

## 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 NMI startup process (see below) is included. Need payroll? We've got you covered. Need to file year-end Forms 990? We 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 discounts on 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 handle all the paperwork and coach you all the way through the startup process to get you up and running. If you 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®	Xtra Lite	Lite	Standard	Plus
Best for monthly gross inc	Up to \$2000	2000-6000	6000-12000	12000+
Software included	√	√	√	√
Expert assistance	√	√	√	√
Track donations	√	√	√	√
Track expenses	√	√	√	√
Customizable reports	√	√	√	√
Online giving (3 <sup>rd</sup> party merchant service fees apply)	√	√	√	√
Use accounts payable		√	√	√
Multi-user* (see below)		√	√	√
Track income & expense by department			√	√
Advanced reporting				√
Budget tracking				√
Multi-user access	Free for QBO users; \$15/mo for Aplos users			
One-time setup fee	\$450 (includes AdMinistry setup plus everything in NMI)			
Monthly fee	\$120	\$180	\$230	Starts at \$300
VirtualCFO	Without Software	With Basic Software	With Basic Software	With Plus Software
Best for monthly gross inc	Less than \$6000		More than \$6000	
Monthly fee	\$99	\$130	\$160	Starts at \$200
Additional Services	With AdMinistry® or VCFO		As a Stand-Alone Service	
New Ministry Incubator	Included – see above		\$450 (add \$100 if outside OH)	
Payroll preparation	\$60 + \$5/ employee		\$70 + \$5/employee	
One-time setup fee	Equal to one month of service		Equal to one month of service	
Add new employee	\$10		\$10	
Optional data entry service	Varies—call for details		n/a	
MCG seminars/webinars	Free!		Varies by seminar/webinar	
HELP!Line	Included		\$450/year	
Form 1023 or 1023EZ	50% off; (\$100 minimum)		Usually \$350 - \$600	
Form 990 or 990EZ	50% off; (\$100 minimum)		Usually \$180 - \$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.

Phone 614-707-7500

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