

ALLOCATION TABLE
(FBO ALOT FORM)

COPY 1	F FIN OFF	ORG _____
2	CONT FIN OFF	DATE _____
3	DGF WW	W/E _____
4	DGF CONT	FBO _____
5	AGF ORG	CURRENCY _____
6	FBO ORG	
7	ORG TREAS	
8	FLAG DATA FILES	
9	ORG ED/CO	
10	COLL OFF WW	
11	FOLO DATA FILES	
12	INT DATA FILES	

NOTE: This form is filled out in the currency of the country in which it is located.

	<u>ADD</u>	<u>SUBTRACT</u>	<u>BALANCE</u>
1. <u>ORG'S GROSS INCOME</u>			
A. <u>LESS</u> : Bounced Cheques this week.			
B. <u>PLUS</u> : Bounced Cheques collected.			
Where counter cheques are not immediately credited but are put in for collection only, the following additional adjustment is made:			
C. <u>LESS</u> : Counter cheques put in for collection this week.			
D. <u>PLUS</u> : Counter cheques credited to FBO #1 Account this week.			
E. <u>LESS</u> : Special Income (to be retained in FBO #1 Account).			
F. <u>EQUALS</u> : Working Gross Income			
2. <u>CORRECTED GROSS INCOME CALCULATION</u>			
A. Working Gross Income figure			
B. <u>LESS</u> : Unsolicited Donations received.			
C. <u>LESS</u> : FSM Commissions Paid.			
D. <u>LESS</u> : Tours Commissions paid to Tours Orgs.			
E. <u>LESS</u> : Transfer to HCO Book Account:			
a. HCO A/C sums and memberships (cash & PPR)			
<u>plus</u> :			
b. PPs received transferred to HCO A/C (PPU)			
subtotal a + b			
<u>less</u> :			
c. 50% Book Profit			
total a + b - c			
F. <u>LESS</u> : Transfer to PES Account			
G. <u>LESS</u> : Sales Tax on HCO Book Account items (VAT for UK Orgs)			
H. <u>LESS</u> : Transfer of refund claims to CVB Account			
I. <u>LESS</u> : "Other" Not Income items: specify:			
total			

	ADD	SUBTRACT	BALANCE
J. <u>EQUALS:</u>			
WORKING CORRECTED GROSS INCOME			
K. <u>LESS:</u> Staff Bonuses			
1. ___ % Working CGI if GI up on 1 & 3 week trend for Reg bonuses			
2. ___ % of VSD if VSD up on 1 & 3 week trend for Tech and Qual bonuses			
3. ___ % Working CGI if VSD up on 1 & 6 week trend for Exec bonuses			
4. ___ % Working CGI if VSD up on 1 & 3 week trend for Staff bonuses			
5. Total bonuses = \$ _____			
L. <u>EQUALS CORRECTED GROSS INCOME</u>			
3. <u>FINANCIAL PLANNING SUM CALCULATION</u>			
1. CGI _____			
ii. VSD _____			
A. ___ % CGI = _____			
B. ___ % VSD = _____			
C. Subtotal of CGI and VSD Calculation			
D. ___ % CGI Bonus to Allocation if GI is in 1 & 6 week normal or above trend			
E. ___ % CGI Bonus to Allocation if Training VSD exceeds Processing VSD for the week			
F. ___ % CGI Bonus to Allocation (for AOLA and AO parts of AOSHs) if AO VSD is in 1 & 6 week normal or above trend			
G. FINANCIAL PLANNING SUM (3 C + D + E + F) _____			
<u>ALLOCATION BREAKDOWN (For FBO info)</u>			
(Org ALOT 3a) A. ___ % FP Sum to Salary/Welfare plus staff bonuses (line 2E) total			
(Org ALOT 3b) B. ___ % FP Sum to Disbursements			
(Org ALOT 3c) C. ___ % FP Sum to Promotion			
(Org ALOT 3d) D. ___ % FP Sum to Management Bills			
(Org ALOT 3e) E. ___ % FP Sum to FOLO Management Bills			
(Org ALOT 3f) F. ___ % FP Sum to GO Reserves			
(Org ALOT 3g) G. ___ % FP Sum to Continental GO			
(Balance should be zero)			
BALANCE EQUALS			
4. <u>ADDITIONAL MONIES FROM CGI AFTER ALLOCATION OF FINANCIAL PLANNING SUM</u>			
A. <u>LESS:</u> ___ % CGI for Org Reserves			
B. <u>LESS:</u> ___ % CGI to Sea Org Reserves			
C. <u>LESS:</u> ___ % CGI to Trustee Account/WW			

	ADD	SUBTRACT	BALANCE
D. <u>LESS</u> : _____ % CGI to Continental GO		_____	_____
E. <u>LESS</u> : _____ % CGI to Tax Reserves		_____	_____
F. <u>LESS</u> : _____ % CGI to Special Org Reserve A/C		_____	_____
G. <u>LESS</u> : Amount retained in #1 Account for Bounced Cheque Float		_____	_____
H. <u>LESS</u> : Amount transferred to #2 Account		_____	_____
I. BALANCE			_____
J. i. _____ % of Balance (line 4I) to Sea Org Reserves		_____	_____
ii. _____ % of Balance (line 4I) to Tax Reserves		_____	_____
iii. _____ % of Balance (line 4I) to Special Org Reserves		_____	_____
iv. BALANCE (should be zero)			_____
5. <u>BALANCE CHECK</u>			
A. Sums retained in #1 Account:			
line 1E _____			
4G _____			
total _____	_____		_____
B. Sums transferred to #2 A/C: line 4H		_____	_____
C. Org Reserves: line 4A		_____	_____
D. Sea Org Reserves: line 4B			
line 4Ji _____			
total _____	_____		_____
E. Special Org Reserves:			
line 4F _____			
4Jiii _____			
total _____	_____		_____
F. Tax Reserves: line 4E			
4Jii _____			
total _____	_____		_____
G. Trustee/WW: line 4C		_____	_____
H. Continental GO: line 4D		_____	_____
I. Financial Planning Sum: line 3G		_____	_____
TO MAIN ACCOUNT:			
(Org ALOT 3A) Salary/Welfare plus Staff Bonuses		_____	_____
(Org ALOT 3B) Disbursements Sum		_____	_____
(Org ALOT 3C) Promotion		_____	_____
TO FLAG:			
(Org ALOT 3D) Management Bills		_____	_____
TO FOLO:			
(Org ALOT 3E) FOLO Management Bills		_____	_____
TO GO RESERVES:			
(Org ALOT 3F) GO Reserves		_____	_____
TO CONT GO:			
(Org ALOT 3G) Continental GO Sum		_____	_____

		ADD	SUBTRACT	BALANCE
J. Staff Bonuses:	line 2K5	_____		_____
K. Not Income items:	line 2I	_____		_____
L. CVB Refund Claims:	line 2H	_____		_____
M. Sales Tax:	line 2G	_____		_____
N. PES Account:	line 2F	_____		_____
O. HCO Book Account:	line 2E	_____		_____
P. Tours Commissions:	line 2D	_____		_____
Q. FSM Commissions:	line 2C	_____		_____
R. Unsolicited Donations:	line 2B	_____		_____
BALANCE (equals balance of line 1D)				_____

6. FBO #1 ACCOUNT DATA

A. Bounced Cheque Float carried forward (line 6D on last week's FBO ALOT)	_____		_____
B. PLUS: Any sums retained this week for Bounced Cheque Float (line 4G)	_____		_____
C. LESS: Any expenditures made in excess of last week's Allocation: SPECIFY: _____ _____ _____			_____
total	_____		_____
D. EQUALS new Bounced Cheque Float balance			_____

7. BANK RECONCILIATIONS:

Account name	Bank statement balance at:	Less: O/S cheques	Plus: O/S deposits	Reconciled balance
FBO #1 A/C				
FBO #2 A/C				
Special Org Reserve A/C				
TOTAL				

8. Attach to this form the latest copies of Finance Office Accounts' statements and copies of all FBO deposit slips for the week.

9. List all FBO #2 Account expenditures below:

FBO _____
DATE _____ TIME _____