

INSTRUCTIONS FOR COMPLETING VENDING MACHINE INCOME STATEMENT

- Column A: State** - Enter the State in which the revenue is collected.
- Column B: Net Income** - Record total receipts collected from vending machine operations, including commissions paid by a commercial vending concern which operates vending machines on installation property. Deduct the cost of goods sold (including reasonable service and maintenance costs). This should be the amount of profit made after all fees are deducted. **DO NOT INCLUDE RECEIPTS FROM RANDOLPH-SHEPPARD ACT VENDING MACHINE FACILITIES OPERATED BY LICENSED BLIND VENDORS OR ANY COMMISSIONS PAID BY A BLIND VENDOR.**
- Column C: Total Amount Excluded from \$3,000 Minimum** - Record total amount of \$3,000 exclusion taken from vending machine operations at locations, installation or facility not in direct competition with a blind-operated vending facility.
- Column D: Amount Subject to Sharing with State Licensing Agency**
Record the dollar amount of net income subject to sharing with the State Licensing Agency (i.e., column B minus column C).
- Column E: Share Formula (50 percent, 30 percent, 10 percent, etc.)** - Record the percentage of the amount subject to sharing that must be shared. The vending machine income-sharing requirements are as follows:
1. One hundred percent of the vending machine income from vending machines in direct competition with blind-operated vending facilities will be provided to the State Licensing Agency.
 2. Fifty percent of the vending machine income from vending machines not in direct competition with blind-operated vending facilities will be provided to the State Licensing Agency.
 3. Thirty percent of the vending machine income from vending machines not in direct competition with blind-operated vending facilities, and located where at least 50 percent of the total hours worked on the premises occurs during other than normal working hours will be provided to the State Licensing Agency.

4. Some States have special agreements as to the percent shared and kept. If that is the case, enter those percents in place of the 100, 50 or 30 percent.

NOTE: If some locations on your installation are subject to different sharing percentages than other locations, enter them on separate lines. For example, if there are locations that have to share 50 percent and locations that have to share 30 percent, group all the 50 percent locations on one line and all 30 percent locations on another line. This is the only way to make the formulas come out correctly and ensure accuracy.

Column F: Keep Formula (50 percent, 70 percent, 90 percent, etc.) - Record the percentage of the amount subject to sharing that does not have to be shared. To get this percentage subtract the percent you must share in Column E from 100 (e.g., 30 percent shared means 70 percent not shared).

Column G: Amount Shared with State Agency for the Blind - Record the dollar amount resulting from the percentage shared (i.e., column E of Column D). If Column E were 30 percent and Column D were \$100, Column G would be \$30.00.

Column H: Amount Retained - Record the dollar amount retained, i.e., (Column F of Column D). If Column F were 70 percent and Column D were \$100, Column H would be \$70.

Column I: Amount Disbursed to State Licensing Agency - Record the amount that has been distributed during the year to the State Licensing Agency to date.

Column J: Amount Pending Disbursement to State Licensing Agency - Record the amount due to the State Licensing Agency for the year, but not yet distributed.