

AdMinistry® is your complete bookkeeping solution!

AdMinistry is the affordable cure for the ‘anxious days and sleepless nights’ syndrome! It comes in two scalable service options—which is right for you?

Virtual Books reduces your total administrative load to less than an hour a week at an easily affordable price. With Virtual Books you get professional results for less than the cost of an entry-level bookkeeper! Using cloud-based software you handle the light stuff: paying your bills and recording donations and deposits Not to worry—we provide complete training. We handle everything else. And if you don’t mind a small extra fee, we can even handle those basic tasks for you.

With **Virtual CFO** you handle your basic bookkeeping in-house; we look over your shoulder to make sure everything is being done correctly. We also handle the more advanced accounting entries, reconcile the bank statements, help you prepare and interpret the financial statements, handle periodic CEO & board queries/consults, and help prepare year-end donor statements.

With both versions, you get to attend MCG sponsored webinars for free! If you’re a brand-new startup, the entire NMI startup process (see below) is included at no extra cost. You also get a 1/3 off discount on Form 1023 (tax exemption application) and annual Forms 990 (year-end IRS reporting). Have questions? Our solutions engineers are always just an e-mail or phone call away. AdMinistry® is scalable—just select the AdMinistry® solution you desire based on your gross income or service options needed.

AdMinistry® truly is the simple, affordable solution to your administrative quandary. We’re ready to get started whenever you are.

Here’s what you get!

	Virtual Books	Virtual CFO
You pay and record your own bills and record your own donations and deposits; we handle the rest	√	
Optional for small extra fee: we handle the data entry based on data you send on our form; includes 5 A/P payments per month (add 2/month at each price point increment)	√	
You handle your basic bookkeeping with our oversight & assistance; we handle the ‘big stuff.’		√
Expert assistance	√	√
Track income & expenses	√	√
Customizable reports	√	√
Annual donor statements	√	√
Advanced reporting	√	√
Payroll prep discount	√	√
Monthly fee—first \$5000 of gross income	\$175	\$125
Add for each additional \$5000 or portion thereof	\$50	\$50
You provide a subscription for Quickbooks Online or Aplos (we can usually help you get a substantial subscription discount!)		
Both services have a one-time setup fee of \$475. Our NMI service is included at no extra charge if startup services are needed.		

Get started by completing our online startup questionnaire

Email jerry@ministryconsulting.net to request a copy.

New Ministry Incubator gets your new enterprise up and running

With NMI we handle all the paperwork and coach you through every step of the startup process. If you’re looking for a jump-start, NMI is your ticket. At just \$475 (add \$100 if outside of Ohio), it’s very affordable. If you need to apply for tax exemption (phase 2 of the startup process) we’ve got that covered too. Our prep fee generally runs \$300-\$500 (\$100 for small entities with income under \$50,000/year). Government agency filing fees are not included in our NMI or prep fees.

Payroll keeps the troops happy

Our low monthly fee is the same no matter how frequently you pay your employees. We can handle just about any need including direct deposit or any type of benefit. Virtually all payroll reporting and tax deposits are included. We can even help you craft a comprehensive compensation plan. And ministry/clergy payroll is our specialty!

Payroll prep is just \$75/month plus \$5 per employee/contractor – and AdMinistry clients get a \$10/month discount. A one-time setup fee is equal to the normal fee for one month’s service. Adding a new employee after the initial startup costs just \$10.

HELP!Line is your answer if you just have occasional questions but don’t need ongoing bookkeeping services

With HELP!Line the answers to your accounting, admin and other compliance questions are practically at your fingertips. You get up to two hours per month of e-mail or phone support for a low annual fee of \$499 and on-site consults are deeply discounted.

Not sure if it's
right for you?



comprehensive administrative solutions for faith-based entities

Do we really *need* this?
Can't we just muddle along on our own?
Can we even afford it?
Can we afford *not* to?



Top 10 Reasons to Use AdMinistry®

1. **You Never Lose Control.** You handle the light day-to-day stuff; AdMinistry® handles all the 'heavy-lifting' for you. Access your data or view/print your reports anytime you wish.
2. **Professional Service.** Now you can benefit from the caliber of service previously available only to mega-ministries.
3. **Peace of Mind.** End the worry whether critical tasks are being handled accurately and on time.
4. **Personalized Payroll and Tax.** Your AdMinistry® enrollment entitles you to a discount on our professional payroll and tax services ... and ministry-related payroll/tax is our specialty.
5. **Anytime, Anywhere, Any Platform.** If you have a connection to the net, you're in touch with the data you need to make decisions at the speed of modern ministry.
6. **Always Current.** Full compliance is more critical than ever. We stay on top of things so you can focus on what you do.
7. **Powerfully Simple.** Accounting as simple as you always thought it should be and as powerful as you always needed.
8. **Value-Packed Seminars.** Our seminars and webinars address practical issues faced by virtually every church or ministry.
9. **Vital Resources.** Our solutions engineers are standing by with phone and e-mail answers. You'll also have 24/7 access to a members-only resource-packed section of our web site. We make sure you stay informed via periodic newsletters.
10. **Cost-Effective.** AdMinistry® lets you enjoy a professional level service for less than the cost of an entry level bookkeeper. How about that? Affordable *and* competent!

The bottom line is good stewardship. AdMinistry® just makes good business sense. You get professional results at a cost significantly less than trying to handle things in-house. You have more time and more money to do the things you are called to do. And in the final analysis, wouldn't you rather spend your time ministering than *administering*?

Give us a shout. We're ready get started.

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