

CIRCUIT ASSEMBLY/SPECIAL ASSEMBLY DAY FINANCIAL REPORT

(Points 1-8 of this report should be read to the audience on Sunday morning at circuit assemblies and before the final talk in the afternoon at special assembly days. Additionally, read to the audience any acknowledgement for donations made at the last assembly.)

At this time we would like to inform you of the standing of the accounts for our circuit.

1. Our last assembly on _____ ended with a surplus (deficit) of _____
(Date[s])

2. Hence, prior to making arrangements for this assembly, we had in the circuit account (moneys on hand, in the bank, and with the branch office) _____
(If no donations will be made, skip to point 6.)

3. With these funds available, the circuit elders have approved the following donations to:
Worldwide Work _____
Kingdom Hall Construction Worldwide _____
Other _____

4. Total donations to be made amount to _____

5. Funds left over in the circuit account amount to (difference between lines 2 and 4) _____

6. In connection with this assembly, expenses incurred so far have amounted to (include all operating expenses and other expenses and reimbursements approved by resolution but not donations) _____

7. Contributions received so far at this assembly amount to _____

8. Therefore, at this point we have a surplus (deficit) for this assembly of (difference between lines 6 and 7) _____

We want to take this opportunity to thank you for your contributions to assist in covering all the expenses incurred at this assembly.

(The following portion is not to be read to the audience. Rather, it should be completed by the accounts overseer at the end of this assembly.)

9. Additional contributions and credits received _____ +
10. Additional expenses (if any) _____ -
11. Subtotal (difference between lines 9 and 10) _____
12. Final assembly surplus/(deficit) (difference between lines 8 and 11) _____

(Accounts overseer—Sign and print name)

(Date)