

MONTHLY CONGREGATION ACCOUNTS REPORT

Instructions: Before the second Service Meeting of each month, this report should be prepared by the accounts servant and a copy supplied to the coordinator of the body of elders, who will review the announcement on page 2. The accounts servant should file the original report in the current file with the corresponding *Accounts Sheet* (S-26).

Congregation: _____ Month/Year: _____

CONGREGATION FINANCIAL REPORT

Congregation Funds at
Beginning of Month

This figure is brought forward from "Congregation Funds at End of Month"
(Figure [e]) on preceding month's Congregation Financial Report.

→ \$ _____ (a)

CONGREGATION RECEIPTS:

\$ _____

Total Receipts

\$ _____ (b)

CONGREGATION EXPENDITURES:

\$ _____

Total Expenditures

\$ _____ (c)

Surplus (Deficit) [(b) - (c)]

\$ _____ (d)

Congregation Funds at End of Month [(a) + (d)] (Carry forward to next month.)

\$ _____ (e)

CONGREGATION FUNDS RESERVED FOR SPECIAL PURPOSES:

\$ _____

Total Congregation Funds Reserved for Special Purposes

\$ _____ (f)

Funds Available to Cover Congregation Expenses [(e) - (f)]

\$ _____ (g)

RECONCILIATION

Total Funds at Beginning of Month

This figure is brought forward from "Total Funds at End of Month" (Figure [m]) on preceding month's Reconciliation.

→ \$ _____ (h)

ALL RECEIPTS:

Congregation Receipts [Total (b) on front.] \$ _____

Received From Contribution Boxes:

For the Worldwide Work _____

For Kingdom Hall Construction Worldwide _____

Total Receipts \$ _____ (i)

ALL DISBURSEMENTS:

Congregation Expenditures [Total (c) on front.] \$ _____

Sent From Contribution Boxes:

For the Worldwide Work _____ (j)

For Kingdom Hall Construction Worldwide _____ (k)

Total Disbursements \$ _____ (l)

Note: This amount must equal "Total Funds at End of Month" as shown in the "Accounts Sheet Reconciliation" box (S-26) and should equal "Congregation Funds at End of Month" (e) on front.



Total Funds at End of Month [(h) + (i) - (l)] (Carry forward to next month.) \$ _____ (m)

Accounts servant: _____
(Sign and print name)

MONTHLY CONGREGATION ACCOUNTS ANNOUNCEMENT

Instructions: This announcement should be read to the congregation at the second Service Meeting of each month by the brother handling the first part that week. 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. Neither these instructions nor the words in parentheses below should be read to the congregation.

For the month of _____, the congregation received a total of \$ _____. Congregation ex-

(Last month)

(Figure [b])

penses for the month totaled \$ _____. This left a month-end balance of \$ _____.

(Figure [c])

(Figure [e])

The congregation also forwarded donations from contribution boxes to the branch office in the amount of

\$ _____ for the worldwide work and \$ _____ for Kingdom Hall construction

(Figure [j])

(Figure [k])

worldwide. A copy of the *Monthly Congregation Accounts Report* will be posted on the information board.

(After the meeting, please return this report to the coordinator of the body of elders for posting on the information board.)