

## Local Congregation Accounts

### Body Of Elders

- To Be Actioned During August
  - Select 2-5 brothers for payments (para.5)
  - Provide written agreements for those approved to make payments (para.5)
  - Provide written agreement for min/max bank account balance (para.11)
- To Be Considered
  - Consider less frequent deposit arrangement and possibly produce written agreement (para.18)
  - Review the KHAH donation every May, with resolution for changes (para.24)

### Coordinator

- Important Points/Changes To Note
  - Give unopened bank statements to secretary (para.6)
  - Receive monthly report through secretary (who will first review contents) and include in mid week announcements (para.51)
  - Sign/date any congregation resolution after the meeting with secretary (para.26)
  - Carry out / arrange audits and ensure new procedures are being correctly followed (para.60)
  - The audit periods are changing meaning an audit is due at the end of this month not after September (para.60)

### Secretary

- To Be Actioned During August
  - Prepare standing approvals file with written agreements from service committee (para.58)
- To Be Considered
  - Investigate available internet banking tools and setup (para.5)
  - Investigate/setup alert notifications for payments and changes to alert system (para.5)
  - Provide approval to use additional transaction codes for transactions such as Gift Aids (para.39-3)
- Important Points/Changes To Note
  - Review bank statement each month and initial before passing on (para.6)
  - Review monthly report and forward to coordinator (para.51)
  - Review branch acknowledgements and forward (para.52)
  - Review auditor reports and arrange audit complete announcement (para.61)
  - Sign/date any congregation resolution after the meeting with the coordinator (para.26)

### Suggestions

- Coordinator to issue new instructions to new auditors and discuss changes

- Issue resolution training video to those who carry out the mid-week meeting chairman role (the requirement that "those in attendance should be allowed to ask questions" is still sometimes being missed before the vote)
- Consider using approved payments brother for giving visiting speaker expenses in line with other payment instructions (although it's not clear if they apply to non invoice payments)
- Review the archive file arrangement (para.59) as records are currently being kept back to around 2007 and the archive file should be kept with the congregation file

## Other General Points To Note

- Excess funds should now be sent to the Kingdom Hall & Assembly Hall Construction fund not the Worldwide Work (para.12)
- Funds being saved for a special purpose should be kept with the Branch Office (para.9)
- The instructions now give direction for any donation acknowledgement to an individual (para.20)
- Resolved donations like global assistance should be done monthly over time not in one go (para.23)

## Questions

- Will a new receipt book arrive or will we need to print some ourselves?
- Can any baptised brother be used for the box (there was an approved list requirement before)?

## KHOC Accounts

### Collective Bodies Of Elders

- To Be Actioned During August
  - Select 2-5 brothers for payments (para.5)
  - Provide written agreements for those approved to make payments (para.5)
  - Provide written agreement for min/max bank account balance (para.10)
- To Be Considered
  - Review the KHOC donation every July (para.9)

### Coordinator (Previously KHOC Chairman)

- Important Points/Changes To Note
  - Give unopened bank statements to secretary (para.6)
  - Review monthly report and forward to each congregations coordinator (para.36)
  - Receive any congregation resolution relating to KHOC before forwarding (para.26)
  - Carry out / arrange audits, ensure new procedures are being correctly followed and forward report to each congregations coordinator (para.42/43)

- The audit periods are changing meaning an audit is due at the end of this month not after September (para.42)

### Contact Congregation Secretary

- To Be Actioned During August
  - Prepare standing approvals file with written Kingdom Hall agreement (para.40)
- To Be Considered
  - Investigate available internet banking tools and setup (para.5)
  - Investigate/setup alert notifications for payments and changes to alert system (para.5)
- Important Points/Changes To Note
  - Review bank statement each month and initial before passing on (para.6)
  - Review monthly report (para.36)
  - Review auditor reports (para.43)