

## CIRCUIT ASSEMBLY FINANCIAL REPORT

(Points 1-6 of this report should be read to the audience during the afternoon session at the time the program calls for announcements.)

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)  
(If no donation was made following the last assembly, skip to point 3.)  
\_\_\_\_\_
2. Based on the funds available, a donation was made to the  
worldwide work in the amount of \_\_\_\_\_  
\_\_\_\_\_
3. 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) \_\_\_\_\_
4. 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) \_\_\_\_\_
5. Contributions received so far at this assembly amount to \_\_\_\_\_
6. Therefore, at this point we have a surplus/deficit for this assembly of  
(difference between lines 4 and 5) \_\_\_\_\_

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

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**(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.)**

7. Additional contributions and credits received \_\_\_\_\_ +
8. Additional expenses (if any) \_\_\_\_\_ -
9. Subtotal (difference between lines 7 and 8) \_\_\_\_\_
10. Final assembly surplus/deficit (sum of lines 6 and 9) \_\_\_\_\_

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(Accounts overseer—Sign and print name)

(Date)