

# Announcement

March 29, 2023

## FOR ELDERS

- 1. Handling coins found in contribution boxes.** We are pleased to provide instructions for handling coins found in contribution boxes that cannot be deposited in the CaixaBank ATMs. These instructions apply to congregations that no longer have their own bank account and use the "Payments" function of JW HUB. Therefore, it does not apply to congregations in Andorra, Gibraltar, or the circuits. These instructions will soon be included in the S-27b form; until then, please share this announcement with the accounts servant and with the brothers who usually participate in collecting funds from the contribution boxes.
2. From now on, the brothers removing funds from contribution boxes may reduce the coins placed in these boxes by exchanging them with personal bank notes of equal or greater value in the presence of both brothers. For example, if EUR 2 are collected as a donation for the worldwide work, and EUR 2 as a donation for the local expenses, the brothers could decide to replace the coins with a EUR 5 note, making up the difference with their own donation. It is important that this is done in the presence of the two brothers who sign the *Transaction Record (S-24)*.
3. Remaining coins should not be recorded on the receipt, *Transaction Record (S-24)*, but should be stored at the Kingdom Hall until they can be exchanged with personal bank notes and added to the next collection of local congregation donations, regardless of which contribution box the coins were originally received. It may be practical to use a coin purse or bag to store these coins. In the event that several congregations share the same Kingdom Hall, each congregation should store its own coins separately. The stored coins should be exchanged as soon as they exceed EUR 5 and therefore no special measures are required to secure these funds.
4. It is possible that the congregation already has undeposited coins that have been recorded in the accounting records, and therefore cannot be handled using the procedure described above. In this case, please send a note to the Accounting Department for further instructions on how to handle this particular situation.
5. We have noticed that some deposits of contributions are being made over the counter rather than using the deposit card that has been provided to the congregation. Please avoid over-the-counter deposits. The deposit card makes it easier for the branch to automatically link the deposit with the corresponding congregation. In addition, over-the-counter deposits are expensive. If the congregation has already made a cash deposit over the counter before receiving these instructions, please send the documentation for the transaction to the Accounting Department so it can be linked to your congregation.