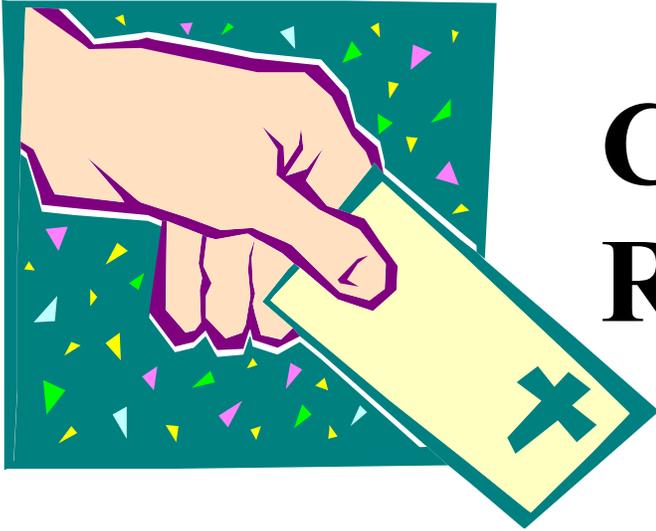# B.U.I. Accounting, Inc.

CONTRIBUTION RECORDING

Studies show that church members give more when they receive timely and accurate contribution statements throughout the year. Quarterly statements have proven to be the most beneficial in increasing member giving.

Our contribution recording services will help you by providing timely data entry of member giving along with accurate contribution statements for your members.

Simply forward your empty contribution envelopes to us each week and our bookkeepers record each member's contribution for tithes, offerings, building fund, pledges, and any other specialized giving.

Our Bookkeepers Will Improve Your Data Accuracy
Because we are an accounting firm, your contribution recording is performed by professional bookkeepers trained in data accuracy.

You will be able to provide your members with timely and accurate contribution recording.

Improved Data Confidentiality
Confidentiality is an important consideration when it comes to member giving records. Because our staff is impartial and separate from the church, the confidentiality of member giving is maintained.

Timely & Accurate Member Statements
We are able to provide you with monthly, quarterly, and/or annual contribution statements for your members. Your statements will meet all IRS requirements and provide your members with detailed and accurate contribution information.

Management Reports
You will receive weekly and monthly reports for church management showing your top givers,

weekly and monthly giving comparisons, member giving totals, and a host of other reports from which you can select.

Statement Stuffing & Mailing
We can also stuff and mail your contribution statements to your members. We can customize the envelope format so the mailing looks as if it came directly from the church. Or, if you prefer, we can send your printed statements to you for mailing.

Customized Statements
We prepare customized contribution statements that can include a picture of the pastor and first lady, or the church building, or one that

includes a special message from the pastor.

We can also send follow-up greetings to your visitors, and cards to members for birthdays, anniversaries and other momentous occasions.

Immediate Data Access
We can provide you with remote access that allows you to sign-on to the system and view your member giving records. This allows you to maintain contribution information on your own church computers for immediate access and viewing.

Because your work is performed by professionals, you can count on timely and accurate contribution recording

Here's how it works....

1. We Pick Up Your Empty Envelopes
Our courier will pick up your empty envelopes each week for processing. Or, if you are located outside of the area, we will send the required supplies for shipping. We supply all clients our large plastic bags that feature a secure drawstring. Simply place your empty envelopes in the drawstring bag and label it with your church name and date.

When processing is complete, your envelopes are returned to you for storage and safekeeping.

2. Our Bookkeepers Perform Batch Processing For Data Accuracy
Once your empty contribution envelopes are received in our office, our bookkeeping staff groups them into batches. Batch processing enables us to provide outstanding accuracy in your contribution recording. Each Batch is totaled, and the data entry staff must produce a report matching that total.

3. Our Bookkeepers Perform Data Entry Processing and Batch Matching Totals
Once the envelopes are batched, they are ready to be entered into the contribution recording system. Each member receives the appropriate credit for their weekly giving. Our investigation team researches incomplete envelopes such as handwritten pew envelopes and other irregularities. Once the batch is entered, the bookkeeper ensures that the batch entry totals match the batch calculations. This means that 2 people have verified the balances and that amounts have been entered correctly. A proof list is printed and attached for supervisory review.

4. We Return Your Envelopes Along with a Set of Weekly Reports
After we have recorded everything, your contribution envelopes are returned to the church in labeled boxes for easy storage and safekeeping. If you have selected our Weekly Reporting Services, you will also receive a disk that contains weekly reports showing your Top 200 Givers, Giving By Member Name, and a host of other reports that you may select.

5. If You Prefer, We can Link Directly To Your Computers
Depending upon your software selections, we can remotely sign-on to your system to perform all of your contribution recording. This allows you to maintain contribution information on your church computers for immediate access and viewing.

6. We Prepare Your Member Contribution Statements
Your members will receive detailed contribution statements. They can be mailed to the membership on a monthly, quarterly and/or annual basis.

Our statements are IRS compliant and can be customized to the church's specifications. They can include a message from the pastor, a picture — or formatted in any special way that you desire. We also provide envelope stuffing and mailing services.

B.U.I. ACCOUNTING, INC.