
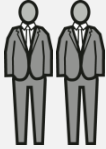




Tithing Settlement Responsibilities

	Before Tithing Settlement	During Tithing Settlement	After Tithing Settlement
Bishop 	<ul style="list-style-type: none"> Oversee tithing settlement 	<ul style="list-style-type: none"> Meet privately with each individual or family Record a tithing status for each member who attends tithing settlement 	<ul style="list-style-type: none"> Declare a tithing status for members who did not attend tithing settlement
Counselors 	<ul style="list-style-type: none"> Complete tasks as assigned 	<ul style="list-style-type: none"> Record and deposit donations 	<ul style="list-style-type: none"> Complete tasks as assigned
Clerks 	<ul style="list-style-type: none"> Print and distribute Tithing and Other Offerings Statements Print a Tithing Declaration Report for the bishop 	<ul style="list-style-type: none"> Print and distribute Tithing Settlement Statements and Individual Ordinance Summaries Record and deposit donations Resolve discrepancies and make corrections to financial and membership records as necessary 	<ul style="list-style-type: none"> Print and distribute tax-valid statements Print and transmit the Tithing Declaration Report
Executive Secretary 	<ul style="list-style-type: none"> Coordinate tithing settlement appointments 	<ul style="list-style-type: none"> Coordinate tithing settlement appointments 	<ul style="list-style-type: none"> Complete tasks as assigned

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