COPY 1 F FIN OFFICE

    2 CONT FIN OFFICE

    3 DGF WW

    4 DGF CONT

    5 AGF ORG

    6 F80 ORG

    7 ORG TREAS

    8 FLAG DATA FILES

    9 ORG CO/ED

    10 COLL OFF WW

    11 FOLO DATA FILES

    12 INT DATA FILES

## ORG ALOT FORM

|  | ADD | SUBTRACT | BALANCE |
|---|---|---|---|

### 1. FINANCIAL PLANNING SUM CALCULATION

FP Sum is calculated as follows:

(i) CGI _____

(ii) VSD _____

A. ___ % CGI = _____

B. ___ % VSD = _____

A comparison is done between the CGI and VSD percents as calculated above
The org may take as an FP Sum no more of the VSD % than there is CGI %
and vice versa. The two amounts are then added together.

| | ADD | SUBTRACT | BALANCE |
|---|---|---|---|
| C. Subtotal of CGI and VSD calculation _____ | | | _____ |
| D. ____ % CGI Bonus if GI is in 1 & 3 week normal or above trend | _____ | | _____ |
| E. ____ % CGI Bonus if Training VSD exceeds Processing VSD for the week | _____ | | _____ |
| F. ____ % CGI Bonus (for AOLA & AO parts of AOSHs) if AO VSD is in 1 & 6 week normal or above trend | _____ | | _____ |
| G. Total FP Sum _____ (add 1C+D+E+F) | | | |

### 2. TOTAL ALLOCATION CALCULATION

The Total Allocation includes the FP Sum plus the Staff Bonuses that
have been calculated from the Working CGI:

(i) Working CGI _____

| | ADD | SUBTRACT | BALANCE |
|---|---|---|---|
| A. ___ % Working CGI if GI up on 1 & 3 week trend for Reg bonuses | _____ | | _____ |
| B. ___ % of VSD if VSD up on 1 & 3 wk trend for Tech and Qual Bonuses | _____ | | _____ |
| C. ___ % Working CGI if VSD up on 1 & 6 week trend for Exec bonuses | _____ | | _____ |
| D. ___ % Working CGI if VSD up on 1 & 6 week trend for Staff/Crew bonuses | _____ | | _____ |
| E. Total Staff bonuses _____ (add 2A+B+C+D) | | | |
| F. Total Allocation _____ (add lines 1G+2E) | | | |

|  | ADD | SUBTRACT | BALANCE |
|---|---|---|---|

**3.  ALLOCATION BREAKDOWN**

A. ___ % FP Sum to Salary/Welfare _____
plus staff bonuses (line 2E)_____
total_____

| | ADD | SUBTRACT | BALANCE |
|---|---|---|---|
| B. ___ % FP Sum to Disbursements | ___ | ___ | |
| C. ___ % FP Sum to Promotion | ___ | ___ | |
| D. ___ % FP Sum to Management Bills | ___ | ___ | |
| E. ___ % FP Sum to FOLO Management Bills | ___ | ___ | |
| F. ___ % FP Sum to GO Reserves | ___ | ___ | |
| G. ___ % FP Sum to Continental GO | ___ | ___ | |

(Balance should be zero)          _____

**4.  HCO BOOK ACCOUNT PROFIT CALCULATION**

1.  Total Book A/C receipts for the week: (line 2Ea + b on FBO ALOT form)     _____          _____

2.  LESS:

a. Total cost to org of books, meters, etc.          _____     _____

b. Commissions:

staff     _____

salesmen _____

subtotal _____          _____     _____

c. Shipping, customs, etc. from Pubs to org          _____     _____

d. Shipping, postage, etc. from org to customer          _____     _____

e. Promotion costs          _____     _____

f. Book Account contribution to org's monthly magazine costs          _____     _____

g. Campaign costs          _____     _____

h. Other valid HCO Book A/C costs (Ref: HCO PL 6.10.55 IIR ADDITION TO HCO DIV ACCOUNT POLICY) Specify:

_____

_____

_____

_____          _____     _____

i. BALANCE EQUALS PROFIT (1 minus 2a-h)          _____

j. LESS: 50% line i to CGI (enter on line 2Ec page 1 of FBO ALOT form)          _____     _____

k. EQUALS: Remainder of Book A/C profit          _____

Attested correct:   Post_____

Name_____

Date_____Time_____

Verified by FBO:   Name_____

Date_____Time_____