

# MONTHLY KINGDOM HALL OPERATING COMMITTEE ACCOUNTS REPORT

**Instructions:** This report should be prepared by the accounts servant and reviewed by the secretary of the contact congregation. The secretary should ensure that a copy of the report is given to the coordinator of the body of elders in each congregation using the Kingdom Hall. The report should then be circulated among each body of elders. The accounts servant should file the original report in the current file with the corresponding *Accounts Sheet* (S-26).

Kingdom Hall location: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Total Funds at Beginning of Month (Bring forward from Figure [e] of preceding month's report.) \_\_\_\_\_ (a)

## RECEIPTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Receipts \_\_\_\_\_ (b)

## EXPENDITURES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenditures \_\_\_\_\_ (c)

Surplus (Deficit) [(b) - (c)] \_\_\_\_\_ (d)

Total Funds at End of Month [(a) + (d)] (Carry forward to Figure (a) on the next month's report.) \_\_\_\_\_ (e)

## OPERATING COMMITTEE FUNDS RESERVED FOR SPECIAL PURPOSES

_____	_____
_____	_____

Total Operating Committee Funds Reserved for Special Purposes \_\_\_\_\_ (f)

AVAILABLE OPERATING COMMITTEE FUNDS AT END OF MONTH [(e) - (f)] \_\_\_\_\_ (g)

\_\_\_\_\_  
(Accounts servant—Sign and print name)