



THE MISSISSIPPI BAPTIST FOUNDATION



*Go, make disciples...
and leave the accounting to us.*

MINISTRY. UNENCUMBERED.

**MINISTRY
ACCOUNTING
SERVICES**

Laborers together with God
Sharing the ministry, accomplishing the mission

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Basic Accounting

- Bookkeeping for all operating funds
- Financial reporting — balance sheet, income statement with budget vs. actual comparisons
- Accounts payable processing and check generation
- Bank reconciliations



Contribution Tracking

- Tracking all tithes and offerings
- Offering quarterly and/or annual contribution statements



Payroll

- Coordinate through a third-party payroll service full and part-time payroll functions
- Coordinate quarterly IRS 941 filings
- Coordinate all required W-2 and W-3 reporting



Safeguards

- Separation of duties within bookkeeping operations ensures accountability