Member and Statistical Records Division

Stake President's Responsibilities for Record Keeping

Membership records

- Make sure each ward's membership records are audited each year.
- Make sure each ward submits the Quarterly Report on time.
- Sign Melchizedek Priesthood ordination certificates and make sure they are delivered.

Financial records

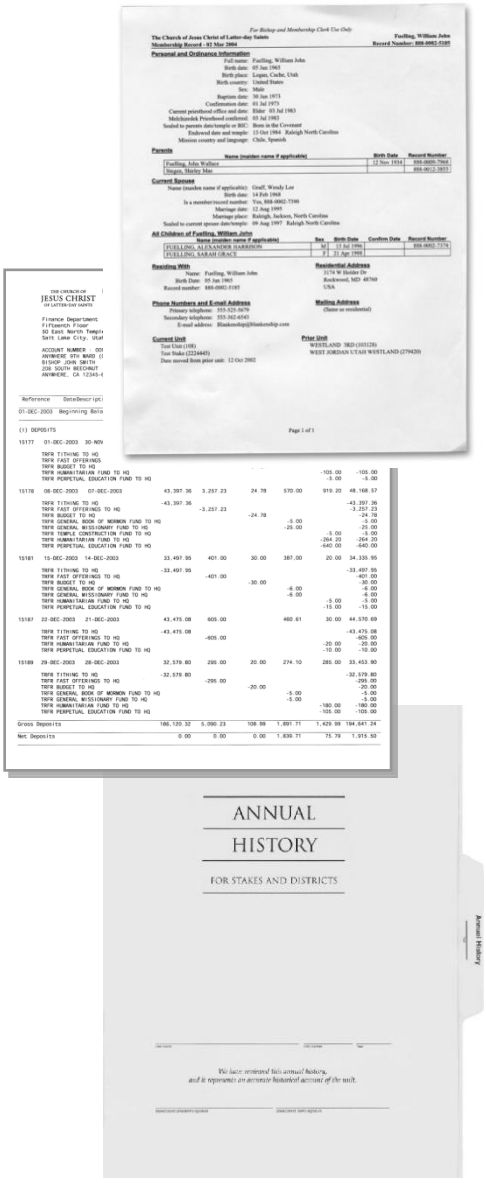
- Approve all stake expenses.
- Approve the stake budget.
- Make sure that the stake audit committee is functioning and that financial audits are performed twice a year.
- Make sure each ward submits the annual Tithing Declaration Report on time.

Historical records

- Oversee the preparation and submission of the stake Annual History.

Other record-keeping responsibilities

- Make sure each ward has worthy and competent priesthood holders serving as clerks and assistant clerks.
- Make sure stake and ward leaders fulfill their record-keeping responsibilities.
- Make sure records are kept confidential.



For more training about record keeping and auditing, please go to www.lds.org.

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