

Bishop's Responsibilities for Record Keeping

The bishop oversees ward record keeping and approves all expenses and payments. He may assign his counselors and clerks to do much of the record-keeping work under his direction.

Ward record keeping includes the tasks outlined in the following areas:



Membership records

- Updating and correcting membership records
- Preparing and submitting the Quarterly Report
- Preparing, signing, and delivering ordinance certificates
- Correcting problems identified in membership record audits

Financial records

- Reconciling the Church Unit Financial Statement
- Processing members' donations
- Preparing the ward budget
- Reviewing donation records with members
- Submitting the annual Tithing Declaration Report
- Correcting problems identified in financial audits

Historical records

- Assigning a clerk to compile the annual ward history
- Providing guidance and direction so the assignment can be completed

Other record-keeping responsibilities

- Approving access rights in MLS
- Making sure Church records are kept confidential