



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

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TAB:TAG December 30, 2010

TO ALL BODIES OF ELDERS IN BRITAIN

Re: Revised accounting instructions and transferring funds to the branch office

Dear Brothers:

Along with this letter we are making available revised *Instructions for Congregation Accounting (S-27)*, *Congregation Accounts Audit Reports (S-25)*, *Accounts Sheets (S-26)*, and *Monthly Congregation Accounts Reports (S-30)*. These are now available to download from the [jw.org](http://jw.org) website. Besides various textual adjustments, instructions on the naming of contribution boxes and auditing congregation accounts have been included. The procedure for reimbursing the expenses of travelling overseers is described. Further, the revised document describes use of the [jw.org](http://jw.org) website to transfer funds, including details on participating in the funds-on-deposit arrangement with the branch office.

Additionally, we are making available three new forms for Kingdom Hall Operating Committee accounting. *Instructions for Kingdom Hall Operating Committee Accounting (S-42)*, *Monthly Kingdom Hall Operating Committee Accounts Report (S-44)*, and *Kingdom Hall Operating Committee Accounts Audit Report (S-45)* will be of assistance where two or more congregations share the use of the Kingdom Hall. These will be available on the [jw.org](http://jw.org) website before March 31, 2011.

Please use these revised instructions and the related forms from April 1, 2011. Any previous versions of these forms should then be destroyed. Please continue to apply the instructions in our letter TAB January 29, 2010, to compile your annual accounts for the year ending March 31, 2011. A revised version of this letter will be released later this year for the 2011-2012 accounts.

**Transfer Funds:** Following a successful pilot scheme, all congregations are now being encouraged to make donations and payments to the branch office using the [jw.org](http://jw.org) website. Donations made to the Worldwide Work, Kingdom Hall Construction Worldwide, Travelling Overseers Assistance Arrangement and other funds, along with the deposit of excess funds under the funds-on-deposit arrangement and Kingdom Hall loan repayments, can now be transferred to the branch office electronically.

We will be discontinuing the current arrangements for funds transfers (Barclays Payflow and Lloyds TSB pre-printed credit slips). Therefore it is vital that you now complete the form *Direct Debit Instructions (TO-60)* and return it to the branch office if you have not already done so. This form was made available to all congregations with our letter TAB:TAE December 28, 2010, but additional copies can be downloaded from the [jw.org](http://jw.org) website if required. Please complete both pages of the form, so that transfers can be made to both Watch Tower and IBSA.

Most congregations are already using the jw.org website to submit field service reports and literature requests. Once we have received your *Direct Debit Instructions* (TO-60), your congregation domain will have a new section under the *Congregation* tab called **Transfer Funds**. This can be used to inform the branch office of amounts to be transferred. The branch office will then use the Direct Debit scheme to debit your congregation's bank account for the total amount. These transactions will appear on your monthly donation acknowledgement from the branch office. Your bank should not charge you for these transfers. Initially, the account administrators will be assigned the new role *Transfer Congregation Funds*, but they can also assign it to other brothers approved by the body of elders, such as the accounts servant.

Before making a donation or payment on the jw.org website, the accounts servant should fill in the *Record of Electronic Funds Transfer* (TO-62) and have it signed by the secretary or another signatory to the congregation bank account. This form is available on the jw.org website. Once that is done, log in to www.jw.org, click on the *Congregation* tab and, under the **Transfer Funds** section, choose **Transactions**. The transaction types that are available correspond to the headings on the TO-62 form. Enter the amount to be transferred in the relevant fields. Click *Next* to view the total transfer amount and confirm it. If everything is correct, click *Submit*. The confirmation screen is the Form of Advance Notice required by the Direct Debit scheme. Please print a copy of the screen, to file with the TO-62 form in the congregation's accounts records. Record the confirmation number on the TO-62 form.

If the congregation is making monthly Kingdom Hall loan repayments by standing order to the branch office, please cancel the standing order as soon as possible by contacting your bank. You can then use the jw.org website to make loan repayments, as described in the revised *Instructions for Congregation Accounting* (S-27). If you are using Barclays Payflow to make payments other than to the branch office, please make alternative arrangements.

Where congregations share a Kingdom Hall, the title-holding congregation should have a No.2 bank account for the Kingdom Hall Operating Committee (KHOC). Any loan repayments should be paid from this bank account. If you have not already done so, you will need to complete the *Direct Debit Instructions* (TO-60 KHOC) to transfer funds from this bank account using the jw.org website. The account administrators in the title-holding congregation will be assigned the new role *Transfer Operating Committee Funds*. This role will need to be assigned to the brother(s) approved by the KHOC. The brother caring for the KHOC accounts should fill in the form *Record of Electronic Funds Transfer* (TO-62 KHOC) and have it signed by the chairman of the KHOC or another signatory to the congregation's No.2 bank account. By selecting the transaction type '*Operating Committee Watch Tower Bible and Tract Society*' you will then be able to enter loan repayments.

**Funds-on-deposit:** This arrangement is not a banking facility. Rather, it is an arrangement wherein congregations are encouraged to send excess, or presently unneeded, congregation funds to the branch office instead of setting up a savings account, money market bank account, or certificate of deposit. It is recommended that congregations only retain sufficient funds to cover two to three months of average expenses. The rest can be considered excess.

Participating in the funds-on-deposit arrangement makes funds available for use in promoting Kingdom interests while the congregation is not using them. Thus, please take a moment to consider if your congregation would qualify based on the information presented above and in the revised *Instructions for Congregation Accounting* (S-27).

Further to our letter TAA:TAB July 19, 2010, you should now use the jw.org website to deposit funds or make withdrawals. The revised *Instructions for Congregation Accounting* (S-27) and *Instructions for Kingdom Hall Operating Committee Accounting* (S-42) outline the procedure for making deposits and withdrawals.

May Jehovah's blessing be upon this effort to show increased diligence in caring for this aspect of the Master's belongings. (Matt. 25:23) Please accept an expression of our warm Christian love.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN

cc: Travelling overseers

PS to the secretary:

Please arrange for a copy of this letter and the revised *Instructions for Congregation Accounting* (S-27) to be provided to the accounts servant. Any brothers on the Kingdom Hall Operating Committee should be provided with the new forms mentioned above.

In view of the revised accounting instructions, the September 4, 2007, and February 3, 2008, letters to all bodies of elders should now be removed from the congregation permanent file of policy letters and be destroyed. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.