

C M T STM

For Windows[©]

INFORMATION MANUAL

**CHURCH MANAGEMENT
TRACKING SYSTEM**



CMTS VERSION 4.204 FOR WINDOWS[®]

**Torbert Data Systems, Inc.
P O Box 15568
Chesapeake VA 23328-5568**

Telephone (757) 482-4883



Dear Church Administrator:

We appreciate your interest in our Church Management Tracking System, CMTS™ for Windows©. This document provides excerpts from the User Reference Manual, a few samples from the nearly 100 reports in the system, and other literature to familiarize you with our product and our company. Please do not hesitate to call me if I can answer any questions.

We began developing church management software in 1987. When Torbert Data Systems was incorporated in April 1990, there were over 300 companies in the church software industry. In the next few years, many more were started. We celebrated our tenth anniversary in 2000.

By then, there were fewer than 40 companies still in business and today there are only around 34. By being a small, family run business with loyal customers, we have been able to survive and continue to grow in an industry where the vast majority of other companies, large and small have not been so fortunate. Please accept a warm thank you from our staff for your interest in our products and services.

Our office hours are from 8:00 AM until 5:00 PM Monday through Friday, and 9:00 AM to 12:00 PM on Saturdays (Eastern Time). When you call us, you will rarely (if ever) get a busy signal. You will either talk immediately to a real person or when our lines are full, be given the opportunity to leave a message. When that happens, we will always return your call within an hour or two, usually much sooner

We are often in the office by 7:00 AM and will be glad to assist “early birds.” The earlier in the day you are able to call, the more likely you will get through immediately or receive a return call in a few minutes.

Sincerely,

Bill Torbert

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Why CMTS?

- We have been developing church software since 1988. As an industry leader, we now have over 1200 installations worldwide.
- When you need us, we will be there. We provide outstanding support. Callers rarely get a busy signal or get placed on hold. When you must leave a message, calls are returned promptly.
- The manual is in the popular PDF format used by Adobe's Acrobat® Reader. It is also in the RTF format viewable from Windows® Wordpad or Microsoft® Word.
- You can distribute the workload. The secretary can enter names and addresses at church. The treasurer can work with the finances, one volunteer can record donations, and someone else can record attendance all from home. The pastor can look up addresses and enter visitation notes on a laptop while making visits
- Software updates are periodically sent to all customers enrolled in a support plan.
- The system includes nearly 100 reports with numerous options. An optional report writer provides the flexibility to write additional reports or customize existing reports.

Visit us at
www.churchsoftware.com
or email us at
tds@churchsoftware.com

System Requirements:

- **Microsoft® Windows 95, 98, NT, ME, XP or 2000,**
- **64 MB RAM**
- **16MB Hard Disk Space**
- **Pentium 100 MHz or higher**

For more information, please contact:

Torbert Data Systems, Inc.	
P O Box 15568	
Chesapeake VA 23328-5568	
Phone:	(757) 488-5506
FAX:	(757) 546-0473



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CMTS

for Windows®

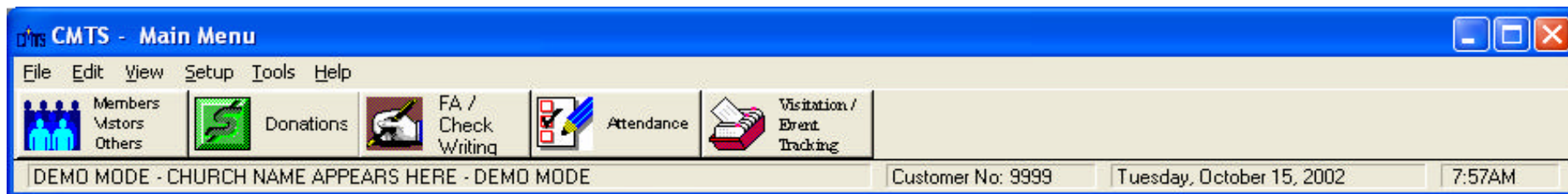


The Award Winning

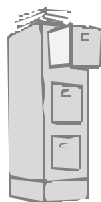
Church Management Tracking System

Professional
Church Management Software
From
Torbert Data Systems, Inc.

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Are you tired of shuffling papers or typing updates to church rosters and mailing lists? Are you able to track donations and print annual donor statements without hours of work? Are you able to effectively organize financial records and provide the finance committee with timely monthly reports? Could your congregation be better served if more information was available? CMTS™ for Windows® gives you all this and more.



It's affordable ...

CMTS™ has features typically found in church software selling for several thousand dollars, but costs much less.

It's so simple ...

CMTS™ is extremely simple to use. From the main menu, select any of the five application views (or modules).

It's very comprehensive

CMTS™ is one of the most comprehensive church systems available. You will be amazed that a program that looks this simple has so many features and options.

It's flexible ...

Use the system your way. Determine what talents, events and special dates you would like to track. Define "user" fields to handle household and individual information important to your church. Assign individuals to Sunday school classes, church groups and other organizations within the church. Set up donation categories, a chart of accounts, event descriptions and much more. Information is only en-

CMTS™ for Windows® - Simple Yet Comprehensive

Members/Visitors/Others

Enter household and individual information for church members, visitors, prospects, and any others desired. Print mailing labels for all households, for a select group of households, or for the individuals in the choir; on the finance committee or in a specific Sunday school class. Print an attractive church directory of all members or a name and telephone list of prospects. Need a birthday list or a roster for the choir? This module does it all.

Donations

Data entry is fast and simple. Access a donor by name or by envelope number. Quickly record donations by donation category. Define as many donation categories as needed. Donor pledges may be entered for the current year, the next year or for the life of a particular fund for any of the donation categories.

Print donor receipts for contributions in excess of \$250.00 and annual statements for each donor in either a detailed or a summary format as desired. Statements comply with IRS requirements. A Canadian statement is also available. A wealth of reporting options provide comprehensive information on donations received for the current year as well as for previous years.

Attendance

Record congregational attendance for up to three worship services each day, for individual Sunday school classes, choir rehearsal, or other church organizations. Entering attendance is quick and easy.

Fund Accounting/Check Writing

Implement the bookkeeping using a simple accounts payable/check writing approach or as a powerful double-entry fund accounting system. In the AP/check writing implementation, it handles multiple bank accounts, prints checks, provides an excellent month end bank/check reconciliation, handles budgets for all receipt and disbursement categories, and provides excellent monthly financial reports. Yet, very little accounting knowledge is required to handle the church finances with excellent results.

If the double-entry option is selected, the system becomes an extremely powerful general ledger system with true fund accounting. The equity section of the balance sheet is titled the "fund equity" section. When an income (source of funds) account or expense (use of funds) account is added to the chart of accounts, it is associated with a fund equity account. When a transaction involves an income or expense account, the associated fund equity account is updated automatically so that fund balances are known at all times. Additional reports include a balance sheet, statement of sources and uses of funds, detailed audit trail and many more.

Visitation and Event Tracking

Enter detailed notes on any individual. The visitation notepad includes date, time, subject and the memo. Track events for statistical pur-

SUPPORT - As important as the system itself!

CHAPTER 1 - INTRODUCTION



SYSTEM OVERVIEW

Church Management Tracking System (CMTS) is an exceptionally easy to use, full featured, church management system. The software is completely menu driven and provides context-sensitive help screens to guide the user through every step. The software is available in both single-user and network formats.

The system consists of a main menu and five *views* (or modules). It features powerful and extensive reporting capabilities within each module. There is also an optional report writer that allows the user to write additional reports or modify the many reports supplied with the system. The modules are:

- **Members/Visitors/Others**
- **Donations**
- **Fund Accounting/Check Writing**
- **Attendance**
- **Visitation/Event Tracking**

GENERAL MENU OPTIONS

Menu options that are always accessible regardless of the view (or module) are described below:

FILE

FILE: Save

This option saves a copy of the entire CMTS database in the BACKUPS folder of your hard drive. The database is compressed into a zip file. The zip file name uses the format <yymmddhhmmss.zip>. For example performing a save on May 31, 2002 at 3:05 PM would create a file by the name <020531150500.zip>.

FILE: Backup

This option places a copy of the entire CMTS database on a removable disk. The database is compressed into a zip file. The zip file name is <bu.zip>. The user specifies the drive letter, whether or not to use the multidisk option, and whether or not to format the disk(s).

FILE: Restore

Either a copy of the database that was saved or backed up can be restored with this option. Once the database is restored, keyfiles are automatically reindexed.

CMTS 4.2 User Reference Manual

TOOLBAR OPTIONS

The purpose of a toolbar is to provide quick access to the most often used options on the menu. From the main menu of CMTS, the toolbar contains a button for each of the five application views (or modules) . Each button is labeled to indicate the view it represents.

MAIN MENU TOOLBAR



Members/Visitors/Others	F2Key
Donations	F3Key
Fund Accounting/Check Writing	F4Key
Attendance	F5Key
Visitation/Event Tracking	F6Key

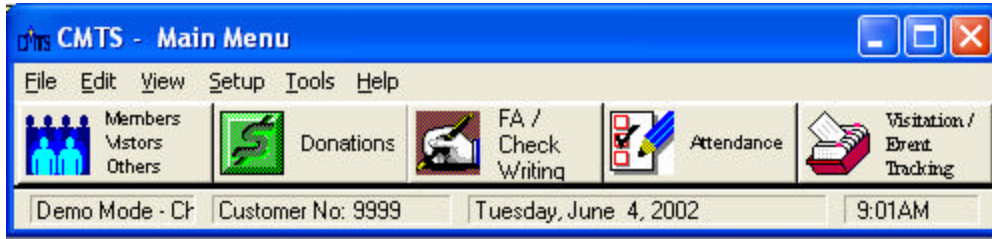
APPLICATION TOOLBAR



From any application view (or module), the toolbar contains a button to return to the main menu, a button for each of the five application views, and buttons for the Data Entry Toolbox, Notepad, Backup, and TDS Advisor.

Members/Visitors/Others	F2Key
Donations	F3Key
Fund Accounting/Check Writing	F4Key
Attendance	F5Key
Visitation/Event Tracking	F6Key
Return To Main Menu	F10Key
Data Entry Toolbox	
Easy Notepad Access	
Backup	
TDS Advisor Help System and Tutor	

CHAPTER 2 – MAIN MENU



MODULE OVERVIEW

The main menu appears when you first run the program. Enter the name and address of the church as well as security options and other initial settings. From here, all of the application modules are only a click away.

STEP-BY-STEP IMPLEMENTATION

Use these instructions to implement the initial settings.

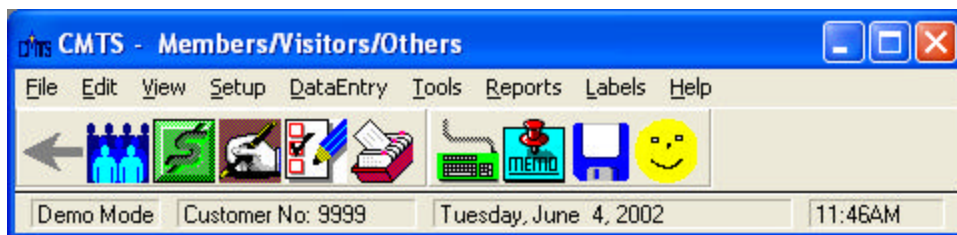
- 1) If the sample database is still active, use the file creation utility to initialize the database. Information on this utility is included with the program installation instructions.
- 2) From the main menu, select the menu option **Setup > Validate Registration**. Use the information enclosed with the installation instructions to enter the church name and other registration parameters.
- 3) If password security is desired, select the menu option **Setup > Security**. For each individual authorized to use the system, enter their name, password and modules they are authorized to access.
- 4) Select the menu option **Setup > Miscellaneous Parameters**. Enter the address of the church and the name of the pastor. Indicate if password security will be required. However, do not require a password until at least one user with full access has been setup. Do not change or delete the predefined password until the new user's password has been tested.

MENU OPTIONS SPECIFIC TO MAIN MENU

Menu options specific to this module are described below.

SETUP

CHAPTER 3 - MEMBERS/VISITORS/OTHERS



MODULE OVERVIEW

Enter household and individual information for church members, visitors, prospects, and any others desired. Print mailing labels, a church directory, or a telephone directory for any organization in your church. Do you need a birthday list or a roster for the choir? This module does it all. The most frequent activities may be accessed by selecting the *data entry toolbox* button on the toolbar. Change views to any other module by a single keystroke of a function key or use the pull-down menu to perform all of the functions available for this module as listed below:

STEP-BY-STEP IMPLEMENTATION

Use these instructions to quickly have **Members/Visitors/Others** up and running.

- 1) From the main menu, click on the [**Members/Visitors/Others**] button or press the <F2> function key on the keyboard.
- 2) Select the menu option **Reports > DataEntry Worksheet**. If it would be helpful, print out copies of the worksheet for each family or household in the church. Once this information has been obtained, continue with the next step.
- 3) Select the menu option **DataEntry > QuickStart**. Type the requested information on the family and each individual. The quickstart screen is a convenient way to entry most of the essential family/individual information in order to get up and running quickly.
- 4) Your time is valuable! After you have invested significant time entering names and addresses, please backup your data. To backup your work, select **File > Backup** or click the [**Backup**] button on the toolbar. When prompted to do so, place a diskette into the computer. Follow the instructions on the screen.

Once basic household and individual information have been entered, the other modules can be implemented. However, there is much more to offer in this module. Set up lists of organizations, talents, and special dates. Enter detailed information on households and

Alphabetical Church Roster

Name	Address	City	Phone No	Work
Adams, Emily R	598 Crawford Lane Apt 3B	Chesapeake	(804) 378-7886	
Adams, Fred R	598 Crawford Lane Apt 3B	Chesapeake	(804) 378-7886	
Adams, William H	598 Crawford Lane Apt 3B	Chesapeake	(804) 378-7886	
Baker, Adam W	679 Spring Crescent Lane Suite 220 A	Chesapeake	(804) 399-9009	
Baker, Cheryl L	679 Spring Crescent Lane Suite 220 A	Chesapeake	(804) 399-9009	
Baker, David W	679 Spring Crescent Lane Suite 220 A	Chesapeake	(804) 399-9009	
Baker, Jenny R	679 Spring Crescent Lane Suite 220 A	Chesapeake	(804) 399-9009	
Barnes, Teddy G	3445 2nd St.	Portsmouth	(804) 345-6765	
Colins, Donald P	120 N. Wyoming Ave.	Virginia Beach	(804) 345-6789	
Davis, Patrick J	667 Nevada Trail	Portsmouth	(804) 345-6789	
Davis, Rose F	667 Nevada Trail	Portsmouth	(804) 345-6789	
Davis, Timothy R	667 Nevada Trail	Portsmouth	(804) 345-6789	
Eaton, Emily R	324 Kings Tree Lane	Elizabeth City	(919) 232-4356	
Eaton, Gary H	324 Kings Tree Lane	Elizabeth City	(919) 232-4356	
Forrest, Issac R	445 Ole Point Hollow	Suffolk	(804) 234-3223	
Gleason, Dorothy K	552 Maryland Ave. Apt 4	Chesapeake	(804) 543-2123	
Gleason, John W	552 Maryland Ave. Apt 4	Chesapeake	(804) 543-2123	
Grayson, David T	452 Florida Rd.	Chesapeake	(804) 543-4556	
Grayson, Ruby K	452 Florida Rd.	Chesapeake	(804) 543-4556	
Higgins, Robert L	3445 Cavilier Blvd.	Virginia Beach	(804) 345-8990	
Jones, Mildred Y	120 North Lansing Circle Apt 201	Portsmouth	(804) 543-4456	
Lawrence, Barry K	670 East River Rd.	Chesapeake	(804) 345-5445	
Lawrence, Sandy T	670 East River Rd.	Chesapeake	(804) 345-5445	
Porter, Eileen T	340 N. Keeling Drive Apt 112	Norfolk	(804) 321-2345	
Simmons, Dorothy K	1234 Maple Grove Lane	Portsmouth	(804) 399-1234	
Simmons, Frederick A	1234 Maple Grove Lane	Portsmouth	(804) 399-1234	
Smith, Donna R	340 West Chester Blvd.	Chesapeake	(804) 344-3212	
Smith, Doug M	120 N. 4th St. Apt. 3B	Norfolk	(804) 612-3212	
Smith, Harry K	340 West Chester Blvd.	Chesapeake	(804) 344-3212	
Smith, Janet L	120 N. 4th St. Apt. 3B	Norfolk	(804) 612-3212	
Stapleton, Kenneth R	76323 Cherry Park Rd.	Virginia Beach	(804) 321-8765	
Talbert, Fred I	1230 Main Street	Chesapeake	(804) 488-4567	
Talbert, Pat K	1230 Main Street	Chesapeake	(804) 488-4567	
Thomason, Mary K	334 Cedar Crescent	Norfolk	(804) 345-4545	
Thomason, Michael R	334 Cedar Crescent	Norfolk	(804) 345-4545	
Visitors, Cash	** Do Not Mail	** ** Balances Cas		
Wagner, John T	120 N. Wisconsin St.	Portsmouth	(804) 987-6543	
Wagner, Mary K	120 N. Wisconsin St.	Portsmouth	(804) 987-6543	

Birthday List - December

Name	Birthday	Phone No	Work
Adams, Emily R	12/23/1945	(804) 378-7886	(757) 456-1239
Adams, Fred R	12/23/1978	(804) 378-7886	
Baker, Jenny R	12/17/1996	(804) 399-9009	
Colins, Donald P	12/01/1954	(804) 345-6789	(757) 234-5678
Davis, Timothy R	12/11/1965	(804) 345-6789	
Eaton, Emily R	12/02/1980	(919) 232-4356	
Forrest, Issac R	12/23/1948	(804) 234-3223	
Gleason, Dorothy K	12/04/1967	(804) 543-2123	
Grayson, David T	12/05/1963	(804) 543-4556	
Grayson, Ruby K	12/29/1967	(804) 543-4556	
Jones, Mildred Y	12/11/1967	(804) 543-4456	
Lawrence, Barry K	12/30/1970	(804) 345-5445	(757) 676-7898
Lawrence, Sandy T	12/01/1972	(804) 345-5445	
Porter, Eileen T	12/12/1969	(804) 321-2345	(757) 456-6543
Simmons, Dorothy K	12/11/1967	(804) 399-1234	
Smith, Doug M	12/12/1912	(804) 612-3212	
Talbert, Pat K	12/05/1948	(804) 488-4567	(804) 488-5506
Wagner, John T	12/08/1970	(804) 987-6543	(757) 456-7890

Complete Household Listing

Mr. and Mrs. William H. Adams (804) 378-7886 598 Crawford Lane Apt 3B Chesapeake VA 23324						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
William H Adams	M Emily	2/12/1923	3/02/1992	Asst. Principal		
Fred R Adams	M Child	12/23/1978				
Emily R Adams	A William	12/23/1945	3/02/1992	English Teacher	(757) 456-1239	
Mr. and Mrs. Adam W. Baker (804) 399-9009 679 Spring Crescent Lane Suite 220 A Chesapeake VA 23321-4721						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Adam W Baker	M Cheryl	11/26/1907	3/02/1992	Stock Broker	(757) 654-3234	
David W Baker	M Child	6/12/1938				
Jenny R Baker	M Child	12/17/1996				
Cheryl L Baker	M Adam		3/02/1992			
Mr. Teddy G. Barnes (804) 345-6765 3445 2nd St. Portsmouth VA 23701						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Teddy G Barnes	M	4/12/1934	3/02/1992			
Mr. Donald P. Colins (804) 345-6789 120 N. Wyoming Ave. Virginia Beach VA 23434						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Donald P Colins	M	12/01/1954	2/14/1969		(757) 234-5678	
Mr. and Mrs. Timothy R. Davis (804) 345-6789 667 Nevada Trail Portsmouth VA 23706						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Timothy R Davis	M Rose	12/11/1965		Engineer		
Patrick J Davis	M Child	5/23/1960				
Rose F Davis	M Timothy		3/02/1992			
Mr. and Mrs. Gary H. Eaton (919) 232-4356 324 Kings Tree Lane Elizabeth City NC 29198-2134						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Gary H Eaton	V Emily					
Emily R Eaton	A Gary	12/02/1980				
Mr. Issac R Forrest (804) 234-3223 445 Ole Point Hollow Suffolk VA 23412-2132						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Issac R Forrest	V	12/23/1948	3/02/1992	Driver		
Mr. and Mrs. J. W. Gleason Jr. (804) 543-2123 552 Maryland Ave. Apt 4 Chesapeake VA 23321						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
John W Gleason	M Dorothy		3/02/1992			
Dorothy K Gleason	M John	12/04/1967				
Mr. and Mrs. David T. Grayson (804) 543-4556 452 Florida Rd. Chesapeake VA 23321						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
David T Grayson	V Ruby	12/05/1963				
Ruby K Grayson	M David	12/29/1967				
Mr. Robert L Higgins (804) 345-8990 3445 Cavilier Blvd. Virginia Beach VA 23442						
<u>Household Members</u>	<u>Relation</u>	<u>Birthdate</u>	<u>JoinDate</u>	<u>Occupation</u>	<u>WorkPhone</u>	
Robert L Higgins	M	1/12/1952				

Family Church Directory

Mr. and Mrs. William H. Adams

598 Crawford Lane
Apt 3B
Chesapeake VA 23324
(804) 378-7886

Mr. Donald P. Colins

120 N. Wyoming Ave.
Virginia Beach VA 23434

(804) 345-6789

Mr. Issac R Forrest

445 Ole Point Hollow
Suffolk VA 23412-2132

(804) 234-3223

Mr. Robert L Higgins

3445 Cavilier Blvd.
Virginia Beach VA 23442

(804) 345-8990

Mrs. Eileen Porter

340 N. Keeling Drive
Apt 112
Norfolk VA 23543-1002
(804) 321-2345

Mr. and Mrs. Harry K. Smith

340 West Chester Blvd.
Chesapeake VA 23322

(804) 344-3212

Mr. and Mrs. Michael R. Thomason

334 Cedar Crescent
Norfolk VA 23554

(804) 345-4545

Mr. and Mrs. Adam W. Baker

679 Spring Crescent Lane
Suite 220 A
Chesapeake VA 23321-4721
(804) 399-9009

Mr. and Mrs. Timothy R. Davis

667 Nevada Trail
Portsmouth VA 23706

(804) 345-6789

Mr. and Mrs. J. W. Gleason Jr.

552 Maryland Ave.
Apt 4
Chesapeake VA 23321
(804) 543-2123

Miss Mildred Y. Jones

120 North Lansing Circle
Apt 201
Portsmouth VA 23704-3221
(804) 543-4456

Mr. and Mrs. Frederick A Simmons

1234 Maple Grove Lane
Portsmouth VA 23707

(804) 399-1234

Mr. Kennetl R. Stapleton

76323 Cherry Park Rd.
Virginia Beach VA 23434-1001

(804) 321-8765

Mr. and Mrs. John T. Wagner

120 N. Wisconsin St.
Portsmouth VA 23702-4509

(804) 987-6543

Mr. Teddy G. Barnes

3445 2nd St.
Portsmouth VA 23701

(804) 345-6765

Mr. and Mrs. Gary H. Eaton

324 Kings Tree Lane
Elizabeth City NC 29198-2134

(919) 232-4356

Mr. and Mrs. David T. Grayson

452 Florida Rd.
Chesapeake VA 23321

(804) 543-4556

Mr. and Mrs. Barry K Lawrence

670 East River Rd.
Chesapeake VA 23322

(804) 345-5445

Mr. and Mrs. Doug M. Smith

120 N. 4th St.
Apt. 3B
Norfolk VA 23502-2112
(804) 612-3212

Mr. and Mrs. Fred I. Talbert

1230 Main Street
Chesapeake VA 23321

(804) 488-4567

Your Church As A Family

** Do Not Mail **

** Balances Cash Contributions **

Individual Profile Report

Emily R Adams

Family Name/Address: Mr. and Mrs. William H. Adams 598 Crawford Lane Apt 3B Chesapeake VA 23324 Telephone: (804) 378-7886 Alt Address:	Relationship: William Marriage Code: M Sex: F Ind. Status Code: A HH Status Code: A System No: 000000017- 000008 Employer: County School Div Occupation: English Teacher Work Phone: (757) 456-1239
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Email/Comments: eadams@myemail.net

Organizations

Comments

Adult Choir	Soloist Plays piano
Senior Bible Studies Club	Meets at her house weekly 7:00 PM Thursday
Couples	Teacher

Talents

Comments

Sunday School Teacher	
Baby Sitter	
Pianist	Lessons available

Special Dates

Date

Comments

Birthdate:	12/23/1945	
Date Joined:	3/02/1992	
Wedding Anniversary	12/06/1956	
Baptism	1/23/1990	

Organizational Roster

Name	Phone No	Comments
<u>Adult Choir</u>		
John T Wagner	(804) 987-6543	
Adam W Baker	(804) 399-9009	
Cheryl L Baker	(804) 399-9009	Music Director At High School
John W Gleason	(804) 543-2123	
Doug M Smith	(804) 612-3212	
William H Adams	(804) 378-7886	
Emily R Adams	(804) 378-7886	Soloist Plays piano
Teddy G Barnes	(804) 345-6765	
Michael R Thomason	(804) 345-4545	Tenor
Timothy R Davis	(804) 345-6789	
Rose F Davis	(804) 345-6789	
Sandy T Lawrence	(804) 345-5445	Choir Director Teaches music at school
Issac R Forrest	(804) 234-3223	

2001 ~ Summary Donation Statement · 2001

Statement Issue Date: 12/31/2001

CHURCH NAME APPEARS HERE WHEN REGISTERED

Church Address Line One

Church Address Line Two

Church Address Line Three

Mr. and Mrs. William H. Adams

598 Crawford Lane

Apt 3B

Chesapeake VA 23324

Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD	Pledge
Tithes and Offerings	275.00	100.00	175.00	62.00	612.00	1,000.00
Children's Fund	5.00	1.25	25.00	5.00	36.25	50.00
Missionary Fund	1.00	2.25	10.00	0.00	13.25	25.00
Building Fund	0.00	25.00	0.00	0.00	25.00	100.00
Flower Fund	0.00	1.00	0.00	0.00	1.00	0.00
Totals	281.00	129.50	210.00	67.00	687.50	1,175.00

This is a receipt for a tax deductible contribution for which the organization has provided no goods or services other than intangible religious benefits to the donor.

2001 ~ **Donation Statement** ~ 2001

Statement Issue Date: 12/31/2001

CHURCH NAME APPEARS HERE WHEN REGISTERED

Church Address Line One

Church Address Line Two

Church Address Line Three

Mr. and Mrs. William H. Adams

598 Crawford Lane

Apt 3B

Chesapeake VA 23324

	Date	Amount	Reference
Category: Tithes and Offerings			
	1/07/2001	25.00	3114
	1/14/2001	25.00	3118
	1/28/2001	50.00	3212
	2/04/2001	25.00	3232
	2/11/2001	25.00	3241
	2/18/2001	25.00	3256
	2/25/2001	25.00	3269
	3/04/2001	25.00	3281
	3/11/2001	25.00	3290
	3/18/2001	25.00	3298
	4/01/2001	25.00	3303
	4/08/2001	25.00	3310
	4/15/2001	25.00	3324
	5/06/2001	25.00	3356
	7/08/2001	125.00	3401
	7/15/2001	50.00	3419
	10/07/2001	25.00	3508
	10/26/2001	25.00	3514
	10/26/2001	12.00	201
	Category Total	612.00	
Category: Children's Fund			
	3/04/2001	5.00	3281
	5/06/2001	1.25	3356
	7/08/2001	25.00	3401
	10/26/2001	5.00	3514
	Category Total	36.25	
Category: Missionary Fund			
	3/04/2001	1.00	3281
	5/06/2001	2.25	3356

This is a receipt for a tax deductible contribution for which the organization has provided no goods or services other than intangible religious benefits to the donor.

Annual Pledge/Giving Summary Comparison Report

Donation Category	Last Year (2001)		This Year (2002)		2003	Fund Life
	Pledged	Donated	Pledged	Donated	Pledged	Pledged
Tithes and Offerings	1,500.00	891.00	2,050.00	2,425.00	1,500.00	0.00
Children's Fund	150.00	66.25	60.00	1.00	0.00	0.00
Missionary Fund	25.00	22.50	30.00	0.00	0.00	0.00
Building Fund	600.00	100.00	1,950.00	2,508.86	2,230.00	11,750.00
Youth Fund	0.00	10.00	0.00	0.00	0.00	0.00
Flower Fund	0.00	1.00	0.00	0.00	0.00	0.00
Cash Contributions	0.00	117.78	0.00	0.00	0.00	0.00
Grand Totals	2,275.00	1,208.53	4,090.00	4,934.86	3,730.00	11,750.00

MTD / YTD Receipts & Disbursements Report April

Description	This Year: MTD	YTD	Budgeted	Last Year: MTD	YTD	Budgeted
<u>Receipt Categories</u>						
Building Fund Donations	424.43	758.33		546.90	596.90	
Fund Raising Event Income	242.45	1343.99		100.00	200.00	
Missionary Fund Donations	156.56	243.91		980.98	1180.98	
Tithes and Offerings	1018.79	2608.79		1372.12	2022.12	
Totals	1842.23	4955.02		3000.00	4000.00	
<u>Disbursement Categories</u>						
Church Office Supplies	1135.89	1507.34		98.70	133.20	
Construction Expenses	500.90	1515.46		156.90	180.79	
Overseas Missions	230.00	430.00		100.00	200.00	
Sunday School Supplies	370.48	550.38		22.20	22.20	
Utilities Expense	814.57	1071.15		76.91	131.81	
Totals	3051.84	5074.33		454.71	668.00	

* CMTS REGISTRATION FORM *

CHURCH NAME: _____ DATE: ____/____/____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____-

TELEPHONE: (____)____-____ FAX: (____)____-____

YOUR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____-

TELEPHONE: (____)____-____ DAY: (____)____-____

WE ACCEPT CHECK OR MONEY ORDER IN US CURRENCY MASTERCARD OR VISA

CMTS for Windows - Complete	\$495.00 ()
CMTS for Windows - MD (Membership/Donations Modules Only)	\$295.00 ()
CMTS for Windows – FC (Fund Accounting/Check Writing Only)	\$295.00 ()
CMTS for Windows – Multi (Network Version)	\$995.00 ()
CMTS for DOS (Runs under Windows or DOS)	\$389.00 ()
Report Writer for Windows (Enhance the system with your own custom reports)	\$199.00 ()
Additional computer license	\$ 99.00 ()

Subtotal: _____

4.5% Sales Tax (Virginia Residents Only) _____

Shipping/Handling (\$10.00 USA & Canada - \$20.00 elsewhere) _____

TOTAL ENCLOSED: _____

All products include telephone installation and 90 days free technical support

SHIP TO (Check One): CHURCH ADDRESS () OR INDIVIDUAL ADDRESS ()

Credit Card Orders: MasterCard () OR Visa ()

Name on card: _____ Acct #: _____ Exp: ____/____

Make Check payable to: Torbert Data Systems, Inc.
P.O. Box 15568
Chesapeake, VA 23328-5568

Telephone: (757) 482-4883

Fax: (757) 546-0473

Email: tds@churchsoftware.com