

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

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

### AdMinistry® is your complete solution!

A comprehensive solution for startups and other smaller entities that 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. We handle most of the rest. We'll monitor your entries, handle all the more advanced accounting entries, reconcile the bank statements, help you prepare and interpret the financial statements, and help you prepare donor statements.

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 standing by. AdMinistry® truly is the simple, affordable solution to your administrative quandary

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

Just need a jump-start? With NMI we coach you all the way through the startup process and handle all the paperwork to get you up and running.

### 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 at no additional fee. We can even help you craft a comprehensive compensation plan. And ministry/clergy payroll is our specialty!

### 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 can also handle CEO & board queries/consults. VCFO clients also qualify for discounted payroll, Form 990 and other services.

### 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.

## AdMinistry®: Included Services & Fees

All NMI services (see below) included at no additional fee	P
Use of our cloud-based accounting software	P
Monitoring your basic bookkeeping entries	P
Handling the 'heavy lifting' accounting functions	P
Bank statement reconciliations	P
Financial reporting	P
Forms 1023 & 990 (subject to \$100 minimum)	50% Discount
MCG sponsored seminars/webinars	P
Solutions engineers on call to answer questions	P
One-time setup fee ( <i>add \$100 if outside of Ohio</i> )	\$499
Monthly fee: income \$2000 or less	\$99
Monthly fee: income greater than \$2000	\$120 + 1.4% of inc
Optional data entry service	\$30/mo (< 80)
( <i>fees are based on the number of entries per month</i> )	\$50/mo (>80)
Payroll fee discount for AdMinistry® & VCFO clients	\$10/mo

## NMI: Included Services & Fees

All startup filings including federal ID number *	P
Startup coaching including required documents	P
Special startup seminar/webinar	P
One-time fee ( <i>add \$100 if outside of Ohio</i> )	Starts at \$479
Tax exemption application (Form 1023)	\$300 -- \$500
Annual Form 990 preparation	\$200 -- \$500

## Payroll: Included Services & Fees

Full-service payroll—all filings/tax deposits included	P
Startup fee (one-time)	Same as monthly fee
Monthly fee (regardless of payroll prep frequency)	\$60/mo +\$1/EE

## VCFO: Included Services & Fees

Monitoring your basic bookkeeping entries	P
Assisting with 'heavy lifting' accounting functions	P
Bank statement reconciliations	P
Assisting with financial reporting	P
Solutions engineers on call to answer questions	P
MCG sponsored seminars/webinars (1 free attendee)	P
Monthly fee ( <i>subject to \$99/month minimum</i> )	\$60/hr
Use of our cloud-based accounting software (optional)	\$40/mo

## HELP!Line: Included Services & Fees

2 hours per month of phone/e-mail support	P
Substantial discount on other services	P
Annual service fee	\$399

\* Government agency filing fees not included

Affordable personal & biz tax return prep are also available—clergy tax returns are our forte!

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. Phone 614-743-2106 [info@ministryconsulting.net](mailto:info@ministryconsulting.net)