

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)

MONTHLY CONGREGATION ACCOUNTS ANNOUNCEMENT

Instructions: The announcement should be read to the congregation at the midweek meeting during the second week of each month. If the announcement cannot be made (for example, if the congregation has an assembly or a convention), the announcement may be made the following week. After the announcement has been read, page 1 of this report should be posted on the information board.

READ TO THE CONGREGATION:

A copy of the *Monthly Congregation Accounts Report* for the month of _____ will
(Month of report)

be posted on the information board. In summary, the congregation received a total of _____ .
(Figure [b])

Congregation expenditures for the month totaled _____. The congregation had a month-end
(Figure [e])

balance of _____. The congregation also forwarded donations from contribution boxes to the
(Figure [i])

branch office in the amount of _____ for the worldwide work.
(Figure [f])

READ TO THE CONGREGATION ONLY IF SELECTED:

☐ The total amount contributed to date by the congregation for local Kingdom Hall and/or Assembly
Hall construction projects is _____ .

☐ The total amount contributed to date by the congregation for the branch construction project is
_____ .