



# INTERNATIONAL BIBLE STUDENTS ASSOCIATION

IBSA House, The Ridgeway, London NW7 1RN  
Telephone 020 8906 2211

TAE:TAN December 5, 2016

TO ALL CONGREGATIONS

Re: Branch Construction Project

Dear Brothers:

Since the year 1900, Jehovah's people have used branch offices to organize the Kingdom work around the world. We were no doubt pleased when the Governing Body approved a branch construction project in our branch territory. It is truly exciting to see that the rapid growth in Jehovah's organization is creating an increased demand for expanded branch facilities.

King David prophesied that even though subjects of God's Kingdom would face challenges, they would "offer themselves willingly" to serve Kingdom interests. (Ps. 110:3) Whether we can help out on a building site or not, all of us can have the privilege of supporting such projects through our voluntary donations. To that end, an additional contribution box will be available throughout the course of the project as a means for you to express your appreciation for this exciting endeavour. All contributions collected from this box will be remitted to the branch office to offset expenses associated with this project and the many other projects that are currently under way around the globe.—2 Cor. 8:12.

We are confident that when this project is completed, our new branch facility will give a grand shout of praise to our loving and generous God, Jehovah.

Please be assured of our warm Christian love and best wishes.

Your brothers,

*International Bible Students Ass'n*

c: Circuit overseers

TO-64-E 5/16

PS to bodies of elders:

Please arrange for this letter to be read to the congregation at the first midweek meeting after its receipt. Thereafter, it should be placed on the noticeboard. **However, this postscript should neither be read to the congregation nor be placed on the noticeboard.** A copy of this letter and postscript should be given to the accounts servant.

At the conclusion of the meeting when this letter is read, the coordinator of the body of elders should ensure that a separate contribution box labeled **“Branch Construction”** is made available. The box should remain in place until notification is received that the project has been completed. Although publishers are being given an opportunity to provide additional financial support to branch construction activity, this arrangement is not intended to replace any existing congregation resolution to support the worldwide work.

Contributions from the “Branch Construction” box should be collected at the end of each meeting in the same manner as all other contributions and should be recorded as a separate line item on the *Receipt* (S-24) form. Amounts should be recorded on the *Accounts Sheet* (S-26) using the transaction code **“B.”** The contributions should be remitted to the branch office each month along with all other donations. An updated version of the *Contribution Remittance Form* (S-20) and *Record of Electronic Funds Transfer* (TO-62) will show this line for the duration of the project. A new line will be available on the transfer funds feature of jw.org. Below are sample entries showing how to record the remittance to the branch office.

**Sample Accounts Sheet (S-26) Entries:**

| Date | Transaction Description                            | Tc | Receipts |     | Current Account |          | Other: _____ |     |
|------|--|----|----------|-----|-----------------|----------|--------------|-----|
|      |  |    | In       | Out | In              | Out      | In           | Out |
| 31   | To Branch Office – Confirmation #12345678 (5/3/xx) |    |          |     |                 | 1,000.00 |              |     |
|      | Worldwide Work (Contribution Box) [500.00]         | —  |          |     |                 |          |              |     |
|      | Branch Construction (Contribution Box) [500.00]    | —  |          |     |                 |          |              |     |

**Sample Monthly Congregation Accounts Report (S-30) Entries:**

**All Receipts:**

|   |        |              |
|---|--------|--------------|
| Congregation Receipts [Total (B) On Front.] | 900.00 |              |
| Received From Contribution Boxes:           |        |              |
| For The Worldwide Work                      | 500.00 |              |
| For Branch Construction                     | 500.00 |              |
| <hr/>                                       |        |              |
| Total Receipts                              |        | 1,900.00 (I) |

**All Disbursements:**

|   |            |              |
|---|------------|--------------|
| Congregation Expenditures [Total (C) On Front.] | 800.00     |              |
| Sent From Contribution Boxes:                   |            |              |
| For The Worldwide Work                          | 500.00 (J) |              |
| For Branch Construction                         | 500.00 (J) |              |
| <hr/>   |            |              |
| Total Disbursements                             |            | 1,800.00 (K) |

When the monthly congregation accounts announcement is read to the congregation, it should be announced what portion of the funds forwarded to the branch office came from the “Branch Construction” box. Additionally, the congregation should be informed each month of the cumulative total of funds received in the “Branch Construction” box to date. This will help to keep all in the congregation aware of the need and will give them an opportunity to consider providing additional financial support as they are able.