

MONTHLY CONGREGATION ACCOUNTS REPORT

Instructions: Before the second midweek meeting of each month, this report should be prepared by the accounts servant and reviewed by the secretary. The secretary should ensure that a copy of the report is given to the coordinator of the body of elders, who will arrange for the announcement on page 2 to be read to the congregation. The accounts servant should file the report in the current file with the corresponding *Accounts Sheet* (S-26).

Congregation: _____ Month/Year: _____

Total Funds at Beginning of Month (Bring forward from Figure [i] of preceding month's report.) _____ (a)

ALL RECEIPTS

CONGREGATION RECEIPTS

Contributions for local congregation (from boxes) _____

Contributions for local congregation (electronic transfers) _____

Total Congregation Receipts _____ (b)

OTHER RECEIPTS

Contributions for worldwide work (from boxes) _____

Total Other Receipts _____ (c)

Total Receipts [(b) + (c)] _____ (d)

ALL DISBURSEMENTS

CONGREGATION EXPENDITURES

Kingdom Hall operating expenses _____

Resolved monthly donation to worldwide work _____

Total Congregation Expenditures _____ (e)

OTHER DISBURSEMENTS

Contributions for worldwide work (from boxes) _____

Total Other Disbursements _____ (f)

Total Disbursements [(e) + (f)] _____ (g)

Surplus (Deficit) [(d) – (g)] _____ (h)

Total Funds at End of Month [(a) + (h)] (Carry forward to Figure [a] of the next month's report.) _____ (i)

CONGREGATION FUNDS RESERVED FOR SPECIAL PURPOSES

Total Congregation Funds Reserved for Special Purposes _____ (j)

AVAILABLE CONGREGATION FUNDS AT END OF MONTH [(i) – (j)] _____ (k)

(Accounts servant)