

TESTIGOS CRISTIANOS DE JEHOVÁ

Apartado postal 132 - 28850 Torrejón de Ardoz (Madrid)
Domicilio social: Ctra. Torrejón a Ajalvir (M-108), km. 5 - 28864 Ajalvir (Madrid) • Teléfono: (+34) 918 879 700

SE:SC December 27, 2018

TO BODIES OF ELDERS AND CIRCUIT OVERSEERS

Re: Adjustment in the system of debit transactions for congregations and circuits

Dear Brothers:

For the past few months our branch has implemented a new system to make the charges in the bank accounts of congregations and circuits, for expenses prepaid and recovered by the branch. This system will be fully implemented on January 1st, 2019. We are pleased to inform of the adjustments entailed in this system:

Which are the expenses prepaid and recovered by the branch in behalf of congregations and circuits? Currently they are the following: rent of Kingdom Halls, power service, phone and Internet service and traveling tickets for official assignments of Bethel representatives and speakers. If there is any type of expense added or removed from the aforementioned in the future, you will be duly informed.

Which document will the congregation or circuit receive? Every month the branch will send a statement that includes a section for each type of charge and a line per transaction. Each line will contain the following fields:

- Document Date: Date the financial transaction takes place.
- Description: Details of the transaction.
- Debit: The amount to be recovered from the congregation or circuit, that is, the payment the branch initially makes in behalf of the congregation or circuit.
- Credit: The amount charged against the account of the congregation or circuit to settle the debt.

Since all debit transactions made by the branch will originate from regular operating expenses, they will not need to be approved with a resolution by the congregation.

The Statement will suffice as supporting document of the expense for the congregation's accounting records. Nothing else will be required. The branch holds the original invoices with the details of the expense, and checks that the amount paid is according to the agreed contract, approves the payment and initially sends it to the supplier. For that reason, in the case of these charges, it is not necessary for the coordinator to write his initials in "approval" of the expense, since the branch already approved them at the time of payment to the supplier. There is no objection, of course, to the coordinator writing his initials next to the amount in the column "Credit" of the "Statement", if the body wishes to do so.

There will be a single "Statement" per congregation, and it may include charges against the congregation's account, as well as the maintenance account of the Kingdom Hall. For that reason, when the contact congregation receives the "Statement", they must forward it to the accounts servants of all the bank accounts in which there are charges.

Document authorizing the branch to debit the accounts. In order to maintain complete transparency in all financial transactions of congregations and circuits, for each bank account recipient of these charges, there should be a document authorizing the branch to charge these debit transactions. A simple statement such as this may suffice: "The undersigned hereby authorize the branch to debit in our bank ac-

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count the expenses prepaid in our behalf". This document must contain the date of signature, and be signed by the two authorized users of the bank account. The document should be kept permanently in the accounts files.

We really appreciate, our dear brothers, your understanding and good disposition in accepting these adjustments. Please receive our christian love and best wishes.

Your brothers,

Testigos Cristianos de Jehová