

**REGIONAL BUILDING COMMITTEE OF JEHOVAH'S WITNESSES, INC.,
ANNUAL EXPENSE REPORT**

Regional Building Committee state and number: _____

Service year: _____ (September 1 through August 31 of the following calendar year)

PART I—PROJECTED ANNUAL EXPENSES FOR SERVICE YEAR

A. OPERATING EXPENSES

Cleaning supplies and paper goods \$ _____

Office expenses (Please detail below what this includes.) \$ _____

Postage and printing (Please specify below what these will be.) \$ _____

Vehicle gasoline and/or diesel fuel (Please specify below how this will be used.) \$ _____

Telephone (Please detail below what this includes.) \$ _____

Taxes (if any) (Please detail below what this includes.) \$ _____

TOTAL OPERATING EXPENSES \$ _____

B. EQUIPMENT

Office equipment purchases (Please specify below what these will be.) \$ _____

Construction equipment purchases (Please specify below what these will be.) \$ _____

Safety equipment (Please specify below what these will be.) \$ _____

Office equipment repairs and maintenance (Please detail below what this includes.) \$ _____

Other expenses (Please detail below what this includes.) \$ _____

TOTAL EQUIPMENT EXPENSES \$ _____

C. TRAINING EXPENSES

Food \$ _____

Materials \$ _____

Printing/Copying \$ _____

List below the type(s) of training associated with expenditures listed above.

Specify below location(s) for training.

TOTAL TRAINING EXPENSES \$ _____

D. TOTAL ANNUAL EXPENSES (Sum of Sections A, B, and C) \$ _____

PART II—AMOUNT OF PROJECTED CONTRIBUTIONS FOR THE SERVICE YEAR

A. TOTAL AMOUNT REQUIRED
(TOTAL ANNUAL EXPENSES from Part I, line D) \$ _____

B. RECEIPTS EXPECTED

Contributions expected \$ _____

Other receipts expected (Please detail below what this includes.) \$ _____

TOTAL RECEIPTS EXPECTED \$ _____

PART III—CASH ACCOUNT AND RECEIVABLES

Total amount in RBCJW bank account \$ _____

Any other funds on hand and/or accounts receivable (Please detail below what this includes.) \$ _____

TOTAL OF ALL FUNDS ON HAND OR DUE (Sum of Part III) \$ _____

PART IV—OTHER FINANCIAL INFORMATION

Specify the amount the committee feels should be kept on hand to pay all current bills and other expenses. \$ _____

Describe how the suggested contribution for equipment use, office supplies, and any other overhead costs is calculated for each Kingdom Hall project.

Confirmation by Regional Building Committee members:

NOTE: The box below should not be checked until the entire form has been completely filled in and carefully checked for accuracy by each member of the Regional Building Committee. Please verify that all totals are correct and that they are the sum of the individual items contained in each section. This form should be e-mailed to the Kingdom Hall Desk in the Service Department at khd@jw.org each year no later than September 1.

Approved by Regional Building Committee **Date:** _____