

**CONGREGATION NAME & NUMBER** \_\_\_\_\_

Please read the following carefully and send the required information to the Accounting Department [jw.org](mailto:jw.org) inbox by immediate reply:

**Bequests:**

Complications can arise when bequests are made to organisations that no longer exist. If you are aware of any bequests naming the congregation as a beneficiary, please contact the branch office for advice.

**Payments**

Utilities and Broadband. You will be informed if the Purchasing Department at the branch office will bring your utility and broadband contracts under a consolidated bill in the name of KHT. In such cases, the invoice will be sent directly to the branch. KHT will pay the invoice and allocate the expense to your congregation account with KHT. Until then, invoices you receive for these services should be included in the payment requests you submit to the branch for payment by KHT.

Please provide details of any payments made to service providers:

Organisation	Expense	Approx. Amount
<i>SSE</i>	<i>Electricity</i>	<i>GBP 105.60</i>
<i>Wave</i>	<i>Water</i>	<i>GBP 85.60</i>

**Finances, Banking & Accounts:**

Please list all bank accounts the congregation has:

Bank Name	Purpose of account	Balance of account
<i>Barclays</i>	<i>Congregation expenses</i>	<i>GBP 1,032.45</i>

Q. Does the congregation have any debt (including monies owed to individuals)? If yes, please provide details:

Q. Does the congregation have any other financial activity in addition to normal operating expenses, such as welfare funds or trusts? If yes, please provide details:

Q. Are there any outstanding issues with the accounts records for the congregation or operating committee?  
If yes, please provide details:

**Property:**

Please provide details of any property owned or rented by the congregation:

Are there any historical arrangements with ownership or access to the property owned or used by the congregation? Have any verbal easements or agreements been made with neighbours?

Does the congregation use any other property for congregation activity? If so, how often?