

ACCOUNT SHEET

Congregation _____

(City and State) _____

Unit _____

Month _____

Year _____

DAY OF MO.	CASH ON HAND AND IN BANK		DESCRIPTION	CONGREGATION CASH		LITERATURE CASH		MAGAZINE CASH		SUBSCRIPTION CASH			
	RECEIVED	PAID		CONTRIBUTIONS RECEIVED	EXPENSES PAID	RECEIVED	PAID	RECEIVED	PAID	RECEIVED	PAID		
←			TOTALS OF ALL COLUMNS	→									
←			BALANCE AT END OF MONTH	→			D	E	F	G	H	I	J

If sheet is filled before end of month, total all columns and enter totals on first line of identical columns on next page. INSTRUCTIONS FOR END OF MONTH: Total columns. *Literature Account*: Remit to Society the total of column E. *Magazine Account*: Include in remittance to Society the total of column G. *Subscriptions*: From total of column I subtract all previous remittances shown in column J. This amount is to be included in the remittance to Society. Enter the total remittance to the Society in column B. Subtract total of column B from total of column A and enter balance in box. This is the amount of congregation cash on hand and should be entered on first line of next month's sheet in columns A and C.

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		Congregation _____		(City and State) _____		Unit _____		Month _____		Year _____		
DAY OF MO.	CASH ON HAND AND IN BANK		DESCRIPTION	CONGREGATION CASH		LITERATURE CASH		MAGAZINE CASH		SUBSCRIPTION CASH		
	RECEIVED	PAID		CONTRIBUTIONS RECEIVED	EXPENSES PAID	RECEIVED	PAID	RECEIVED	PAID	RECEIVED	PAID	
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