

Announcement

January 14, 2026

FOR CONVENTION COMMITTEES

1. **New Accounting Instructions:** The new *Instructions for Event Accounting* (CO-63) and related forms are now available on JW Hub and should be used for conventions. *Instructions for Event Accounting* has been organized similar to *Instructions for Congregation Accounting* (S-27) and contains branch- and country- specific instructions in the appendixes. The revised instructions include the changes listed below:

- (1) The *Accounts Sheet* (S-26) (the same form used by congregations) is now used to record all transactions.
- (2) Expense vouchers are no longer used.
- (3) Accounts records are audited shortly after each convention.
- (4) The list of the accounts records that should be forwarded to the branch Accounting Department is incorporated in the instructions.
- (5) The use of DONATE.JW.ORG and built-in contribution boxes found in Kingdom Halls and Assembly Halls is supported.
- (6) The number of stand-alone contribution boxes used at conventions has been reduced to 1 per 400 attendees from 1 per 200.
- (7) Convention committee coordinators may request advanced funds to pay small convention expenses or use personal cash and request reimbursement, if needed.
- (8) The *Convention Receipt Ledger* (CO-56a), *Convention Expense Ledger* (CO-56b), *Convention Accounts Records Checklist* (CO-56d), and *Voucher* (CO-47) forms have been replaced or discontinued.

FOR CONVENTION COMMITTEE COORDINATORS

2. **New Accounting Instructions:** Please arrange to review the new accounting instructions and related forms with the accounting overseer as soon as possible.