

Spotlight on *Contributions*

Stewardship at its best

Track pledges and revenue from members, non-members or visitors, and whether pledged or unpledged. Revenue is tracked by funds, both designated and undesignated. Up to 9999 different funds and unlimited (999) revenue accounts can be accounted for. All account records interface (post) to the General Ledger.

- Keep contribution and pledge records for each individual and/or couple (husband, wife, couple, children), and for each revenue account. Principles of fund accounting are used, but the accounting system places no limitations on the accounting methods desired, and there is no limit to the number of accounting period dates.
- Pledges may be entered with beginning and ending dates for any period of time.
- Individuals may be selected by name, family number, or by optional envelope numbers, and may be automatically entered by a check reader or imager.
- Automatically create entries to the General Ledger to balance each fund when cash is deposited to a bank account in one fund and the revenue belongs to another fund.
- Entries are recorded by deposit and bank account number, allowing the system to generate the correct Due-to and Due-from entries automatically.
- Send contribution reports by e-mail. The system automatically prints address labels or envelopes and a printed copy for those without an e-mail address.
- Print contribution reports for non-contributors and non-pledgers.
- The system includes a "past due" report that shows those whose contributions are not current with pledges made, as of a user-determined date.

Making Ministry Manageable



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Making Ministry Manageable.

Recurring Contributions

- Recurring contributions can be established in batches to process contributions that are received on a regular basis, such as direct debit contributions handled by bank automated processing. EFT (electronic funds transfer) using NACH protocol is built into the system for contributions.
- Using an optional Check Imager, checks can be scanned during data entry that identify the contributor and the check number, and store an image of each check, which can be viewed, printed or sent by e-mail.
- The check imager scans and stores images of the front and back of each check, prints the deposit endorsement on the back of the check, and can send the deposit to the bank electronically, using Remote Deposit Capture standard banking industry procedures.

Response to Contributions, Donations and Pledges

Contribution reports can be printed showing details of all contributions, or a summary of all contributions by the week for the entire year on one page.

The system builds a file during posting of contribution entries that can be merged into a word processor. From this file, responses in the form of letters, lists, address labels and envelopes can be generated. The system may be used to create responses to contributors each time revenues are posted to Financial Records.

For contributions given in honor or in memory of someone, the system can create during data entry a list of contributor names that can be automatically sent to the honoree.