



## Church Accounting Services

Thank you for considering the Southern Baptist of Texas Foundation for your church accounting needs. We are excited to offer this service to Texas churches and would be glad to have your ministry as one of our clients.

### How We Help



#### Basic Accounting

- Bookkeeping for all operating and designated funds
- Financial reporting
- Accounts payable processing and check printing
- Bank reconciliations



#### Payroll Service

- Third-party payroll service
- Full-service payroll for all full-time and part-time employees
- W-2 and W-3 IRS reporting
- 941 IRS reporting and payments



#### Contribution Tracking Service

- Tracking all designated tithes and offerings
- Providing annual contribution statement

### The Specifics

#### Bookkeeping

We utilize the Quickbooks Online System ("QBO"), a cloud-based accounting software package. QBO provides internet-accessed dashboards and reports for clients and the management of backup and disaster recovery services. If you are not using QBO but wish to migrate, we can do that for you.

#### Financial Reporting

Financial reporting will include the following monthly reports: (1) Balance Sheet; (2) Income Statement, with budget to actual comparisons; (3) Designated Funds Report; and (4) Bank Reconciliation Reports.

#### Accounts Payable

Accounts payable processing and check printing will be performed using Bill.com, a web-based accounts payable system where payments are based solely on your specific authorization. We will record the payable transactions in the accounting system.

#### Bank Reconciliations

Bank reconciliations will be performed on all checking, savings, and investment accounts based on bank statements and online access you provide to us. We will provide a bank reconciliation report on each account as part of your standard reports.


## **Payroll Services**

Our online payroll partner provides full-service payroll for all full-time and part-time employees. We will coordinate collecting and transmitting the payroll information for new/termed employees and process each payroll cycle with salary and hourly data. We will prepare and submit quarterly tax deposits, provide annual tax reports (W2 and W3), and record the appropriate transactions in the accounting system.

## **Contribution Tracking**

We will help connect you with an online donations processor allowing you to offer online giving to your donors and make remote deposits of the physical checks you receive. This processor will deposit the collected funds into your bank account, and we will perform the entries to update your accounting records. At any point, you can run contribution statements according to your needs.

## **Get A Price Estimate**

 682-347-4900 ext. 4915

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