

MONTHLY KINGDOM HALL CONSTRUCTION DESK REPORT

(Please complete this form, enclose it as a separate file with an Interbranch Memo, and forward it to the Regional Kingdom Hall Office by the 10th of the following month.)

Branch: _____ Date: _____
 Branch Territory: _____ Report for month of: _____

Program Overview

1. Existing suitable Kingdom Halls (including those rented)	
Present Needs	
2. Existing meeting places needing to be replaced with Kingdom Halls	
3. Existing Kingdom Halls needing to be replaced (including those rented)	
4. Existing Kingdom Halls needing major renovation (including those rented)	
5. All other new Kingdom Halls presently needed	
6. Total Kingdom Halls presently needed (add lines 2, 3, 4, and 5)	
Projected Growth	
7. Existing congregations	
8. Average publishers per congregation	
9. Existing groups (not yet congregations)	
10. Projected annual need for new Kingdom Halls due to publisher growth	
11. Congregation to Kingdom Hall ratio (line 7 divided by the sum of lines 1 and 6)	
Volunteer Support	
12. Approved KHC Groups this service year	
13. Presently assigned KHC Groups	
14. Approved KHC servants this service year	
15. Presently assigned KHC servants	
16. Presently assigned KHC volunteers	
17. Presently assigned international servants	
18. RBCs (under direction of KHC Desk)	
Construction Progress	
19. Kingdom Halls completed by KHC Groups to date (new and renovated)	
20. New Kingdom Halls completed by KHC Groups this service year	
21. Renovated Kingdom Halls completed by KHC Groups this service year	
22. Kingdom Halls under construction by KHC Groups (new and renovated)	
23. Kingdom Halls completed by RBCs since start of KHCG arrangement (new and renovated)	
24. New Kingdom Halls completed by RBCs this service year	
25. Renovated Kingdom Halls completed by RBCs this service year	
26. Kingdom Halls under construction by RBCs (new and renovated)	
27. Total Kingdom Halls completed to date (add lines 19 and 23)	
28. Total Kingdom Halls completed this service year (add lines 20, 21, 24, and 25)	
29. Kingdom Hall properties purchased this service year (branch financing)	
Costs	
30. Renovated Kingdom Hall cost (adjusted average)	
31. New Kingdom Hall building cost (adjusted average)	
32. New Kingdom Hall property cost (adjusted average)	
33. New Kingdom Hall building and property cost (add lines 31 and 32)	
Financial Standing	
34. Approved Budget for Kingdom Hall construction this service year	
35. Branch financing of Kingdom Hall projects this service year	
36. Congregation financing of their own Kingdom Hall projects this service year	
37. Monthly contributions for branch-owned Kingdom Halls this service year	
38. Loan repayments for congregation-owned Kingdom Halls this service year	
39. Contributions for KH Construction Worldwide (KH Fund) this service year	

NOTE: Line 35 includes all spending on the Kingdom Hall program that does not result from line 36. Line 36 is derived from the S-26 used by construction groups to record the value of approved items donated by congregations (e.g., construction materials, meals, and accommodations) during their projects and the S-20 which records monies donated by congregations toward their own projects. Lines 37 and 38 are also derived from the S-20. For this reason, the purpose of all congregation remittances to the branch should be clearly identified on the S-20.

