



Bookkeeping and Payroll

FAQs

What are ACST's Bookkeeping and Payroll Service qualifications?

A seasoned team of accountants and bookkeepers led and managed by financial expert James B. Jordan, CPA, will provide over 100 years of combined financial experience to your church. James Jordan has been working with ACST for over 3 decades, and only serves churches and denominations, bringing unparalleled knowledge and dedication to your ministry. He has taught thousands of churches financial, accounting, tax and audit best practices and is renowned for his financial control and stability expertise.

How much will Bookkeeping Service and/or the Payroll Service cost per month?

Monthly fees vary depending on the size of the service needed and scale affordably from the smallest church to the largest according to what fits that church the best. To understand the exact cost for your church, please schedule an appointment with us to review your needs.

Is bookkeeping and payroll a combined service or is it two different services?

These are two different services. You may have one without the other. However, in most cases a church combines them for more quickly integrated financial management.

What do I need to do in preparation for launching these services? Is there training?

No training needed. Just set up a call with us and we'll walk you through some easy steps that will allow us to seamlessly pick up where you left off.

If I already have a bookkeeper and payroll service, will you help me switch and how difficult will it be?

We will certainly help you switch and will be glad to. It is not difficult at all. In fact, we will do most of the work for you.

We'd like a trial run before committing, is that an option? What's your cancellation policy?

We don't make you sign a contract, as we believe you should have every right to do what's best for your church anytime you need to. Therefore, every new decision to use an ACST product or service is a trial period as you can stop using it at any time.

What software will we use for the bookkeeping service?

Realm Accounting, ACS Financials and PDS Ledger/Payroll. Therefore the clients helped best by this service the easiest are those already using Realm Accounting, ACS Financials or PDS Financials.

What if I don't use your software now?

We will migrate anyone from another software to one of our financial/accounting products. Our Bookkeeping and Payroll Service is not provided to churches and/or people not using one of our ACST owned software products.

Who will handle the migration? Can we count on them?

The ACST OnBoarding Team, who does all of our new and existing client data migrations, has successfully completed tens of thousands of migrations and will look forward to partnering with you.

If our church has Realm Accounting, ACS Financials or PDS Ledger/Payroll, what is the timeline for getting up and running?

Typically, you should expect to be fully operational within a week of getting started.

If our church doesn't have Realm Accounting, ACS Financials or PDS General Ledger/Payroll, what is the timeline for getting up and running?

The expected turnaround time will vary depending on case load and size of the data to migrate, but in general one should expect a 3-4 week timetable from start to finish. The majority of this work includes migrating all your financial data from your old software to your new software. The Bookkeeping and Payroll Service alone only takes a few days.

Does this service also include the responsibility of reporting taxes?

Tax reports will be available in Realm, ACS and PDS, prepared and ready to go. The ministry partner will only need to print, sign and mail.

What will be included on my monthly invoice?

Each client will have a monthly software fee (Realm Accounting, ACS Financials or PDS Ledger/Payroll), and a Bookkeeping and/or Payroll Service monthly fee.

What are the support hours of availability and contact information?

Normal support hours of M-F 9-5 ET. Please email bookkeeping@acst.com.

Let's talk about your options and what's best for your ministry.

Over 40 years serving the church.
Proven integrity as a ministry partner.
Trust is guaranteed.

✉ bookkeeping@acst.com ➡ acst.com/bookkeeping