

MINUTES OF MEETING OF THE CHARITY TRUSTEES

HELD ON (insert date)

AT (insert address of meeting location)

IN ATTENDANCE: CHAIRMAN - (insert Coordinator’s name)
SECRETARY - (insert Congregation secretary’s name)
- (insert Names of other elders in attendance)

This is the final Minute of Meeting of the trustees of the [...congregation of Jehovah’s Witnesses] Congregation of Jehovah’s Witnesses which has now merged with *The Kingdom Hall Trust*. The purpose of this meeting is to confirm that all arrangements for the dissolution of the charity, including the transfer of funds and assets, the closure of bank accounts, and payment or transfer of all debts and liabilities, have been made.

The congregation secretary has hereby confirmed the following:

- All requested information has been sent to the Accounting Department of *The Kingdom Hall Trust*.
- All standing order contributions to the congregation bank account have ceased. Individuals wishing to make donations for congregation expenses have been directed to the jw.org website.
- All cash donations received at meetings before the merger have been banked with the local congregation account. (Cash donations received at meetings following the merger have been banked as per the *Instructions for congregations and Kingdom Hall Operating Committees (KHOC) operating as branches of The Kingdom Hall Trust (S-27b & S-42b KHT Appendix)*).
- All direct debits and standing orders have been cancelled. This includes contributions to a Kingdom Hall Operating Committee.
- All debts have been paid.
- A final Gift Aid claim has been made and repayment received.
- A cheque for the final balance of funds has been sent to *The Kingdom Hall Trust* and cleared.
- All cheque payments have been cleared or cancelled. No new payments have been issued from the congregation bank account.
- Bank account(s) have been closed and final statement(s) received.
- Final Monthly Accounts have been completed. A copy of the last month’s S-26, S-30 and final bank statement have been sent to *The Kingdom Hall Trust*.
- Final Audit has been completed.
- The Annual Accounts for the period up to the date of the merger have been produced.

The records of the congregation including the Minutes Book and accounting records have been retained by (insert name and location) and will be kept for a period of six years.

Signed: Signed:

(Signature of two elders present at the meeting, preferably the coordinator and congregation secretary)

Date of signing: