

# SEMINAR 2009 REGISTRATION

## Power Church Seminars Registration

Cost: \$65.00 Pre-registration & Pre Payment are Required - Seating Limited

### Seminar A

Thursday, April 23, 2009

Thursday, Oct. 1, 2009

### Seminar B

Friday, April 24, 2009

Friday, Oct. 2, 2009

## Quick Books Seminars Registration

Cost: \$75.00 Pre-registration & Pre Payment are Required - Seating Limited

Thursday, Oct. 29, 2009

- Please plan to arrive and to register between 8:30 and 9:00 a.m.
- The seminar will begin promptly at 9:00 a.m. and conclude at 12:30 p.m.

## DIRECTIONS

*Patterson Accounting • 3040 N. University Avenue  
Decatur, Illinois 62526 • 217-877-6766*

From Interstate 72 take Exit #138 (121 Lincoln Exit) turn onto 121 (towards Decatur). First stop light is Pershing Road and University. Turn Left (north) onto University Ave.

From Route 51 on Pershing Road (also route 48 & 121) Continue West on Pershing Road until you come to University Ave stop light (Farm Bureau) Turn right (north) at University Ave-second building

Name \_\_\_\_\_

Title \_\_\_\_\_

Church/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

CC \_\_\_\_\_

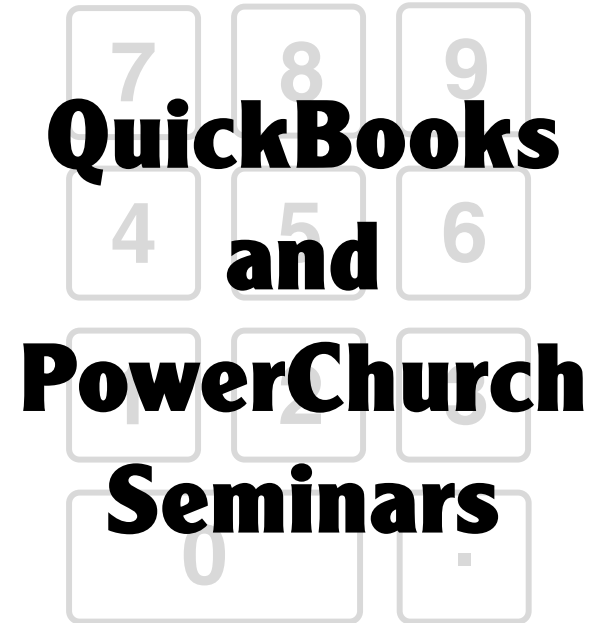
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Authorized Signature \_\_\_\_\_

*Checks should be made out to Patterson Accounting*

**Patterson Accounting**  
 3040 N. University  
 Decatur, Illinois 62526

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*Specialists in Teaching and Supporting Software*

# 2009



**Patterson Accounting**

3040 N. University  
Decatur, Illinois 62526

Phone: 217-877-6766

Fax: 217-875-4647

[www.pattersonaccounting.com](http://www.pattersonaccounting.com)

## ABOUT THE SEMINAR LEADERS



PJ Patterson is highly qualified to teach such a seminar. She is owner of Patterson Accounting in Decatur, Illinois and one of only 20 Certified Tax Practitioners in the state.

Her specialty is tax preparation and accounting for clergy and church groups.

PJ has served on many local boards and non-profits and has worked extensively worldwide with churches, clergy and other non-profit organizations. She is also actively involved in her own congregation.

In her seminars, PJ puts her experience, expertise and commitment to helping the clergy to work when she shares information on understanding and utilizing new and existing tax laws.



Judy Hall is highly qualified to teach such a seminar. Judy has a Teaching Certificate from the State of Illinois and a Bachelors Degree from Millikin University in the field of mathematics. She works year round specializing in accounting for small businesses and churches.

Judy has been a part of the Patterson team for nine years. She has extensive expertise working with the PowerChurch and QuickBooks software because she is not only a trainer but she uses the software on a daily basis. Judy has been a Patterson Accounting Trainer for seven years, and has helped many small business owners and churches get their finances on the right track.

She's no stranger to church life since she is a PK. She is very active with her church and family.

In her seminars, she upholds the Patterson Motto and commitment to helping the small business owners, bookkeepers, treasurers, and clergy by sharing and teaching how to utilize the software to meet the needs of each organization.

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## POWERCHURCH PLUS SEMINARS



Equipping Churches for the 21st Century can mean some innovating planning. Finding a computer and software to meet your needs is simple with Patterson Accounting. Our firm specializes in sales, installation and training of Power Church Plus V 10 software. Power Church Plus is the leading software for churches. PowerChurch Plus is a complete database and accounting system for your church. PowerChurch can help you coordinate and manage your information. Power Church Training will cover the following topics:

### *Seminar A - Contributions Module*

- Contributions
- Family Mailing List
- Personal Profiles
- Activities and Skills
- Attendance
- Visitation
- Events
- Equipment Inventory
- Music and Education Library
- Sermon Filer

### *Seminar B - Accounting Module*

- Accounting Set Up
- Chart of Accounts
- Accounts Receivable
- Accounts Payable
- Payroll

## QUICKBOOKS SEMINARS



The QuickBooks Seminar is designed to give beginners an overview of the QuickBooks Software

*The Seminar will cover the following topics:*

- Interview
- Company Setup
- Chart of Accounts
- Vendors / Accounts Payable
- Accounts Receivable
- Bank Deposits / Reconciliation
- Reports
  - Balance Sheet
  - Profit & Loss
  - Trend Reports
  - Cash Flows
  - Aging Summary
- Check Register
- Help & Support
- Company Backup
- Restoring Company Data
- Portable Files
- Creating a Budget

3 CPE Hours Available for Enrolled Agents per Class  
"We have entered into an agreement with the Office of Professional Responsibility, Internal Revenue Service, to meet the requirements of 31 Code of Federal Regulations, section 10.6(g) covering maintenance of attendance records, retention of program outlines, qualifications of instructors, and length of class hours. The agreement does not constitute an endorsement by the Office of Professional Responsibility as to the quality of the program or its contribution to professional competence of the enrolled individual".