SOURCES OF DATA FOR THE QUARTERLY REPORT

LINE DESCRIPTION	SOURCE / GUIDANCE
Members	
1. Total members	from Church records / MLS
2. Average sacrament meeting attendance	**Headcount** taken by clerk
Families	
3. Total families	from Church records / MLS
4. Total families visited by home teachers	from Melchizedek Priesthood Leaders (HPGL & EQP) MLS can be used to keep this statistical record
Adults	
5. Total Melchizedek Priesthood holders	from Church records / MLS
6. Total Melchizedek Priesthood holders attending priesthood meetings	from Melchizedek Priesthood Leaders (HPGL & EQP) not just headcount credit given for attending church
7. Total prospective elders	from Church records / MLS
8. Total prospective elders attending priesthood meetings	from Melchizedek Priesthood Leaders (HPGL & EQP) not just headcount credit given for attending church
9. Total women	from Church records / MLS
10. Total women attending Sunday Relief Society meetings	from Relief Society Leaders not just headcount credit given for attending church (inc. Primary/YW)
11. Total women contacted by visiting teachers	from Relief Society Leaders MLS can be used to keep this statistical record
12. Total endowed adults	from Church records / MLS
13. Total endowed adults with a temple recommend	from the recommend book / executive secretary MLS can be used to keep this statistical record
Converts	
14. Total converts baptised and confirmed in the last 12 months	from Church records / MLS
15. Total converts on line 14 attending at least one Sunday meeting last month	from the Mission Leader MLS can be used to keep this statistical record
16. Number on line 14 who have a church calling	from the Mission Leader MLS can be used to keep this statistical record
17. Total number of males, members 4-6 months, who have received the priesthood	from Church records / MLS
Youth	
18. Total Young Men	from Church records / MLS
19. Total Young Men attending priesthood meetings	from Young Mens Leaders not just headcount credit given for attending church
20. Total Young Women	from Church records / MLS
21. Total Young Women attending Young Women Sunday meetings	from Young Womens Leaders not just headcount credit given for attending church
Children	
22. Total children ages 3 (as of 1st January) through 11 years	from Church records / MLS
23. Total children on line 22 attending Sunday Primary meetings	from Primary Leaders not just headcount credit given for attending church
24. Total children ages 0 months through 2 (as of 1st January) years	from Church records / MLS

The Bishop/Branch President should check all the data collected for accuracy before it is signed and submitted to the Stake President.

A reasonability check should be made, think “does this data make sense”, “how does it compare to last quarter”.

The report can be helpful to track unit progress and set goals. Although only submitted quarterly, you are encouraged to gather this information each month for your own use.