

OPERATING ACCOUNT

1. A Proposed Budget for the Operating Account shall be prepared by the Finance Committee each Fall.
2. The Proposed Budget shall be submitted to the Vestry for approval no later than the end of November of each year.
3. A document with the Line Item descriptions shall be submitted along with the Proposed Budget.
4. All Operating Income Deposits shall be posted to the appropriate Line Item. If no Chart of Accounts Income Line Item exists, then posted to the appropriate Expense Line Item (i.e. Bottle Sales to Hospitality to offset costs; Pledge Envelope Initial Offering monies to Stewardship to offset cost of the envelope sets).
5. All Operating Expenses shall be posted to the appropriate Expense Line Item. **NO EXPENSES SHALL BE POSTED TO A LINE ITEM JUST BECAUSE THERE IS A BUDGETARY BALANCE.**
6. Income & Expense Line Items may be added to the Approved Operating Budget with the recommendation of the Finance Committee and the approval of the Vestry. The Treasurers will be notified to make the necessary changes to the bookkeeping records.
7. The Operating Budget will be reviewed – Line Item by Line Item – each July and at any other times as requested by the Vestry.

Revised 8/21/18

Vestry Approved 8/27/18

2018 OPERATING BUDGET DESCRIPTION	
Line Item	Description
Cash Carry-Over	Monies in Checking Acct used to Balance Budget
Mission Account Support	Monies fr Mission Acct (Lighthipe Prop Sale Distributions)
INCOME	
Building Use	AA Mtgs, Any Donations for Use of Facilities, etc
Master Fd A Distributions - Liquid	Monies received from Bethany, Lighthipe, Bowers gifts; quarterly
Fund Raisers	Monies raised to supplement Oper Budget - Book, Bake, Craft Sales; Golf
Plate Offering	Contributions fr worship services, including Easter & Christmas; Cap Camp
Pledge Offering	Contributions from Pledging Members
EXPENSE	
Advertising	Weekly Ads; Easter, Christmas & Special Event Ads; etc.
Audit	Fees for performing annual required audit; Assist w Parochial Rpt prn
Bishop's Discretionary Fund	Given to Bishop after annual visit; NOT Plate Offering from Sunday Visit
Bookkeeping Services	Contracted bookkeeping service -- NOT employee.
Buildings & Grounds	Service Contracts (except Office); Repairs & Supplies; Landscaping & Mowing
Building Use Expense	Transfer of \$50 per month into Restricted/LRCI per donor's request
Christian Education	Sunday School supplies; Adult materials
Cleaning Services	Janitorial services
Clergy Continuing Education	Cost of Retreats, Seminars, etc; Annual Exp -- no Carry-Over
Clergy Expense Allowance	Subscriptions, Professional Dues, Hospitality per Contract
Computer, Internet, Website & Phones	Cost to maintain and/or replace technical support systems; Phones
Diocesan Loan Interest	Interest paid on Long Term Loan '12-'13 Expansion Project
Diocesan Pledge	Given to diocese for its budget; % of parish operating income
Discretionary Fund	Meet special needs of parish or community -- For

	Rector's Use
Dues	Bethany Fenwick Chamber of Commerce; Council of Christian Churches
	(Ministerium); Interfaith Resource Center; Bethany Bch Landowners Assoc;
	DE Alliance for Nonprofit Advantage
Fund Raisers Expense	Bake Sale Booth Fee; Book Crates, Golf Outing Prizes, etc
Furniture & Equipment	Replace &/or repair equip or buy new; inc Tables, Chairs
Hospitality	Coffee Hr; TGIF; Kitchen supplies, Greeters Ministry, Christmas Lunch,
	Parish Picnic; Mardi Gras; any Fellowship Activities
Insurance	Property & Liability coverage, etc. (Not staff & health)
International Students	Cost of food & supplies for picnic
Liturgy & Worship	Altar Guild supplies, Wafers; Scripture Inserts; Forward Day By Day
Meetings & Conventions	Vestry Retreat; Diocesan Convention
Music	Music supplies, Vestments; Copyrights; Continuing Education
Mutual Ministry Review	Consultant Fee for conducting the Clergy & Vestry review
Office	Supplies - paper, copier ink, postage; Copier Contract; Bank Fees(Cks);
	Bathroom Paper Supplies
Pastoral Care	Safe Church Training Fee; Card Ministry
Gross Payroll	Rector; P Musician; P Admin; Supply Subs; Contracted comp; Tx Liab
Payroll Processing Fees	ADP fees for processing payroll; W-2 prep
Stewardship	Costs of materials, Pledge Envelopes; Initial Offering contributions
Travel	Mileage for staff, subs & parishioners on parish business inc Clergy
Utilities	Electric, Water, Sinking Fd, Sewer, Trash
Vestry Approved 8-27-18	