

## PARISH FINANCES & HOW THEY WORK

There still seems to be some confusion regarding how the various contributions are posted to the bookkeeping system and the relative expenses are recorded.

Up until 2011, there was only one (1) checking account. St. Martha's now has two (2): Operating Account and Restricted Account. The Operating Account covers all of the line items in the Annual Operating Budget and deals with the running of the parish from Advertising to Utilities. The Restricted Account covers those funds with specific designations and includes the following:

Long Range Capital Improvements	Engraved Brick Sales
Work Camp/Emergency Home Repairs	Memorial Fund
Insurance Claim Fund	Flower Fund
Sunday School Projects	Music Fund
Sabbatical Reserve	Outreach
Sacramental Wine Fund	

Quarterly, the monies from the Operating Account line items for Music and Outreach are transferred to the Restricted Account to their respective funds. The various programs sponsored by Outreach each have their own ledger page. At the end of the year (December 31<sup>st</sup>), the Balances of the Designated Funds in the Restricted Account are carried over into the succeeding year.

The monies from the Capital Campaign Fund that was established in 2008 are in a Certificate of Deposit with Fulton Bank earning interest. The Rector's Discretionary Fund is a separate checking account that is under the authority of the clergy and is audited each year along with the other previously mentioned checking accounts.

The Tellers responsibility is to count the contributions received and prepare a deposit. They have a form to indicate to which fund the donations are to be posted. The initial deposit is made to the Operating Checking Account. The Treasurer receives a deposit breakdown and then transfers ALL Restricted Account monies to the respective funds. A copy of the deposit breakdown is sent to each committee/group when a contribution is received pertaining to that specific fund. A bookkeeping ledger is kept for each fund of the Restricted Account to which each deposit and all expenses are posted.

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