

# MONTHLY CONGREGATION ACCOUNTS REPORT

**Instructions:** Before the second midweek meeting of each month, this report should be prepared by the accounts servant and reviewed by the secretary. The secretary should ensure that a copy of the report is given to the coordinator of the body of elders, who will arrange for the announcement on page 2 to be read to the congregation. The accounts servant should file the report in the current file with the corresponding *Accounts Sheet* (S-26).

Congregation: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Total Funds at Beginning of Month (Bring forward from Figure [i] of preceding month's report.) \_\_\_\_\_ (a)

## ALL RECEIPTS

### CONGREGATION RECEIPTS

Contributions for local congregation (from boxes) \_\_\_\_\_

Contributions for local congregation (electronic transfers) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Congregation Receipts \_\_\_\_\_ (b)

### OTHER RECEIPTS

Contributions for worldwide work (from boxes) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Other Receipts \_\_\_\_\_ (c)

**Total Receipts [(b) + (c)]** \_\_\_\_\_ (d)

## ALL DISBURSEMENTS

### CONGREGATION EXPENDITURES

Kingdom Hall operating expenses \_\_\_\_\_

Resolved monthly donation to worldwide work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Congregation Expenditures \_\_\_\_\_ (e)

### OTHER DISBURSEMENTS

Contributions for worldwide work (from boxes) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Other Disbursements \_\_\_\_\_ (f)

**Total Disbursements [(e) + (f)]** \_\_\_\_\_ (g)

Surplus (Deficit) [(d) - (g)] \_\_\_\_\_ (h)

Total Funds at End of Month [(a) + (h)] (Carry forward to Figure [a] of the next month's report.) \_\_\_\_\_ (i)

## CONGREGATION FUNDS RESERVED FOR SPECIAL PURPOSES

\_\_\_\_\_

\_\_\_\_\_

Total Congregation Funds Reserved for Special Purposes \_\_\_\_\_ (j)

**AVAILABLE CONGREGATION FUNDS AT END OF MONTH [(i) - (j)]** \_\_\_\_\_ (k)

(Accounts servant)

## MONTHLY CONGREGATION ACCOUNTS ANNOUNCEMENT

**Instructions:** The announcement should be read to the congregation at the midweek meeting during the second week of each month. 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. After the announcement has been read, page 1 of this report should be posted on the information board.

### READ TO THE CONGREGATION:

A copy of the *Monthly Congregation Accounts Report* for the month of \_\_\_\_\_ will  
(Month of report)

be posted on the information board. In summary, the congregation received a total of \_\_\_\_\_ .  
(Figure [b])

Congregation expenditures for the month totaled \_\_\_\_\_. The congregation had a month-end  
(Figure [e])

balance of \_\_\_\_\_. The congregation also forwarded donations from contribution boxes to the  
(Figure [i])

branch office in the amount of \_\_\_\_\_ for the worldwide work.  
(Figure [f])

### READ TO THE CONGREGATION ONLY IF SELECTED:

- The total amount contributed to date by the congregation for local Kingdom Hall and/or Assembly Hall construction projects is \_\_\_\_\_ .
  
- The total amount contributed to date by the congregation for the branch construction project is \_\_\_\_\_ .