



# Bookkeeping and Payroll

***Ease your financial management burdens.***

***Let experts manage your church's bookkeeping and payroll with a worry free professionally accurate cost saving service.***

A word cloud of benefits for the service. The central and largest text is "Affordable for every church". Other prominent text includes "Saves money", "Stress free tax season", "Saves time", "Daily support", "Worry free payroll", "Improves accuracy", "Will grow with you", "NEED LESS STAFF", "Faster financial reporting", "Increases accountability", "People you can trust", "NO TRAINING", "Easy to get started", "Reduces your workload", and "TOTAL PEACE OF MIND".

## Bookkeeping

Bookkeeping is fundamental to your church's financial health as it is the ongoing stewardship of organizing, classifying and maintaining all financial records. It involves recording transactions and storing financial documentation which creates data to budget, plan for the future, and move forward with solid financial decisions.

- Financial documentation of every payment & expense
- Recording credits & debits
- Maintaining and balancing the general ledger
- Preparing financial statements & reports
- Preparing and sending invoices & processing payments
- Administering banking activities
- Overseeing payroll
- Bookkeeping ensures financial documents and spreadsheets are free from mistakes, and business accounts are prepared for more complex tasks.

# Payroll

Payroll is essential in taking care of your people, ensuring employees get paid the correct amount and on time. Payroll includes all things data, documentation, tasks and functions centered around paying employees- the heartbeat of your operations. Professional Payroll management is one of the most important functions of your church administration.

- Gathering and updating sensitive employee information
- Setting up automatic payments and direct deposits
- Tracking hours and/or timesheets
- Calculating wages owed
- Distributing pay stubs
- Performing accounting and record-keeping
- Setting aside funds for Medicare, Social Security, and unemployment taxes
- Managing information relevant to the tax process such as health insurance and workers' compensation claims

Doing bookkeeping and payroll correctly, professionally, above board and with the highest Biblical integrity are critical to maintain and ensure the good and solid financial health of your ministry, nonprofit, church or business. The value of this is immeasurable as it protects your ministry from many costly and dangerous risks. A church cannot successfully operate or grow without stewarding these two responsibilities properly.

**ACST provides all ministry partners with a monthly service that performs key bookkeeping and payroll duties for you while not being a full time employee of your organization. While you remain responsible for portions of the bookkeeping and payroll duties, we can do the heavy lifting for the majority of your workload. Plus, we help you with proven best practices and insights on what successful churches do. In most cases, this saves churches time and money while remarkably improving the quality of their financial management.**

## Let's talk about your options and what's best for your ministry.

Over 40 years serving the church.

Proven integrity as a ministry partner.

Trust is guaranteed.

✉ [bookkeeping@acst.com](mailto:bookkeeping@acst.com)

👉 [acst.com/bookkeeping](https://acst.com/bookkeeping)