

# INSTRUCTIONS FOR CONVENTION ACCOUNTING

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1. This material is to provide instructions for convention Accounts Departments, as noted in *Convention Organization Guidelines* (CO-1). Diligent effort in caring for these arrangements is greatly appreciated, and the importance of accuracy should be emphasized to those working in the convention Accounts Department. No copies are to be made of any part of these instructions. The accounts overseer may allow his assistant to read his copy and let keymen in the department read the portion pertaining to their assignments, as necessary. Any previous copies of these instructions should be destroyed.

### SELECTION OF PERSONNEL AND IDENTIFICATION

2. All convention Accounts Department personnel should be recruited and personally known by the department overseer, assistant, or keymen, not unknown volunteers. Care should be exercised to use only mature, spiritual persons. This recruiting system is explained in *Convention Organization Guidelines* (CO-1). Sufficient volunteers should be recruited to cover all the functions described in the instructions that follow.

3. The convention Accounts Department must make up some unique form of identification for their personnel that can be carried in their pockets. Only individuals with this special identification are authorized to enter convention Accounts Department areas. It is good to have the convention Accounts Department in a location that is as private as possible with an adequate number of personally recruited watchmen stationed there.

### FUNDS-IN-ADVANCE

4. The branch office will send each Convention Committee coordinator a check for the amount estimated to cover the current year's expenses for that convention, based on previous records. A *Convention Funds-in-Advance Receipt Agreement* is included with this check. If more funds are needed, the Convention Committee coordinator can contact the Convention Desk in the Service Department. Please note that no bank accounts should be opened locally in the name of the convention. After carefully reading the agreement, it should be signed, dated, and promptly sent to the Accounting Department at the branch office, using [jw.org](http://jw.org). The check should be deposited into a personal or other checking account belonging to the Convention Committee coordinator.

5. Where there are multiple conventions in a facility, a larger amount of funds-in-advance is usually sent to the Convention Committee coordinator of the first convention, regardless of language. Thus, he will pay for most of the basic items used by all the conventions held at that facility, such as the carpet, stage materials, and baptism pool. The final convention at the facility may liquidate these items. There is no need to prorate the expenses for each convention. If the first convention does not have sufficient funds-in-advance to cover all such expenses, the remaining bills can be divided among the following conventions and paid with funds-in-advance that they have on hand. However, no funds should be transferred between conventions, and each convention should pay its own bills to the extent possible. If additional funds are needed after following this procedure, the

Convention Committee coordinator should request the estimated amount from the Convention Desk.

6. At some locations, fresh flowers are used for the stage and are shared by a couple of conventions, then liquidated. Later, a new supply of flowers is purchased and shared by the next couple of conventions. Here again, one convention can pay for the flowers and a subsequent convention can liquidate them. All such surplus contributions should be put in the contribution boxes and deposited into the deposit-only bank account.—See paragraph 21.

7. The *Convention Accounts Book* (CO-56) will be available on jw.org. All expenses and receipts should be entered in the accounts book, which is composed of the following forms:

- *Convention Receipts Ledger* (CO-56a)
- *Convention Expense Ledger* (CO-56b)
- *Convention Expense Report* (CO-56c)
- *Convention Accounts Records Checklist* (CO-56d)

8. Entries in the *Convention Accounts Book* can be made by the Convention Committee coordinator and the accounts overseer, with the accounts overseer caring for them during the convention. A sample *Convention Accounts Book* showing common entries is located at the end of these instructions.

9. The first entry in the “Received” column of the *Convention Expense Ledger* should be the amount of the funds-in-advance received by the Convention Committee coordinator. For each entry in the “Transaction” column, sufficient explanation should be given to describe the transaction. If a Convention Committee coordinator serves more than one convention, separate vouchers, receipts, and accounts books are to be used for each convention served.

10. After a purchase has been approved for payment by at least one member of the committee, the receipts or invoices should be stapled to a *Voucher* (CO-47) form. The *Voucher* form should then be approved and initialed by the Convention Committee coordinator, and the amount should be entered in the “Paid” column of the *Convention Expense Ledger*. Receipts or invoices should indicate the name and/or a description of the item, not just product codes. A running balance should be maintained in the “Balance” column so that the funds remaining will be readily known when paying for expenses. To categorize the nature of the expense, the amount is to be reentered in one of the following columns:

- **“Office”**: Telephone calls (not equipment), postage, preconvention office expenses, and so forth
- **“Auditorium”**: Any payments to the facility (such as for equipment rental, personnel, or garbage removal), stage materials, flowers, restroom supplies, paper goods, and so forth
- **“Miscellaneous”**: Batteries, baptism pool, first-aid supplies, trucking expenses, and so forth

11. Any refunds from vendors for telephone bills, returned lumber, and other items should be deposited by the Convention Committee coordinator into his funds-in-advance account. Refunds should be recorded in parentheses in the *Convention Expense Ledger* in the “Paid” column and in the appropriate expense column (“Office,” “Auditorium,” or “Miscellaneous”), as shown on the sample *Convention Expense Ledger*.

12. Funds received from material sold for recycling (such as plastic, aluminum, or cardboard) are considered contributions. The amount(s) of these funds should be entered in the *Convention Receipts Ledger*, and the funds should be deposited into the deposit-only account or, if received after

the convention, sent to the Accounting Department at the branch office. They should not be combined with the check returning unused funds-in-advance.—See sample *Convention Receipts Ledger*.

13. If any Convention Committee coordinator receives interest on the advance funds placed in his checking account and wishes to contribute it, he may simply donate it in a contribution box at the convention or at his local Kingdom Hall.

## DEPOSITS

14. Well ahead of the conventions each year, the branch office automatically opens deposit-only bank accounts with several banks that have branches near the convention locations. The Convention Committee coordinator will be notified of the bank branch that is to be used for the convention(s) he is serving.

15. **Night-deposit box key:** An authorization letter will be sent (along with the notice of the bank branch location) to the first Convention Committee coordinator at each facility to use in obtaining a key for the night-deposit box at the bank. Since only one key will be provided for each convention facility, each Convention Committee coordinator must arrange to deliver this key to the Convention Committee coordinator for the next convention, regardless of language, one or two days following his own convention. The last Convention Committee coordinator should return the key to the first Convention Committee coordinator one or two days after the last convention so the first Convention Committee coordinator can return it to the bank and obtain a receipt. Since the first Convention Committee coordinator is responsible for the key, he should confirm the procedure for its return with the bank ahead of time. The only exception to the first Convention Committee coordinator returning the key would be if he lives a considerable distance away. In that case, he can arrange for the last Convention Committee coordinator to return the key, obtain the receipt, and send it to him.

16. **Deposit materials:** The deposit materials (endorsement stamp, preprinted deposit tickets, and plastic night-deposit bags) will be sent to the first Convention Committee coordinator at each location and are to be used by all the conventions held at that location. These materials should be passed on to the Convention Committee coordinator of the next convention along with the night-deposit box key as outlined above. If a convention needs additional supplies, the Convention Committee coordinator should contact the Accounting Department at the branch office as soon as possible, but no later than two days prior to the convention. Deposit materials, including deposit bags, should not be obtained locally. The last Convention Committee coordinator should return all remaining deposit materials to the Accounting Department at the branch office within the week following the convention.

17. Each day all monies received should be counted, receipted using *Receipt* (CO-40) forms, recorded in the *Convention Receipts Ledger* (CO-56a), and deposited. Each *Receipt* form and duplicate should have an adding machine tape attached, totaling all amounts on the form in order to minimize human error in addition. Using an adding machine to add the figures on each deposit ticket will also help to ensure accuracy. In order to make efficient use of the deposit bags, each deposit ticket may reflect the sum total of one or more *Receipt* forms. However, deposit bags should not be so full that they will not fit into the night-deposit box slot. Only one deposit ticket should be used per bag; the monies recorded on any *Receipt* form or deposit ticket should never be split between bags. It is important that all *Receipt* form numbers, cash and check amounts, total number of checks, individual deposit amounts, and deposit bag numbers be clearly shown in the *Convention Receipts Ledger* as indicated on the sample *Convention Receipts Ledger*. Please note that separating the cash and check amounts, as well as including the number of checks received, is required by the branch office.

18. Deposits using the plastic deposit bags should be handled as instructed on the bags and in the *Deposit Instructions* that will be provided separately. Use the preprinted deposit tickets with the account number for all deposits, and retain the middle copy as a record. The plastic deposit bags should always be used for the night-deposit box, but they should not be used if depositing at a teller window. Banks prefer that a teller not be used for large deposits; for that reason, night-deposit boxes may be used at any time. However, if it is necessary to make a smaller deposit at a teller window, the middle copy of the deposit ticket will be stamped (receipted) by the teller and should be kept with the convention's accounts records. Since these deposit-only accounts are automatically set up for electronic funds transfers to the branch office, no other action is required in connection with the funds in the bank account.

19. Deposit bags should not be filled out in advance with the required bank information before they are actually needed. If a deposit bag is filled out but not used by the convention, it cannot be used the following year.

20. Unclaimed cash from the Lost and Found Department should be deposited in the deposit-only bank account, noting the amount as "Unclaimed Lost and Found cash" in the *Convention Receipts Ledger*.

21. At the conclusion of the convention, certain items should be liquidated for a suggested contribution. The amount contributed for larger items (baptism pool, carpet, lumber, stage materials, and so forth) should be entered separately in the *Convention Receipts Ledger*. The contributions for smaller items, such as flowers, need not be counted separately and set apart but should be placed in nearby contribution boxes.

22. **Preconvention receipts:** Any contributions received in the weeks prior to the convention should be recorded in the *Convention Receipts Ledger* (CO-56a) and held for deposit into the deposit-only account as soon as the Convention Committee coordinator receives the deposit materials. When the deposit is made, a copy of the *Convention Receipts Ledger* showing the deposit should immediately be sent to the Accounting Department at the branch office, using [jw.org](http://jw.org).

23. **Contribution checks:** Contribution checks should be made payable to Sociedad Dominicana de los Testigos de Jehova." However, any check that includes a portion of the appropriate corporation name in the payee line may be deposited. If any checks cannot be deposited because they are written improperly and the donors cannot be located to correct them, these should be processed similar to postdated checks, as noted in the following paragraph, and should be sent to the Accounting Department at the branch office the day after the convention. No one should alter another person's check; if there is a correction that needs to be made, the individual who wrote the check should make and initial the adjustment.

24. Postdated checks should not be endorsed, stamped, or deposited. They are to be collected and recorded on a *Receipt* (CO-40) form at the end of the convention, with the total entered in the appropriate columns of the *Convention Receipts Ledger* (CO-56a). No entry is to be made in the "Deposits" column. (See sample *Convention Receipts Ledger*.) The day after the convention, all postdated checks should be sent to the Accounting Department at the branch office, along with a photocopy of the *Receipt* form listing the checks. The convention name should be written on the *Receipt* form. The only exception to this is for checks postdated for the day after the convention. They should be deposited on the last evening of the convention, since they will be valid when the bank processes the deposit the next day.

25. Donations received by the convention should not be used to pay any convention expenses.

26. **Contributions in foreign currency:** The convention may receive contributions in the form of foreign currency or as checks drawn on foreign banks. Such contributions should be held until the end of the convention. Thereafter, they should be sent to the Accounting Department at the branch office, not deposited locally. The Convention Committee coordinator or accounts overseer should include a brief note with the funds, providing his name, the convention involved, and a breakdown of the amounts involved. An entry should be made in the “Description” column of the *Convention Receipts Ledger* (CO-56a), specifying the individual currency amounts and explaining that the funds were sent to the branch office. No entries are to be made in the individual amount columns.—See sample *Convention Receipts Ledger*.

27. As an alternative, if anyone in attendance is willing to exchange their domestic currency for the foreign currency, this may be done at the prevailing rate and the resulting domestic currency handled as a regular contribution. This should be done privately with no announcement being made.

28. **Late contributions:** Any contributions (such as recycling receipts) received after the *Convention Receipts Ledger* (CO-56a) has been sent to the branch office the day after the convention should not be endorsed, stamped, or deposited. They are to be recorded on a *Receipt* (CO-40) form with the total entered in the appropriate columns of the *Convention Receipts Ledger*. No entry is to be made in the “Deposits” column, since the contributions are to be forwarded immediately to the Accounting Department at the branch office. Include a photocopy of the *Receipt* form with the convention name written on it.—See sample *Convention Receipts Ledger*.

29. **Making change and check cashing:** There is no provision for making change or cashing checks for individuals at the conventions.

#### **DONATION ACKNOWLEDGMENT LETTERS**

30. Donation acknowledgment letters are to be provided for anyone desiring to claim an itemized tax deduction for a cash donation in any amount or for checks.

31. An electronic template of the donation acknowledgment letter in PDF format will be made available to each convention committee. This template will contain fields to be filled in before printing. Providing donors with acknowledgment letters is to be done at the Convention Committee Office. When the donation is made, simply insert the date, name, address, and amount contributed into the fields provided in the letter. Print the completed letter and give it to the person in exchange for the contribution when it is verified that this amount is placed in a contribution box.

32. Donation acknowledgment letters should not be provided to those who contribute for complimentary rooms, since the donors have essentially received something in exchange for their donation.

33. If the donation consists of material goods, such as valuable jewelry, the acknowledgment letter should clearly describe in detail the property received but not place an amount on its value under any circumstances. In the space provided on the letter for an amount, enter “Property—See below” and enter a full description of the donated property in the field at the bottom of the letter. It is up to the donor to establish and supply independent proof of the value of the item for the tax authorities. Such items should be sent to the Accounting Department at the branch office at the conclusion of the convention.

34. The PDF template file for the letter should be deleted once all needed acknowledgment letters have been given out, since a revised one will be provided to the committees each year.

## COUNTING MONEY

35. The accounts overseer must personally prenumber in ink the entire supply of *Receipt* (CO-40) forms in duplicate (two forms bearing the same number). When money is received in the convention Accounts Department, several volunteers will serve together at the counting table. They should be informed of the source of the money and, as it is counted and verified, fill out duplicate prenumbered *Receipt* forms in ink. One of the *Receipt* forms is to be sent immediately to the Convention Committee Office and the other retained by the convention Accounts Department. If an error is later found in the original count, then both copies of the *Receipt* form should be corrected, with a representative from the Convention Committee Office and a representative from the convention Accounts Department initialing the corrections.

36. If more checks are received than there are lines on the *Receipt* form, an adding machine tape listing all the checks should be stapled to the *Receipt* form retained by the convention Accounts Department instead of writing the check amounts individually. If an adding machine tape is used, a verification tape should be stapled to the duplicate *Receipt* form.

37. No one is permitted to take money off any counting table until it has been counted, verified, and recorded on the *Receipt* forms. No bags, purses, or similar personal items are permitted around or under the counting tables when money is being counted and recorded on the *Receipt* forms. An overseer is to be assigned for each table, and he is to see that all these instructions are followed.

## CONTRIBUTION BOXES

38. Prefabricated cardboard contribution boxes are consigned to each convention location (except for conventions held in Assembly Halls, where permanent boxes will be used) based on the ratio of one box per 200 attendees. The cardboard boxes are only printed in Spanish. Only these boxes should be used. If there is a supply of contribution boxes in or near the convention city, the Convention Desk in the Service Department will inform the Convention Committee coordinator for the first convention where the boxes are stored. (See the *Postconvention Report* (CO-62) for the information.) Where there is no locally stored supply or there are insufficient boxes for the convention attendance, the Convention Desk will automatically consign sufficient new boxes to be shipped with the literature supply from the branch office. Where multiple conventions use the same facility, the supply will go to the first convention in each language.

39. Accurate inventories are necessary for consigning boxes to conventions each year. Therefore, locally stored boxes should not be taken from their storage location without authorization from the Convention Desk. The Convention Desk should be notified immediately if any locally stored boxes are damaged or destroyed at any time during the year.

40. When the boxes are in use, the three bottom flaps are to be positioned flat against one another so that no money will drop out. No tape is to be used on the boxes (except the plastic shipping tape that should be used for neatly reinforcing the front end of the tuck flaps so that they will not become frayed and hard to insert). To maintain their clean appearance, no tape or added writing should be visible on any part of the boxes. Each box should have a permanent unique number marked on the bottom (where it is not visible when the box is in use) so that it can be specifically assigned to a box watcher.

41. A well-qualified brother (key man) is to be selected to oversee the contribution box operation. His duties include overseeing the distribution and emptying of the boxes, securely delivering the funds to the convention Accounts Department, and making rounds to monitor the boxes. He may also help to recruit volunteers to watch the boxes.

42. Contribution boxes should not be taken to the convention Accounts Department to be emptied. They should be emptied and the money bagged (not counted) in a secure location(s) in the presence of several brothers. For reasons of security and protection, at least two of these brothers should take the money to the convention Accounts Department in an unobtrusive way.

43. **Location of contribution boxes:** Although the boxes should never block traffic, they should be placed inside the facility at strategic locations in the seating areas, in the corridors, and near entrances and exits according to the time schedule in paragraph 46. There should be sufficient boxes near the Literature Department and at literature distribution points so that they are visible and convenient for attendees. To avoid giving the impression that money is very important to us, several contribution boxes should not be placed in close proximity to one another.

44. It is possible that an impostor could set up and watch his own box. Therefore, a few dependable brothers are to be assigned to monitor the box locations regularly to see that each one is giving proper attention to his box and to look for counterfeit boxes. These brothers should be given a chart showing the location of all boxes and the names of the volunteers assigned to each box for all shifts. They should deal very kindly with any volunteers watching the boxes who need encouragement to watch more carefully. Boxes should be stored out of sight when not in use.

45. **Contribution box watchers:** A qualified, dependable brother or sister must be assigned to watch each box. Those who are used should be neat, clean, and modest in their dress and grooming. Boxes must never be left unattended. Contribution box watchers should pay close attention so that no one walks off with their box. Only brothers should be assigned to watch boxes placed in more isolated or open areas.

46. Box-watching shifts should be scheduled as follows:

SHIFT	DURATION
First	8:30 a.m. to opening of morning session
Second	Closing song of morning session to halfway through noon intermission
Third	Halfway through noon intermission to opening song of afternoon session
Fourth	Closing song of afternoon session until attendees have left that area

47. Contribution box watchers for the first, second, and fourth shifts should pick up their boxes at a predetermined location. The first-, third-, and fourth-shift box watchers should personally return their boxes to the designated location to be emptied at the end of their shift. Each box watcher should be assigned to a specific box, using the unique number on the bottom of the box. Under no circumstances should the box watchers allow anyone to pick up or take anything out of their box during their shift, even if the person identifies himself as convention Accounts Department personnel. (This will eliminate the possibility of anyone impersonating convention Accounts Department personnel and taking money under false pretenses.) All boxes should be checked in at the end of each shift to make sure that none are missing and that the boxes were returned by the assigned box watcher.

48. During the noon intermission, box watchers on the second shift should not leave their assigned locations until known accounting personnel (keymen) with proper identification arrive with their assigned replacements. If it is difficult to recruit sufficient volunteers, a box watcher could serve on the first and third shifts or the second and fourth shifts, and in this way they would serve only two shifts each day.

49. A few boxes should be strategically placed at appropriate entrances and exits and watched continuously (even during the program) from 8:30 a.m. until the attendees have departed for the day. This permits attendees who arrive late and depart early an opportunity to support the convention. Volunteers watching these boxes should be able to hear the entire convention program. Appropriate shift-change arrangements should be made for these locations, following the guidelines in paragraph 48.

50. At the conclusion of the last convention, worn-out or soiled boxes should be completely destroyed. The last convention should count and store the usable boxes in a clean, dry place for use the following year. The Convention Committee coordinator for the last convention should fill out the "Contribution Box Location" section of the *Postconvention Report* (CO-62), showing the quantity and storage location of usable boxes and should send the form to the Convention Desk in the Service Department on the morning after the convention, using jw.org. (If needed, replacement boxes will be consigned with the literature shipment for the next year.) These boxes are not to be given or loaned to circuits or congregations.

### **DEBIT/CREDIT CARD DONATIONS**

51. Instructions for operating the debit/credit card terminals will be provided separately. The accounts overseer should see that the volunteers who will operate the terminals are fully trained on the functions related to their assignment. The sample *Convention Receipts Ledger* (CO-56a), located at the end of these instructions, shows how to make the entries for such donations.

52. Place the "CONTRIBUTIONS (Debit/Credit Card)" (CO-148) sign on a wall or pillar at eye level above the counter or table where the terminals are located so that it can be clearly seen. Assembly Hall oversight may choose to produce permanent signs for this purpose.

53. An announcement will be made each day to provide the location(s) of the terminals for making such debit/credit card donations. Therefore, please notify the chairman of the location(s) of the terminals for inclusion in the announcements.

54. The branch office will coordinate the initial shipment, routing, and return of the terminals and will contact selected Convention Committee coordinators as needed. If the Convention Committee coordinator is asked by the branch office to ship the terminals to another convention city or to return them to the branch office, he may use funds-in-advance to cover the expense. A separate entry should be made on the *Convention Expense Ledger* (CO-56b), clearly identifying the expense in the "Transaction" column as "Shipment of debit/credit card terminals."

55. If any problems are experienced with the operation of the terminals, the Convention Committee should send a short written report to the Accounting Department at the branch office, using jw.org. If there were no significant problems, then no report is necessary.

### **POSTCONVENTION PROCEDURE**

56. The morning after each convention, the Convention Committee coordinator should send the *Convention Receipts Ledger* (CO-56a) to the Accounting Department at the branch office, using jw.org. This should be done after the accounts overseer has made all entries on the *Convention Receipts Ledger*, using the sample as a guide. Additionally, any contributions that cannot be deposited (incorrect payee, postdated checks, foreign currency, and so forth) should be sent to the Accounting Department at the branch office.

57. Within one week after the last convention, the remaining deposit materials (endorsement stamp, preprinted deposit tickets, and plastic night-deposit bags) should be returned to the Accounting Department at the branch office.

58. As soon as all expenses are paid, but no later than 60 days after each convention, all original accounting records should be sent to the Accounting Department at the branch office. If there are any outstanding bills or invoices after 60 days, the Convention Committee coordinator should call the Convention Desk before mailing the records. The accounts overseer and the Convention Committee coordinator should make sure each page of the *Convention Accounts Book* (CO-56) has been properly filled out. Using the *Convention Accounts Records Checklist* (CO-56d) as a guide, the Convention Committee coordinator should audit and check all records for accuracy and completeness before they are mailed.

59. The Convention Committee coordinator is to return any unused funds-in-advance by a check payable to "Sociedad Dominicana de los Testigos de Jehova." No funds obtained from other sources (such as contributions or recycling) should be added to this check. On the check's memo line he should write the convention ID number as shown in the *Convention Accounts Book*. This check should be the last entry in the *Convention Expense Ledger* (CO-56b), bringing the running balance to zero. The amount of the check for unused funds plus the amount for paid receipts/invoices should equal the total funds-in-advance amount sent by the branch office. The Convention Committee coordinator should fill out the *Convention Expense Report* (CO-56c) and mail the report and the check for unused funds to the Accounting Department at the branch office along with the rest of the accounts records. If the *Convention Expense Report* shows that the Convention Committee coordinator has spent more than was advanced, the branch office will automatically forward a check to reimburse him, unless he stipulates otherwise.

60. The Convention Committee coordinator should keep copies of all convention accounting records for funds-in-advance deposited into a personal or other account belonging to him in case the tax authorities audit him or the originals sent to the branch office are lost in the mail.

# CONVENTION RECEIPTS LEDGER

Date: June 8-10, 2012

Convention ID number: 13-1

Date	Description	Receipt No.	Contributions Cash		Contributions Check		No. of Checks	Total		Deposits	
6/8	Contributions – Morning	1	1,360	15	740	00	13	2,100	15		
6/8	Contributions – Noon	2	2,035	10	1,190	00	17	3,225	10		
6/8	Contributions – Evening	3	1,215	85	1,835	00	26	3,050	85		
6/8	Deposit #1 <span style="float: right;">Bag 0012858</span>									8,376	10
6/9	Contributions – Morning	4	2,170	03	1,330	00	21	3,500	03		
6/9	Contributions – Noon	5	4,105	97	2,095	00	31	6,200	97		
6/9	Deposit #2 <span style="float: right;">Bag 0012859</span>									9,701	00
6/9	Contributions – Evening	6	4,310	83	2,015	00	33	6,325	83		
6/9	Deposit #3 <span style="float: right;">Bag 0012860</span>									6,325	83
6/10	Contributions – Morning	7	2,250	50	975	00	15	3,225	50		
6/10	Contributions – Noon	8	4,320	50	2,130	00	35	6,450	50		
6/10	Deposit #4 <span style="float: right;">Bag 0012861</span>									9,676	00
6/10	Contributions – Evening	9	4,719	15	2,540	00	40	7,259	15		
6/10	Baptismal Pool	10			500	00	1	500	00		
6/10	Carpet – Stage	11			325	00	1	325	00		
6/10	Deposit #5 <span style="float: right;">Bag 0012862</span>									8,084	15
	<b>SUBTOTAL</b>		26,488	08	15,675	00	233	42,163	08	42,163	08
6/11	Check(s) made out to incorrect payee	12			75	00	2	75	00		
6/11	Postdated checks sent to branch office on 6/11	13			50	00	3	50	00		
6/11	Foreign currency – £100.00 sent to branch office	14									
6/12	Can recycling – sent to branch office	15			87	00	1	87	00		
6/14	Late contributions – sent to branch office	16			30	00	1	30	00		
6/9	Debit/credit card donations – Friday	17						2,085	00		
6/10	Debit/credit card donations – Saturday	17						4,645	00		
6/11	Debit/credit card donations – Sunday	17						6,130	00		
<b>Totals</b>											

# CONVENTION EXPENSE LEDGER

Date	Received		Paid		Balance		Transaction	Voucher No.	Office		Auditorium		Miscellaneous			
5/8	3,000	00			3,000	00	Funds advanced by branch office									
5/18			17	00	2,983	00	Kinko's - Copies	1	17	00						
5/19			25	50	2,957	50	Postage	2	25	50						
5/19			35	00	2,922	50	D. Driver/Tractor - Fuel	3					35	00		
5/26			103	23	2,819	27	Home Depot - Lumber	4			103	23				
6/1			78	00	2,741	27	High Fidelity Sound	5			78	00				
6/5			756	32	1,984	95	Fruitful Nursery - Flowers, plants	6			756	32				
6/6			800	00	1,184	95	Parking rental	7			800	00				
6/6			500	00	684	95	Southern Pool Supply - Baptismal pool	8					500	00		
6/6			325	00	359	95	Hi-Tread Carpet Supply	9			325	00				
6/10			76	56	283	39	J. Friend (GA-19) (Chairman)	10					76	56		
6/29			82	00	201	39	South Ring Phone Co.	11	82	00						
7/28			(15)	00)	216	39	South Ring Phone Co. refund	12	(15)	00)						
8/1			216	39	--	--	Branch office	-								
<b>Totals</b>											109	50	2,062	55	611	56

SAMPLE

# CONVENTION EXPENSE REPORT

Convention: Albany, GA #1

Date: June 8-10, 2012

Convention ID number: 13-1

Convention Committee coordinator: John Witness

FUNDS RECEIVED FROM THE BRANCH OFFICE	<u>3,000.00</u>
Additional funds received from the branch office	<u>                    </u>
<b>TOTAL</b>	<b><u>3,000.00</u></b>

<b>EXPENSES</b>	
Office	<u>109.50</u>
Auditorium	<u>2,062.55</u>
Miscellaneous	<u>611.56</u>
<b>TOTAL</b>	<b><u>2,783.61</u></b>

<b>NET FUNDS</b>	
Send this amount to the branch office in a check made payable to " <u>[Insert corporation name]</u> "	<u>216.39</u>

(Multiple conventions under the same Convention Committee coordinator are to be recorded separately.)

SAMPLE

# CONVENTION ACCOUNTS RECORDS CHECKLIST

Convention: Albany, GA #1

Date: June 8-10, 2012

Convention ID number: 13-1

**Convention Committee coordinator:** Complete and submit this checklist with accounts records no later than 60 days after your convention.

1. *Convention Accounts Book* (CO-56)  
Include *Convention Receipts Ledger* (CO-56a), *Convention Expense Ledger* (CO-56b), *Convention Expense Report* (CO-56c), and *Convention Accounts Records Checklist* (CO-56d).
2. Original *Receipts* (CO-40)  
**Bundled in numerical order.**
3. *Convention Committee Office Receipts* (duplicates of CO-40)  
**Convention Committee coordinator to add these bundled in numerical order.**
4. Deposit slips  
**Bundled in date order (Do not attach to Receipts).**  
**Please note which Receipts are included in each deposit.**
5. *Vouchers* (CO-47)  
**Invoices and receipts for each transaction should be attached to the back of the Voucher with one staple in the upper left corner and left flat.**
6. Final check made payable to the branch office  
**This should include all remaining funds advanced by the branch office.**

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**First and last Convention Committee coordinators in each city:**

7. Night-deposit box key  
**The first Convention Committee coordinator arranges for it to be returned to the bank within two days after the last convention.**
8. Deposit materials  
**The last Convention Committee coordinator at each location returns endorsement stamp(s) and all remaining deposit tickets and night-deposit bags to the branch office within one week after the last convention.**