

## Notice

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THE CHURCH OF  
**JESUS CHRIST**  
OF LATTER-DAY SAINTS

Date: October 15, 2009

To: General Authorities and the following leaders in  
the United States, Canada, Puerto Rico, and Virgin  
Islands: Area Seventies; Stake, Mission,  
and District Presidents; Bishops and Branch Presidents

From: Office of the Presiding Bishopric—Finance and Records Department  
(1-800-453-3860, ext. 2-3500)

Subject: Dates for Tithing Settlement and Annual Tithing Reports

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*Note:* References to *stake* and *ward* also refer to *district* and *branch*. References to *stake president* and *bishop* also refer to *district president* and *branch president*.

Bishops should observe the following dates as they hold tithing settlement and submit annual tithing reports:

Begin tithing settlement	On or after November 15, 2009
End tithing settlement	December 31, 2009
Bishop to send the Tithing Declaration Report and Tithing and Offerings Batch Summary Report to the stake president (To print the Batch Summary Report, go to View/Update Donations in MLS and click <b>Print</b> .)	After January 1, 2010; no later than January 31, 2010
Ward clerk to transmit Tithing Declaration Report to Church headquarters	After January 1, 2010; no later than January 31, 2010

Bishops and clerks may review tithing settlement instructions in MLS (Member and Leader Services System) by going to the Finances panel and selecting **More**; then in the Donations panel, select **Tithing Settlement**. Additional training for bishops and clerks may be found on the MLS help menu or on the Church Web site ([www.lds.org](http://www.lds.org)). On the Church Web site, select the following links: Serving in the Church, Melchizedek Priesthood, Record-Keeping and Auditing Training, Tithing Settlement.

At least one week before tithing settlement begins, clerks should print out Year-to-Date Donation Summaries. Clerks should deliver the statements to donors. Donors should be encouraged to compare this statement with their own records and report differences, if any, to the bishop. Needed corrections may be made before tithing settlement.

This notice is being translated and will be distributed to units identified as French and Spanish in the United States, Canada, Puerto Rico, and Virgin Islands. Distribution in these languages will be complete within two weeks. If leaders need this notice in languages not listed above, they may contact the member of the Presidency of the Seventy who supervises the area. Area leaders can forward requests to the Publications and Media Project Office at Church headquarters (1-801-240-2933). 09974