

WATCH TOWER

BIBLE AND TRACT SOCIETY OF PENNSYLVANIA

OFFICE OF THE SECRETARY AND TREASURER
25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A.
PHONE (718) 625-3600 FAX (718) 875-7446

December 22, 1997

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

We thank all of you for your individual contributions in making the Kingdom Hall Assistance Arrangement (KHAA) so effective. We appreciate very much the efforts the local and Regional Building Committees have made in rebuilding damaged properties and the loving way in which you have cared for those who have been injured while working on Kingdom Halls or while attending meetings. The long-range, positive effects of such sincere effort in caring for Kingdom Halls and Jehovah's sheep cannot be overestimated.

Some property losses have involved Kingdom Halls where the congregations have not updated their property values as listed with the Society for many years. At this time we are requesting that all congregations provide us with an updated appraisal of the value of their Kingdom Hall. If help is needed in making the appraisal, one elder from the congregation or congregations should be selected to take the lead in contacting the Regional Building Committee for assistance. After all of the features of the Kingdom Hall have been noted and appraised, please report the correct figure to the *Risk Management Office* using the revised Property Description Form (T-50) sent to you in November.

Also enclosed is an Accident Information sheet. Please take a few minutes to familiarize yourselves with these procedures before filing this information where it will be readily accessible in the event that an accident takes place at your Kingdom Hall.

Thank you for your attention to this important matter of updating Kingdom Hall values. We pray for Jehovah's continued blessing upon the Kingdom Hall Assistance Arrangement and thank you for your loyal support.

Your brothers,

Watch Tower B. & T. Society
OF PENNSYLVANIA

Encl.

cc: Regional Building Committees

ACCIDENT INFORMATION

KINGDOM HALL ASSISTANCE ARRANGEMENT

(PLEASE KEEP THIS IN AN ACCESSIBLE PLACE FOR READY REFERENCE IN CASE OF AN ACCIDENT)

ACCIDENTS AT KINGDOM HALLS OR ASSEMBLY HALLS:

1. Please ensure that the injured party receives appropriate medical attention as soon as possible. In most instances it is best to call for an ambulance if transport to a medical facility is necessary.
2. If **any medical treatment is required**, please phone the Society's *Risk Management Office* at (718) 625-3600 **within 48 hours** to report the accident. This should be done even if the individual has personal insurance and will not be submitting any bills to the congregation.
3. Keep in close touch with the injured party and his family to see what further assistance may be needed in the home, etc. If the injured is not one of Jehovah's Witnesses, kindly offer to provide additional assistance and make needed arrangements. Show genuine Christian love and concern.
4. Do not make any statements of responsibility or liability about the cause of the accident to the injured or any other party, including governmental officials.
5. Appoint an experienced, mature elder to ensure that matters are cared for as outlined in the letter *Key Facts About the Kingdom Hall Assistance* of October 1995.
6. Complete an *Accident Notice Report* (T-5) within one week. To provide necessary information on the *Accident Notice Report*, please ask the following:
 - a) What were you doing when the accident occurred?
 - b) How did the accident happen?
 - c) What injury did you suffer?
 - d) Do you have any type of medical coverage (including Medicare or Medicaid)?
7. If the injured party has personal insurance, encourage him to present his medical expenses to his insurance program. Kindly explain that the Kingdom Hall Assistance Arrangement is based on donated funds and that all expenses incurred are borne by the congregations.
8. Report the accident by phone if there is any threat or mention of legal action. Generally this would only occur if a worldly person happened to injure himself on your property. If this should happen, please obtain his name and address as well as the names and addresses of any witnesses, along with a full description of the incident.

- **What do banks typically charge for this ACH service?**

Since the banks have found that these electronic transfers are far less expensive to process than conventional checks, we have found very few banks that charge a fee to the holders of an account that is debited by these ACH transactions. If your bank charges a transaction fee, we would appreciate knowing their policy on this matter.

- **How much time should we allow for deposited checks to clear?**

You can request a funds availability schedule from your bank in order to determine when they will make funds from deposited checks available to you. Generally, checks drawn on a local bank will clear in one to three days. Checks drawn on out of town banks may take up to ten days to clear. Since an ACH transaction settles much faster than a check, it is important to know your bank's funds availability policy if funds from deposited checks are needed in order to make your *WEFTS* transaction.

- **Is there a penalty fee charged if we do not have sufficient funds in our account?**

As with a check, the transaction will be rejected and returned to the Society if there are not sufficient funds in the account to cover the transfer. The banks generally charge the same insufficient funds fee for an ACH transaction as they do for a check. These fees are usually imposed both on the congregation and on the Society. It is important to be sure that sufficient funds are available in the account to cover any *WEFTS* transactions.

- **Are the Instructions for Congregation Accounting affected when using *WEFTS*?**

Yes. When congregations receive their letter authorizing the use of *WEFTS* they also receive the *Revisions To Instructions For Congregation Accounting (S(d)-27)* and complete instructions for using the system.

- **Will we automatically be sent the required forms for making *WEFTS* transactions?**

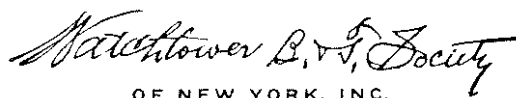
Yes. Along with your authorization letter, you will receive two *Record of Electronic Funds Transfer (T(d)-62)* forms. An additional supply for the year will be included in your next literature shipment.

- **Does the Society have a preference whether we use *WEFTS* or remit by check?**

Yes. If at all possible, the Society would prefer that congregations use *WEFTS* for making their monthly remittance rather than using a check.

We trust that the above information will prove helpful. We appreciate your participation and cooperation in helping the Society make the best use of the funds that are being contributed to fulfill our commission to publish the good news in the days remaining. We wish you Jehovah's continued rich blessing on your efforts to fully accomplish your ministry.

Your brothers,


OF NEW YORK, INC.