

How Bills are Processed for Payment at St. James

When an Invoice Comes into the Office

1. Invoices (aka bills) come into the office many different ways, including by mail, online, and receipts for reimbursements that are submitted by various individuals (usually for Soup Kitchen).
2. Each bill is reviewed by Lauren and assigned the proper accounting code (the code that corresponds with the type of expense in the budget).
3. Either Delicia or Lauren scans the bills individually into a website called bill.com.
4. The invoices go to an "Inbox" on the bill.com website.
5. Each bill is opened individually. A vendor name, date, invoice number, payment terms and accounting code are applied to the bill and saved for processing.
6. Each bill up to \$500 is reviewed by the accountants, then Lauren for approval for payment.
7. Bills over \$500 are also approved by the Senior Warden.
8. Great Music bills are also approved by Jim Buonemani.

Payment

About once a week, the Treasurer reviews all the bills to be paid and releases them for payment via bill.com.

1. Some bills are paid by check and sent directly from bill.com
2. Some bills are paid electronically and sent directly from bill.com
3. Some bills are paid by a manual check (especially if it's a rush or a special situation such as a check from the Rector's Discretionary funds to help an individual).
4. Some bills are automatically paid online directly from the bank to the vendor. These bills would include our copier lease, utility and telephone bills, rent payments for the rector's residence and the diocesan mission share. Confirmation of these payments are printed and also processed through bill.com.

Once bills are confirmed paid in bill.com, Delicia prints out a payment confirmation and files the bills by vendor. All bills are saved for 7 years, then they are shredded.

Monthly Financial Reports

All bills are processed through bill.com and synched with QuickBooks. As with the contribution reports, the accountants include all bill-pay information in our monthly financial reports.

Once Per Year

These procedures are reviewed at our annual audit.