



# Template for Finances (Simple Form)

## Edu-K Foundation Course Accounting Form/Financial Report

Class \_\_\_\_\_ Date \_\_\_\_\_  
 Location \_\_\_\_\_ Instructors \_\_\_\_\_  
 Sponsors \_\_\_\_\_

New Students: # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 Repeat Students: # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 Special Students: # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

Total Income \_\_\_\_\_ Total Income \_\_\_\_\_  
 Ten % Royalty \_\_\_\_\_

	On-Site Sponsor A	On-Site Sponsor B	Instructor	Instructor	Totals
Class Expenses:					
Classroom	_____	_____	_____	_____	_____
Snacks	_____	_____	_____	_____	_____
Water & Cups	_____	_____	_____	_____	_____
Manuals	_____	_____	_____	_____	_____
Certificates	_____	_____	_____	_____	_____
Materials	_____	_____	_____	_____	_____
Printing	_____	_____	_____	_____	_____
Paper	_____	_____	_____	_____	_____
Bulk Mailing	_____	_____	_____	_____	_____
Postage	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____
Meals	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____

(Totals agree when added across & down) **Total Course Expenses:** \_\_\_\_\_

**Foundation Royalty** (10%): \_\_\_\_\_% = \$ \_\_\_\_\_  
 Total Expenses & Foundation Donation: \$ \_\_\_\_\_ Gross less Royalty \$ \_\_\_\_\_  
 (net income remaining)  
 \$ \_\_\_\_\_

**Net Income for Instructor & Sponsors:**  
 On-Site sponsor Fee: \_\_\_\_\_% = \$ \_\_\_\_\_  
 Instructor Income: \_\_\_\_\_% = \$ \_\_\_\_\_

Disbursement (separate checks)

Name	Income or Fees	Expense Reimbursement	Total
Sponsor A _____	_____	_____	_____
Sponsor B _____	_____	_____	_____
Instructor _____	_____	_____	_____
Instructor _____	_____	_____	_____

Gross less expenses \$ \_\_\_\_\_

**Foundation Royalty** (10%): \_\_\_\_\_% = \$ \_\_\_\_\_  
 Total Expenses & Foundation Donation: \$ \_\_\_\_\_ Gross less Royalty \$ \_\_\_\_\_