

# 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.

The form contains the following information:

- Personal and Ordinance Information:** Name: Pauling, William John; Birth date: 07 Jan 1944; Birthplace: Logan, Utah, USA; Birth country: United States; Sex: Male; Religion date: 05 Jun 1971; Confirmation date: 03 Jul 1973; Melchizedek Priesthood conferred: 03 Jul 1973; Stake in present assignment as of: Stake in the Center; Stake date and temple: 13 Oct 1984; Raleigh North Carolina; Release country and temple: Cuba, Spanish.
- Parcels:** Stake (Stake name if applicable): Pauling, John Wayne; Birth Date: 13 Nov 1914; Record Number: 000-0000-7049; Stake (Stake name): 000-0000-10011.
- Current Release:** Name (include name if applicable): Cecil, Wade Lee; Birth date: 14 Feb 1948; Is a membership transfer: Yes, 000-0000-10018; Marriage date: 22 Aug 1971; Stake in the Center: Raleigh, North Carolina; Stake in the Center date and temple: 08 Aug 1977; Raleigh North Carolina.
- All Children of Faithful, William John:**

Name (include name if applicable)	Sex	Birth Date	Confirmation Date	Record Number
PAULING, ALEXANDER GARRISON	M	01 Jul 1981		000-0000-1174
PAULING, SARA LOUISE	F	21 Jul 1981		
- Residence With:** Name: Pauling, William John; Birth Date: 07 Jan 1944; Record number: 000-0000-10011; Residential Address: 1719 W. Jackson St., Rockwood, MO 65087, USA.
- Phone Numbers and Local Address:** Primary telephone: 650-220-2070; Secondary telephone: 650-242-0400; E-mail address: WilliamJ@stakepres.org
- Writing Address:** (Same as residential)
- Current Stake:** Stake Name: WRESTLAND; Stake Number: 000-0000-10011; Stake President: WRESTLAND; Stake President Address: WEST JORDAN UTAH WRESTLAND 077420.

## 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.

The table shows a list of transactions with columns for date, description, and amounts. A summary table at the bottom shows:

Category	188,730.32	9,000.23	108.99	1,889.71	1,439.99	194,847.24
Grass Deposits						
Net Deposits	0.00	0.00	0.00	1,839.71	79.79	1,919.50

## 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](http://www.lds.org).