

# Data Developments Bookkeeping service

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At Data Developments we have found that churches, like other voluntary organisations, are finding it increasingly difficult to recruit skilled volunteers and in particular treasurers. There is an inherent fear factor among volunteers when working with finance.



Most people that do volunteer are not accountants and worry about the technical skills required to fulfil these roles. In addition the flood of new regulations that have affected churches and charities since 1997 has further increased their fear.

At Data Developments we have been considering how we can help and our solution is the creation of a new bookkeeping service. The church or charity would still appoint a treasurer, but with our service their burden would be greatly reduced.

Our service includes:

- Data entry including standing orders, transactions and transfers
- Producing financial reports
- Completing the Bank reconciliation
- Finance Co-ordinator licence
- Technical support (so users check the data returned and also produce their own reports and analysis, if required)
- All Finance Co-ordinator updates and upgrades

Setup

Data Developments would also visit onsite to agree with you the nominal codes required, funds, fixed assets, the list of standing orders, the list of the standard Finance Co-ordinator reports required and confirm the starting balances. Training could also be given on the completion of the input sheets,



## How it works

The church or charity would still appoint a treasurer, but their burden would be greatly reduced. They would continue to open envelopes, count collections, deposit money into the bank, pay bills etc. and details of these would be sent to Data Developments on a standard form. We would:



1. Enter all transactions and transfers
2. Produce financial reports
3. Complete the bank reconciliation
4. Send a backup of the data containing all transactions entered

The bookkeeping package includes the use of Finance Co-ordinator together with technical support so when the backup is returned the treasurer could examine the information entered and produce their own analysis and reports if required.

Initially Data Developments would visit onsite to agree with you the nominal codes required, funds, fixed assets, the list of standing orders, the list of the standard Finance Co-ordinator reports required and confirm the starting balances. Training could also be given on the completion of the input sheets, if required.

Periodically Data Developments will provide feedback sessions at Wolverhampton Science Park so that further suggestions, improvements etc. can be made with the view of constantly improving the service.

## Annual accounts

Whilst Finance Co-ordinator will produce the reports for the draft annual accounts independent examination or audit would still be the responsibility of the church or charity. Data Developments would not independently examine or audit the accounts as we don't believe this gives sufficient impartiality.

## Costs

Initial one-off setup fee £299 inc vat (includes onsite visit, setting up all nominal codes, funds, entering the starting balances etc). The other costs, which are calculated by the number of transactions per month include:

Data entry

Producing reports

Bank reconciliation

Finance Co-ordinator licence [normal cost £159]

Technical support (so users could check the data returned and also produce their own reports and analysis, if required) [normal cost £75]

All Finance Co-ordinator updates and upgrades [normal cost £50]

Up to 50 transactions per month £20 per week

Up to 100 transactions per month £38 per week

Up to 200 transactions per month £65 per week

Over 200 transactions POA

All prices **include VAT** and would be subject to an 18 month contract.

If you would like to discuss your requirements please contact us on 01902 824044 or visit our website [www.datadevelopments.co.uk](http://www.datadevelopments.co.uk).