

ChurchWork Solution

An affordable computerized system designed to automate the management of Church members, tracking and reporting of financial contributions and other relevant church records. The program incorporates five modules:

- Members/Contributors
- Family Profile
- Offerings/Contributions
- Accounting
- Church Records

This software was designed with the end-user in mind. CWS features a Graphic User Interface, easy-to-use data-entry screens, powerful search engine, and numerous report options. This program implements object oriented buttons to allow the end-user to navigate easily from module to module and through the various screens.

CWS runs on all Windows operating systems: 98, ME, XP, NT, Vista and Win 7 with a Pentium 4 or more advanced processor.



CONTRIBUTORS with Family Profile

Identifies each church member or donor. The user assigns an identification number to each donor and then adds information in the appropriate fields such as:

- Name
- Address
- District/Zones (if applicable)
- Member status
- Telephone numbers
- Annual pledges
- Family Profile information of other household members

OFFERINGS/CONTRIBUTIONS

Records the amount of the offering or donation (along with the date and purpose of the offering) each member gives to his/her church. Data entry is simple and involves easy procedures such as keying in:

- The identification number (*The contributor's name, address auto-fills*).
- Session date
- The date of the offering.
- The amount of the offering.
- The category or intended use of the offering (*with assistance from user defined pop-up fields*).

CWS ACCOUNTING

This module will help the congregational treasurer and the church administrative team to track and report expenditures and incomes. The process and routines are simple and very user friendly.

- Records cheques by date and number.
- Identifies expenditures with user defined categories.
- Allows for split entries when inputting deposits or cheques.
- Records income/deposits by date
- Identifies income with user defined categories.
- Generates register of expenditure and income.
- Allows reconciliation of bank account, calculates sub and grand totals by category, and monthly inflows and outflows etc.
- Shows and prints practical detailed and summary reports.
- Also has a Budget sub-module: compares expenditures to budgeted amounts.

Pop-Up Fields

Where possible CWS incorporates User-Designed Pop-up Fields. Makes data entry simple, keeps data consistent and free of spelling errors.

**SOFTWARE FOR
ALL DENOMINATIONS**

CHURCH RECORDS MODULE

This module automates the management, recording and printing of relevant church records.

It is designed to record, print detailed reports, print certificates for the following types of church records:

- Baptisms
- Dedications
- Confirmations
- Marriages
- Burials
- Organizations/Activities
- Visitations

This module prints list reports for all components and prints certificates for Baptisms, Dedications, Confirmations, and Marriages



REPORTS

- **Member Lists -- alphabetical or numerical:** Prints and/or views a list with the name, I.D. number, address and the phone number etc.
- **District List:** Prints and/or views the division where each contributor resides.
- **Mail Labels:** Prints contributor information on mailing labels.
- **Quarterly and Year-End Reports:** Prints reports with total to end of quarter or year.
- **Taxation Receipts:** Prints a receipt of total offering (with or without summary) for income tax purposes.
- **Contributor List with Total Offerings:** Prints a contributor list with total offerings.
- **Contributor List with Total Offerings and Pledges:** Prints a contributor list with total amount paid and the amount pledged.
- **Weekly Check:** Prints and view the total offerings to date.
- **Income Reports:** Prints a detailed list with sub-totals or prints summaries by category. Also prints a detailed list and summary by date.
- **Accounting reports:** Prints/shows a register of all transactions, category sub-totals, monthly cash flow, summary of income and expenditure to date.

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