = _____ After expenses total x Coord % = _____

Plus Instructor expenses + _____ Plus Coordinator expenses + _____

Total Paid to Instructor = _____ Total Paid to Coordinator = _____