

## **OPERATING ACCOUNT POLICY**

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

**2019 OPERATING & ENDOWMENT/MISSION BUDGETS LINE ITEM DESCRIPTIONS**

<b>Line Item</b>	<b>Description</b>
<b>Lighthipe Trustees Distributions - Mission Acct</b>	<b>Monies from Mission Acct (Lighthipe Property Sale Distributions from Master Fund A)</b>
<b>INCOME</b>	
Building Use	AA Mtgs, Any Donations for Use of Facilities, etc
Master Fd A Distributions - Liquid Assets	Monies received from Bethany, Lighthipe, Bowers gifts; quarterly
Fund Raisers	Monies raised to supplement Oper Budget - Book, Bake, Craft Sales, etc.
Plate Offering	Contributions from worship services, including Easter & Christmas; Capital Campaign
Pledge Offering	Contributions from Pledging Members
<b>EXPENSE</b>	
Advertising	Weekly Ads; Easter, Christmas & Special Event Ads; etc.
Audit	Fees for performing annual required audit; Assist w Parochial Rpt as needed
Bishop's Discretionary Fund	Given to Bishop after annual visit; NOT Plate Offering from Sunday Visit
Bookkeeping Services	Contracted bookkeeping service -- NOT employee.
Building	Service Contracts (except Copier); Minor Repairs
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
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 - Min. 10.8% to Max 14.3%
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	Sept Bake Sale Booth Fee; Book Crates, Dec Cookie Sale Supplies , etc
Furniture & Equipment	Replace &/or repair equip or buy new; inc Tables, Chairs
Grounds	Landscaping and Grass Mowing contracts; Tree & Shrubbery trimming; New plantings
Hospitality	Coffee Hr; TGIF; Kitchen supplies, Greeters Ministry, <b>Christmas Lunch Income &amp; Expenses</b> , Parish Picnic; Mardi Gras; any Fellowship Activities; <b>Golf Outing Income &amp; Expenses</b>
Insurance	Property & Liability coverage, etc. (Not staff & health)
International Students	Cost of food & supplies for picnic; <b>Income &amp; Expenses</b>
Liturgy & Worship	Altar Guild supplies, Wafers; Scripture Inserts; Forward Day By Day; NOT Wine - see Restricted
Meetings & Conventions	Vestry Retreat; Diocesan Convention
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; Greeting Card Ministry Postage
<b>Gross Payroll</b>	<b>Rector; P Musician; P Admin; EE Tax Liability; Contracted Benefits &amp; Employee Contributions</b>
Payroll Processing Fees	ADP fees for processing payroll; W-2 prep
Payroll Taxes -- St. Martha's Liability	Employer's Tax Liability for Administrator & Director of Music (SS & MC)
<b>Phones, Computers &amp; Internet</b>	<b>Cost to maintain and/or replace technical support systems; Phones</b>
<b>Administrative Staff Training Expenses</b>	<b>Cost of Admin Asst Webmaster Training</b>
Stewardship	Costs of materials, Pledge Envelopes; Initial Offering contributions
<b>Supply Organist &amp; Priest</b>	<b>Cost of Supply Priests &amp; Organists</b>
Travel	Mileage for staff, supply priest & organist & parishioners on parish business inc Clergy
Utilities	Electric, Water, Sinking Fd, Sewer, Trash
<b>Website Maintenance Fee</b>	<b>Cost to maintain Website service</b>
<b>Transfer: Bldg Use to Restricted/LRCI</b>	<b>Monthly transfer of \$50 into Restricted/RCI per donor's request</b>
<b>Transfer: To Capital Reserve -- MFA</b>	<b>Quarterly transfer to Master Fund A Capital Reserve Fund per Long Term Reserve Plan</b>
<b>Transfer: To Rector's Discretionary Account</b>	<b>Monthly transfer to Discretionary Acct to meet special needs of parish or community</b>
<b>Transfer: To Restricted Account/LRCI</b>	<b>Quarterly transfer to Restricted/LRCI to cover major non-budgeted capital expenses</b>
<b>Transfer: To Restricted/Music</b>	<b>Quarterly transfer to Restricted Acct/Music for ALL Music Expenses</b>
<b>NON-OPERATING</b>	
<b>Diocesan Loan Principal Repymt -- Mission Acct</b>	<b>Monthly repayment of 10Yr Long Term Loan for '12 -'13 Expansion Project</b>
<b>Restricted Account/Outreach -- Mission Account</b>	<b>Quarterly transfer from Mission Acct into RestrictedAccount/Outreach for ALL Outreach Expenses</b>
<b>Reserves -- Mission Account Balance</b>	<b>Undesignated Monies at beginning of year of expected Lighthipe Trustees Distributions</b>

Revised 12/10/18