



High Point

Church Business Services

"Let all things be done decently and in order."

1 Cor 14:40

Why High Point?

The importance of financial integrity, the proper stewardship of resources, the demand to avoid lawsuits and tax problems have all generated an urgency to seek outside help. High Point recognizes the unique position of churches and ministries as they carry out their spiritual mission within the context of government regulations and the requirement to be wise with their resources. At High Point, we assist churches and ministries through experience and knowledge that help avoid problems and save time and money. High Point offers the opportunity to be better stewards of what God has entrusted to His church.

Compliance Review

The High Point Compliance Review is an examination to ensure that a church or ministry has met all of the prescribed guidelines set forth under Section 501(c)(3) of the Internal Revenue Code. The advantage of a compliance review is to establish a comprehensive understanding of the church or ministry and to ensure that the policies and procedures are in place to protect of the vision of the organization. The following areas are reviewed for compliance:

Legal

- Articles of Incorporation
- By-Laws or Constitution
- Minute Book

Accounting

- Balance Sheet
- Statement of Revenue & Expense
- Depreciation Schedules
- General Ledger
- All Journals
- Loan Contracts, Leases, Rental Agreements
- Accounts Payable and Notes or Loan Receivables
- Donor Contribution Records
- Payroll ~ W2s, W3s, W4s, W8s, W9s, I9s & 941s, etc.
- 1099s, 1096s, 8109s & State / City Reports
- Tax Returns ~ 990 & 990T

Insurance

- General Liability
- Automobile (Public Service Vans)
- Workman's Compensation
- Health
- Dental
- Disability



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Budgets and Forecasting

High Point will assist in the budget process by applying sound judgment and generally accepted business practices to the church or ministry leadership. Our computer models produce forecasting and projections when needed to assess projects the church or ministry is planning.

Payroll Service

High Point is able to prepare payroll checks for churches and ministries with as few as one employee to those with over one hundred employees.

Compensation Review

Assist in establishing a compensation package that is both equitable and competitive.

Monthly Standard Bookkeeping Services

Our standard bookkeeping package is offered to all of our clients. It includes the following:

- Reconciliation of all bank accounts (checking, savings, money market)

- Preparation and posting of all journals

- Preparation and posting the general ledger

- Recording of payroll

- Statement of Financial Position

- Statement of Revenue and Expenses

- Preparation of 8109 coupon 941s and State reports each quarter

- Special Monthly Reports as required

Year end reports

- W2, W3, 1099s, 1096s and all State and local employer reports

- Detail property and equipment listings with depreciation reports

Policy and Procedures Manuals

Personnel Policy Handbook

- Help develop a personnel policy that is both legal and workable.

Facilities Manual

- Help develop a Facilities Policies and Procedures manual to properly maintain and operate the organization's facilities.

Organizational Manual

- Help develop an Organizational Manual to clearly define both staff and volunteer roles in the church. Help develop evaluations of staff positions and performance in light of the church's goals and direction.

Accounting Manual

- Establish financial policies to deal with the many unique areas of church finances. (Designated giving, fund accounting, special event monitoring, etc.) Formulate audit procedures to reduce the likelihood of embezzlement or conversion of funds.



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Minister's Professional Income Tax Service

Ordained, licensed, or commissioned ministers are affected by different interpretations of the laws than most individuals. High Point can provide tax preparation service for ministers' state and federal income tax returns.

The goal of High Point is to do tax planning before the end of the year, to ensure ministers are taking advantage of all the deductions the Internal Revenue Service tax code will allow.

501(C)(3) Taxation & Legal Requirements

High Point will assist in filling form 1023 to receive recognition as a tax-exempt organization under section 501(C)(3).

Capital Campaign Consultation

High Point offers professional fund-raising consulting that focuses on helping non-profit organizations accomplish their capital campaign goals. High Point has particular experience in assisting organizations that have little or no capital campaign experience.

"Church Business Administration Health Check Up"

- Staff Personnel Issues
- Staff Evaluations
- Facility Use
- Maintenance Programs
- Forecasting/Budgeting
- Financial Reporting
- Liability Exposures
- Donation Policies
- Benevolence Policies
- Screening Volunteer Children's Workers
- New Hire Background Checks
- Record Keeping Policies and Procedures

Service Options

There are many service options to choose from. We will customize the best solution to meet your needs!