

<p>Hassle/Time (continued)</p>	<ul style="list-style-type: none"> ➤ Make necessary journal entries ➤ Complete monthly bank reconciliations ➤ Produce accurate and timely financial statements each month ➤ Produce monthly reports for documentation ➤ Enter weekly contributions from donors ➤ Produce annual giving statements ➤ Keep up with IRS regulations, church tax law, accounting rules and procedures, etc. to ensure compliance ➤ Find coverage for staff vacations, illnesses and other absences ➤ Turnover ➤ Staff time spent on administrative matters ➤ Less volunteers and/or staff needed for separation of duties 	<ul style="list-style-type: none"> ➤ Included ➤ Included ➤ Included ➤ Included ➤ Included ➤ Included ➤ No worries ➤ No worries ➤ No worries ➤ Staff time freed up for MINISTRY! ➤ MMS serves as necessary persons for separation of duties
<p>Costs</p>	<ul style="list-style-type: none"> ➤ Staff salary/benefits ➤ Supervisory oversight for that staff person ➤ Office/desk/phone ➤ Computer and printer and maintenance ➤ Software licenses and maintenance for accounting, payroll and contributions 	<ul style="list-style-type: none"> ➤ Included in monthly MMS fee

<p>Costs (Continued)</p>	<ul style="list-style-type: none"> ➤ Staff training ➤ Check stock ➤ Paper for printed materials ➤ Tax penalties for errors in payroll taxes 	<ul style="list-style-type: none"> ➤ Included in monthly MMS fee
<p>Resources</p>	<ul style="list-style-type: none"> ➤ ? 	<ul style="list-style-type: none"> ➤ Sharing of best practices from experience of working with 250 churches over 19 years ➤ Access to Audit services ➤ Monday through Friday phone support on all accounting, accounts payable, contribution, payroll, and payroll tax matters ➤ Expertise when you need it regarding other church matters with our Training and Consulting Division ➤ Access to web site design and development ➤ Access to ministerial tax service and 990 assistance ➤ Access to direct deposit services and donor contributions through electronic funds transfer