

ANNOUNCEMENTS AND REMINDERS

July 2019

Coordinator of the body of elders: The announcements and reminders **for the congregation** should be read at the next midweek meeting and thereafter posted on the information board for one month.

FOR THE ELDERS ONLY

1. **Revised Accounting Instructions:** Beginning in August 2019, revised instructions and forms for congregation and Kingdom Hall Operating Committee accounting will be made available on jw.org for congregations and operating committees that use a bank account as the primary means of holding funds. In the future, revised accounting instructions for congregations and operating committees that use a cash box as the primary means of holding funds will also be provided, where applicable. In conjunction with the revised instructions, tutorial videos are being prepared to assist all who are involved with the accounting procedures. The videos will gradually be made available in the “Event Media” section on the “Documents” tab of jw.org. The first video in the series contains an encouraging message from Brother Samuel Herd of the Governing Body.

The use of the bank versions of the revised accounting instructions should be implemented on September 1, 2019. Therefore, as soon as the revised instructions are available, the secretary should arrange to review these carefully with the accounts servant. Others involved in the accounting procedures, such as the coordinator of the body of elders, the Kingdom Hall Operating Committee coordinator, those approved to make payments from the primary account, and those who will perform audits of the accounts, should also familiarize themselves with the revised instructions.

Before August 1, 2019, please be sure to download from jw.org copies of any current forms that will be needed for the July and August accounting records, including the July 2010 version of the *Congregation Accounts Audit Report (S-25)* and the July 2014 version of the *Kingdom Hall Operating Committee Accounts Audit Report (S-45)*, since these will be overwritten with the new versions of the forms.

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FOR THE CONGREGATION

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