

Congregational Bookkeeping Program Summary

Church Financial and Administrative Requirements

Scanner/Printer Device

- The church office must be equipped with a scanner/printer device capable of being programmed to scan and email documents to multiple addresses.

Bill Pay Capability

- The church must have the capability to perform 'Bill Pay' via their bank's online portal. This feature is typically free with most banks, although the church may need to enroll if not already signed up.

Realm for People and Accounting

- The church needs to be using Realm for People and Accounting. Assistance with conversion to this system can be provided if necessary.

On-site Assistance

- The church requires one or more individuals to assist with tasks at the church location.

Contributions Management

Counting and Depositing Contributions

- The church is responsible for counting contributions, making copies of checks, offering envelopes, and other documentation, and depositing the funds into their bank account.

Document Scanning and Entry

- These documents must be scanned and sent to a designated email address. Our staff will enter the contributions into Realm and permanently store the backup documentation.

Contribution Statements

- Our staff can generate and email contribution statements to parishioners comfortable with email. The church will need to distribute statements to those who prefer not to receive them via email and track preferences in Realm.

Parishioner Support

- A designated individual at the church should serve as the primary point of contact for parishioner inquiries regarding contributions.

Accounts Payable and Payroll

Invoice Management

- The church receives and approves invoices, then scans them to a designated email address. Our staff will handle payment and retain the approved documentation permanently.

Payroll Processing

- Our staff will process payroll according to the church's schedule. Adjustments to the church's systems may be necessary to facilitate remote payroll processing.

Tax and Benefits Administration

- Our staff will manage payroll tax deposits and filings, including forms 941, 1099, W2, etc. Additionally, we can handle benefits administration in coordination with CPG.

Period Close Procedures

Monthly/Yearly Close

- Our staff will close each accounting period (monthly/yearly) and reconcile each bank account.

Financial Statements

- Monthly financial statements will be generated for the church.

Documentation Package

- A package containing bank reconciliations, bank statements, and a list of all accounting transactions for the month will be sent to an authorized church representative (typically a Senior Warden) for review and approval.

Additional Notes

Parochial Report

- Our staff can produce the financial pages of the annual Parochial Report.

Annual Audit Support

- During the annual audit, our staff will collaborate with the audit committee to address questions regarding the church's accounting practices and provide necessary documentation to facilitate a smoother and quicker audit process.

Cost and Fees

- The fee charged to the church will be based on the church's normal annual expenses. It is our goal to establish a cost that covers the expenses of administering the program while accounting for a church's ability to pay and the amount of work that will be performed for each church.