

# Brain Gym Int'l. Sponsoring Accounting Form/Financial Report

\*\* This is a template showing how accounting could be set up within Excel or Numbers.  
Instructors are responsible for their own accounting.

**Course:** **Mock-up Template** **Location:** Ideal location  
**Instructor** Dynamic facilitator  
**Sponsor/s** Conscientious organizer

Input Date:  
Class Date:

Course income	student no.	class fee	totals
New Students	9	\$300	\$2,700.00
New Students	0	\$0	\$0.00
Special Students	0	\$0	\$0.00
Repeat Students	2	\$150	\$300.00
	0	\$0	\$0.00
	0	\$0	\$0.00
<b>Totals</b>	<b>0</b>		<b>\$3,000.00</b>
Expenses: Intl Faculty airfare		0	\$0.00
Subtotal			\$3,000.00
Foundation Royalty	10%		\$300.00
Subtotal (revenue after royalty)			\$2,700.00

<i>Percentage chart</i>		
students	Sponsor	Instructor
<i>(2 repeat = 1)</i>		
36+	40%	60%
30 - 35	35%	65%
25 - 29	30%	70%
16 - 24	25%	75%
11 - 15	20%	80%
0 - 10	15%	85%

Course Expenses:	sponsor	sponsor	instructor/s	Totals
Admin. Fees				\$0.00
Classroom	\$400.00			\$400.00
Certificates			\$10.00	\$10.00
Lodging	\$400.00			\$400.00
Manuals			\$200.00	\$200.00
Materials				\$0.00
Meals	\$100.00		\$100.00	\$200.00
Printing				\$0.00
Travel			\$200.00	\$200.00
Snacks+	\$50.00			\$50.00
Misc.				\$0.00
Office Exp.				\$0.00
<b>Totals</b>	<b>\$950.00</b>	<b>\$0.00</b>	<b>\$510.00</b>	<b>\$1,460.00</b>

Total Revenue	\$3,000.00
Course Income after Royalty	\$2,700.00
Less Expenses	\$1,460.00
Net Course Revenue	\$1,240.00

Course Revenue Disbursement	Expenses	%s	Income	Subtotal
Royalty		10%	\$300.00	\$300.00
Instructor/s	\$510.00	85%	\$1,054.00	\$1,564.00
Sponsor	\$950.00	15%	\$186.00	\$1,136.00
Sponsor	\$0.00		\$0.00	\$0.00
<b>Totals</b>	<b>\$1,460.00</b>		<b>\$1,540.00</b>	<b>\$3,000.00</b>

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As noted in the sponsor tips document, keep accurate records for non-course related expenses as well. Determine who is responsible for what and how that responsibility will be compensated. Below is a sample of additional accounting for work above and beyond sponsoring a course.

<b>Instructor Sales</b>		
Sales		
Info Mtg.		
Total		
Less % to Sponsor		
Sales income due Instructor		

<b>Private Sessions Accounting - days</b>		
Gross income		
Less space rental		
Less % to Sponsor		
Revenue to Instructor		