



The Online Stewardship Accounting and Consulting Transition: Nine easy steps to *Online Stewardship*, increasing your accountability...and reduce your stress:

- [Contact us.](#) We'll conduct a complimentary, no-obligation telephone interview with appropriate house-of-worship or non-profit officials to explain the OSA&C service and answer any questions.
- We'll assess your financial records and process, then uncover areas of improvement your financial management team.
- Together, we'll sign a mutually written agreement—including an explanation of the costs involved— to start our engagement. We'll also provide an implementation schedule to ensure all involved understand what is expected.
- We'll assign an OSA&C staff accountant to you as your primary contact.
- We'll design reports to meet your needs.
- You will execute any required power of attorney forms for bank access.
- QuickBooks Online® will be licensed to you and conversion of your accounting records will be completed.
- Your OSA&C accountant will “meet” (telephonically) with you on an agreed upon schedule (generally monthly) to clarify any reports or operational issues.
- Your staff and volunteer leadership will gradually relax...knowing *Online Stewardship* has removed financial management as a source of stress.