



## Accounting and Bookkeeping for Uniting Churches

### Using Benkorp Services you can save:

- ✓ **Money – buying computers, software + UPGRADES!! (The Software alone costs \$53 per month for the first 3 years)**
- ✓ **Time**
- ✓ **Stress**
- ✓ **Re-working incorrect accounts**
- ✓ **Finding new treasurers**
- ✓ **Re-training new treasurers**
- ✓ **Effort keeping up to date with new requirements from ATO & Diocese**

### 4 ways Benkorp can help with your ongoing church financial management

#### 1. FULL

**We do everything – Bookkeeping and Accounting – At your office**

**Bookkeeping:** At your office we complete the data entry, produce documents for payment, perform bank reconciliations, calculate payroll.

**Accounting:** Review your accounts quarterly, assist with upgrades and accounting, financial analysis, budgeting, BAS, attend meetings as required

**Computer & Software: You provide**

#### 2. PART ASSIST

**You do the Bookkeeping We do the Accounting – At your office**

Review your accounts quarterly, assist with upgrades and accounting, financial analysis, budgeting, BAS, attend meetings as required

**Computer & Software: You provide**

#### 3. AT YOURS

**We do the Bookkeeping & Accounting – At your office**

**Bookkeeping:** We complete the data entry, based on your payments and receipts, perform bank reconciliations, calculate payroll.

**Accounting:** Review accounts quarterly, assist with upgrades and accounting, financial analysis, budgeting, BAS, attend meetings as required

**Computer & Software: We provide**

#### 4. AT OURS

**We do the Bookkeeping & Accounting – At our office**

**Bookkeeping:** We complete the data entry, based on your payments and receipts, perform bank reconciliations, calculate payroll.

**Accounting:** Review your accounts quarterly, assist with upgrades and accounting, budgeting, BAS, attend meetings as required etc

**Computer & Software: We provide**

## Accounting and Bookkeeping for Uniting Churches - Information Sheet cont'd

### Comparison Table

Description	1. FULL	2. Part ASSIST	3. AT YOURS	4. AT OURS
Data entry of receipts and payments	√	You	√	√
Payments of Bills, banking money received	?	You	You	You
Bank Reconciliations	√	You	√	√
You own the current MYOB Software	Yes	Yes	No	No
You provide the computer	Yes	Yes	No	No
Sort and filing of paperwork	√	You	√	No
Calculate Payroll payments	√	You	√	√
Quarterly review of accounts	√	√	√	√
Calculate PAYG, GST, Super payable	√	√	√	√
Produce Quarterly Financial Reports	√	√	√	√
Attend Parish meeting (if required)	√	√	√	√
Liaise with Auditor (if required)	√	√	√	√
Produce draft annual budget (if required)	√	√	√	√
Complete Annual UR!	√	√	√	√

### About Benkorp

Benkorp Management Services Pty Ltd has been providing financial management consulting, accounting, systems implementation and bookkeeping for SME's and Not-for-Profit organizations for over 14 years. The principals are qualified accountants and have been working with the Uniting Church since 1998 developing and providing the standard chart of accounts, training and support.

### Pricing

In order for us to provide you with a quotation, we will need you to answer a few questions.

Please complete the attached document and return as soon as possible to:  
**hello@benkorp.com**

We look forward to working with you in the future.

Best regards

Cecil Benjamin & Jeanette Korporaal  
 Directors  
 Benkorp Management Services Pty Ltd.



Benkorp Management Services Pty Ltd ABN 74 249 159 624  
 Facilitating Management Systems Solutions for your Church or Business  
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## Bookkeeping Accounting Questions for quotation.

Thank you for your enquiry about our bookkeeping and accounting services.

Please answer the following questions so that we can give you a reliable quotation for our services.

<b>Name:</b>			<b>Date:</b>		
<b>Business Name</b>					
<b>Business Activity:</b>					
<b>Position:</b>					
<b>Phone:</b>			<b>Email:</b>		
<b>Business Address:</b>					
<b>How many ABN's do you have?</b>			<b>How many bank &amp; Credit card accounts do you have?</b>		
<b>How many staff do you have?</b>			<b>How many locations do you have?</b>		
<b>On average, how many transactions a month do you have? (add the number of lines on each statements for the month)</b>					
<b>Would you like us to perform the following tasks:</b>					
<b>Invoicing</b>	Y/N	If so, how many per month?		How often?	
<b>Debt Collection</b>	Y/N	If so, how often per month?		How often?	
<b>Payroll</b>	Y/N	How many Staff?		How often?	
		What awards are applicable?			
<b>Accounts Payable</b>	How many Payments per month?			How often?	
<b>Payments</b>	Do you want us to pay the bills?	Y/N	What is your payment authorisation process?		
<b>BAS</b>	How Often?	Monthly/Quarterly	What Method?	Cash/Accrual	
<b>Reporting</b>	How Often?	Monthly/Quarterly	<b>Review Meetings</b>	Monthly/Quarterly	
<b>Location</b>	Ours/Yours?				