

THE KINGDOM HALL TRUST

1 KINGDOM WAY, WEST HANNINGFIELD, CHELMSFORD CM28FW

Telephone 020 8906 2211

TAG June 24, 2020

Crook (4929)

Re: Congregations operating as branches of The Kingdom Hall Trust

Dear Brothers:

Thank you for your positive response to the invitation for your congregation to merge with The Kingdom Hall Trust (KHT). We are pleased to confirm that your congregation will be operating as a branch of KHT from **August 1, 2020**.

The secretary and accounts servant should promptly review and implement the instructions in the attached appendix to the accounting instructions for congregations and Kingdom Hall Operating Committees (S-27 & S-42 KHT Appendix), and *Sample Accounts Sheet* (S-190b-KHT). A copy of all the attachments should be saved before this letter is deleted from your mailbox.

- S-27b & S-42b KHT Appendix
- S-190b-KHT
- KHT 3.2 PAYP: A barcode for depositing cash via PayPoint
- KHT 3.3 PREQ: Payment Request (Excel file)
- KHT 3.4 AUTH: Statement of delegated authority (for the congregation permanent file)

Please pay special attention to the new arrangement of making weekly cash deposits with PayPoint. It is vital that you promptly enter on jw.org the details of the *Transaction Record* (S-24) that is completed when cash is collected from the contribution box. This information is needed in a timely manner in order to reconcile the cash we receive from PayPoint.

We pray for Jehovah's blessing on your congregation and on your efforts to work with us as we implement this new arrangement. Please receive our warm Christian love and greetings.

Your brothers,



Attachments (5)