

Outstanding Checks—Stake or District Summary

Stake or district name	Unit number	Report year (ending December 31)
------------------------	-------------	----------------------------------

Church policy requires that old outstanding checks (six months or older) be reported to Church headquarters annually. It is a legal requirement for the Church to report these outstanding checks in all states. Use this form to summarize unit information from the Outstanding Checks—Annual Report forms (34579). You must account for the stake or district and all wards or branches in the stake or district.

1. On this summary form, list each unit name and unit number.
2. Check the “Yes” box if the unit reported outstanding checks, and print the number of checks in the “Number of outstanding checks” box.
3. Check the “No” box if the unit reported no outstanding checks.
4. Add the number of outstanding checks, and print the total on the “Total number of outstanding checks” line.

5. Ask the stake president to sign this form, certifying that all units are accurately accounted for.
6. Attach to this form all Outstanding Checks—Annual Report forms that list outstanding checks. Keep copies of the summary and report forms for your files.
7. Mail the original summary and report forms to Church headquarters by **April 15:**

ACCOUNTING SERVICES
 FINANCE AND RECORDS DEPARTMENT
 50 E NORTH TEMPLE ST RM 1754
 SALT LAKE CITY UT 84150-3650

Unit name	Unit number	Reporting outstanding checks	Number of outstanding checks
Stake or district name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ward or branch name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total number of outstanding checks			

Statement of completeness: I certify that the above report is a complete and accurate representation of reports submitted by local units.

Stake president's signature	Date
-----------------------------	------