

Regularly Occurring Expenses

9/2/2018 Draft

BILL	PURPOSE	ACCOUNT	COMMENT
ADP	Payroll Processing fees	Operating	Direct debit twice per month
Artic Heating & Air Conditioning	HVAC	Operating	Invoice - EFT
Bethany Fenwick Chamber of Commerce, Southeast Sussex Ministerium, Interfaith Resource Center, DANA	Annual Dues	Operating	Invoice - EFT
Brasure's Pest Control	Pest Control	Operating	Invoice - EFT
Approved Outreach Budget Items	Charitable Outreach	Mission	RFD from Outreach Committee
Church Insurance Agency	Insurance/workman's comp	Operating	Invoice - EFT
Church Pension Fulind	Pension	Operating	Invoice - EFT
Coastal Point	Ads	Operating	Invoice - EFT
Cokesbury	Scripture inserts	Operating	Invoice - EFT
Constant Contact	On line service	Operating	Invoice - EFT
Payroll Taxes	Taxes	Operating	Direct debit twice per month
Delmarva Power	Electricity	Operating	Invoice - EFT
Diocese of DE	Pledge	Operating	AutoPay
Diocese of DE	dental / life insurance benefits	Operating	Invoice - EFT
Diocese of DE	Loan principal	Mission	AutoPay
Diocese of DE	Loan interest	Mission	Invoice - EFT
Discretionary Account	Monthly transfer to Discretionary Account - \$25	Operating	Automatic transfer
Episcopal Church Clergy & Employees (ECCEBT)	Benefits	Operating	Invoice - EFT
Fidelity Investments (FMTC)	403B Withholding from Payroll (Allen & Kemper)	Operating	Online transfer by Fides
Florinda Velasquez	Janitor/Cleaning Services	Operating	AutoPay
Forward Day by Day	Devotional	Operating	Invoice - EFT
G and E	Hospitality Events / Int Students Picnic	Operating	Invoice - EFT
Global Exterminators	Pest Control	Operating	Invoice - EFT
Hockers	Hospitality Events / Int Students Picnic	Operating	Invoice - EFT
Intuit	Quickbooks	Operating	? Debit Card Pymnt - Automatic
JW Pepper	Music	Restricted	Invoice - EFT
Building Use Expense	Monthly transfer to Restricted	Operating	Automatic transfer

	Account - LRCI (former window treatment donation) - \$50			
Mathew's Landscaping	Lawn mowing	Operating	Invoice - EFT	
Mediacom	Phone and internet	Operating	Invoice - EFT	
M & M Computer Services	Computer repair	Operating	Invoice - EFT	
Music	Quarterly transfer to Restricted Account (per budgeted amount)	Operating	Per guidance from Finance Committee	
News Journal	Advertising	Operating	Invoice - EFT	
Ocean City Florist	Flowers	Restricted	Invoice - EFT	
Ocean View PA	Bookkeeping Services	Operating	Invoice - EFT	
Payroll	Payroll	Operating	Direct debit twice a month	
PNC	Service charges	All	Direct debit once a month	
Rector's travel and phone expenses	Per rector's reimbursement request	Operating	Invoice - EFT	
Security Instrument Corp	Security system	Operating	Invoice - EFT	
Staples	Office supplies	Operating	Invoice - AutoPay via debit card	
Suburban Propane	Utility	Operating	Invoice - EFT	
Sussex County	Utilities: sewer & Ditch / property tax	Operating	Invoice - EFT	
Town of Bethany	Utilities	Operating	Invoice - EFT	
US Bank Equipment Finance and Centrix	Office copier	Operating	AutoPay	

- Note: items in bold are new additions to list

Approved: Vestry

Date: 10/18/18

EFT – electronic funds transfer using PNC billpayer
RFD – request for disbursement