

## Scalable Service Options—Which Is Right for You?

The affordable cure for the 'anxious days and sleepless nights' syndrome!

### AdMinistry® is your complete administrative solution!

AdMinistry reduces your total administrative load to less than an hour a week at an easily affordable price. Professional results for less than the cost of an entry-level bookkeeper!

Using our super secure cloud-based software you handle the light stuff: you'll write your own checks, record your own donations and make your own deposits. Not to worry—we provide complete training. We handle most of the rest. We'll monitor your entries, handle the more advanced accounting entries, reconcile the bank statements, help you prepare and interpret the financial statements, and help you prepare donor statements. You also get to attend MCG sponsored webinars for free!

If you're a brand-new startup, the entire startup process is included. Need payroll? We've got you covered. Need to file year-end Forms 990? We can handle that too. Have questions? Our solutions engineers are always just a phone call or email 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.

### VirtualCFO helps keep you and your staff on track.

If you already have a capable admin staff but just need an experienced non-profit expert to help oversee them, VCFO is your ticket. We monitor your accounting and other administrative functions, handle bank reconciliations, review your reporting and answer your staff's questions. We also handle CEO & board queries/consults. VCFO clients also qualify for discounted payroll, Form 990 and other services.

### 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!

### New Ministry Incubator will get you up and running

With NMI we coach you all the way through the startup process and handle all the paperwork to get you up and running. If you just need a jump-start, NMI is your ticket.

### Just have an occasional question? HELP!Line is your answer.

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 and on-site consults are deeply discounted.

To get started, just download our startup questionnaire—or call us!!

AdMinistry®	Lite	Basic	Standard	Plus
Expert assistance	√	√	√	√
Track donations	√	√	√	√
Track expenses	√	√	√	√
Maintain donor & vendor lists	√	√	√	√
Customizable financial reports	√	√	√	√
Online giving	√	√	√	√
Use accounts payable		√	√	√
Multi-user		√	√	√
Track time		√	√	√
Advanced reporting				√
Budget tracking				√
Monthly gross income	Less than \$2000	\$2000 - \$6000	\$6000 - \$10,000	\$10,000- \$20,000*
Monthly fee	\$120*	\$180	\$230	\$300
VirtualCFO	Without Software	Lite Software	Std or Aplos Software	Plus Software
Monthly fee	\$99	\$130	\$160	Starts at \$200
<b>AdMinistry® or VCFO Add-Ons</b>				
One-time startup	\$400 (add \$100 if outside Ohio)			
Payroll prep	\$60 + \$2/ Employee Add new employee (after initial setup): \$10			
Data entry service	\$50 (up to 80 entries); \$75 (80-150 entries); \$95 (150-250 entries)			
Multi-user access	Free for QBO users; \$10/mo for Aplos users			
Online giving	For 501(c)(3)'s: 2.2% + \$0.30 per transaction (no monthly fee)			
MCG seminars	Free!			
Forms 1023 & 990	50% discount from our standard rates (subject to \$100 minimum)			
<b>Standalone Services</b>				
Payroll prep	\$70 + \$2/ Employee Add new employee (after initial setup): \$10			
New Ministry Incubator	\$450 (add \$100 if outside Ohio)			
HELP!Line	\$450/year			
Form 1023	\$350 - \$800			
Forms 990	Form 990-N \$10	Form 990EZ \$180-\$250	Form 990 \$200-\$500	

Still not sure?



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.** 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. Plus, 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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