

CALVARY BURLINGTON

ANNUAL

REPORT

2024

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**Annual Meeting Agenda
for Calvary Baptist Church Burlington
2024 November 24, 2024; 6:30 PM**

Welcome and Prayer– Pastor Aaron Groat

1. Call to Order/Confirmation of quorum (requires 25% of 67)– Peter Klahsen.
2. Approval of minutes of Annual Meeting (dated November 26, 2023), and a Special Meeting of Members (dated December 3, 2023) – Peter Klahsen.
3. Membership changes since November 26, 2023 – Peter Klahsen.
4. 2024 Financial overview – David Weland (Treasurer).
5. Vote on acceptance of externally reviewed 2023 financial statements as reviewed by W J Professional Corporation (requires simple majority of votes cast by show of hands)– Peter Klahsen.
6. Presentation of the Personnel section of the 2025 budget as presented in the handout – David Weland.
7. Vote on motion to approve the Personnel section of the 2025 budget as presented in handout (requires simple majority of votes cast by show of hands).
8. Presentation of the 2025 budget excluding the Personnel section as presented in the handout – David Weland.
9. Vote on motion to approve the 2025 budget, excluding the Personnel section as presented in handout (requires simple majority of votes cast by show of hands)– Peter Klahsen.
10. Vote on acceptance of retaining W J Professional Corporation to conduct the review of the 2024 financial statements of CBCB (requires simple majority of votes cast by show of hands) – Peter Klahsen.
11. Appointment of scrutineers for secret ballot vote for Elder/Director position– Matthew Bean.
12. Vote on motion to re-elect the following man to serve on the Elders Board beginning on January 1, 2025 (requires a secret ballot vote with approval by 75% majority of votes cast for candidate)– Matthew Bean.

a) Peter Klahsen – 3-year term expiring December 31, 2027

Current Elders with Terms and Time Remaining:

- a) Peter Klahsen – 3-year term expiring December 31, 2024
- b) Hank Wall – 3-year term expiring December 31, 2025
- b) Matthew Bean – 3-year term expiring December 31, 2026
- c) David Weland – 3-year term expiring December 31, 2026

18. Count of ballots/report on results– Peter Klahsen.
19. Vote on motion to destroy the ballots– Peter Klahsen.
20. Vote to confirm the appointment of all newly elected Elders, whose term begins January 1, 2025, and all existing Elders, whose term does not expire in 2024, as Directors of the corporation for the duration of their term as Elder (simple majority by show of hands required) – Peter Klahsen.
21. Open Question and Answer session– Peter Klahsen.
22. Closing Remarks – Pastor Aaron Groat.
23. Adjournment – Peter Klahsen.
24. Closing Prayer

Calvary Baptist Church Burlington 2023 Annual Meeting Minutes
November 26, 2023; 6:30 PM

Welcome and Prayer– Pastor Aaron Groat

1. Call to Order/Confirmation of quorum (requires 25% of 64)– Peter Klahsen. We had 44 members and a number of adherents.
2. Vote to rescind the Constitution of Calvary Baptist Church (dated June 13, 2010) – Peter Klahsen. Peter explained the reasons for rescinding the Constitution and bringing in the new documents to be voted on later. The Constitution had been our guiding document and laid out our identity as a church. The new documents do this and more, and will help us function in an efficient and Spirit-led way. Moved by Kimberly Jodoin; second by Kevin Thorpe. No questions. Vote by show of hands. Carried.
3. Presentation of revised General Operating By-Law No. 1 of Calvary Baptist Church Burlington dated 20 June 2023 – Peter Klahsen. Peter outlined the changes to the document, and that the document had been distributed several months ago and plenty of opportunity had been given for questions at that time. While we are not anticipating questions, we will be opening the floor to answer any questions that arise.
4. Vote on the acceptance of revised General Operating By-Law No. 1 of Calvary Baptist Church Burlington dated 20 June 2023 (requires a 2/3 majority by simple show of hands)– Peter Klahsen. Moved by Sarah Klahsen; second by Hank Wall. No questions. Vote by show of hands. Carried.
5. Presentation of the Governance Policy of Calvary Baptist Church Burlington – Peter Klahsen. This policy outlines governance matters such as how to call a Pastor and how we hire staff. It is a working document for how we govern, and it can grow and change as the church changes.
6. Vote on the acceptance of the Policy of Calvary Baptist Church Burlington (requires simple majority of votes cast by show of hands) – Peter Klahsen. Moved by Mike Minaker; second by June Myers. No questions. Vote by show of hands. Carried.
7. Approval of minutes of Annual Meeting dated November 27, 2022 – Peter Klahsen. Moved by Matt Bean; second by Randi Minaker. No questions or amendments. Vote by show of hands. Carried.
8. Membership changes since November 27, 2022– Peter Klahsen. During COVID and beyond we were gracious about attendance, however there are a number of individuals who chose not to return to fellowship with the church community for reasons known only to them. We value membership and what it means – it is not something that exists in name only. For this reason, some members were removed due to inactivity according to the membership guidelines outlined in our By-Laws. On November 27, 2022 there were 73 members. Two passed away (Maureen Fletcher; Lynn Hinchliffe), nine were removed due to inactivity (Nick & Tanya Chant; Rob & Sarah-Jane Lehtinen, Juan Carlos, Olga & Brenda Ramirez, Debadyuti & Kyrie Roy Chowdhury). Two were added (Charles McBeath & Tabitha Pyle)
9. 2023 Financial overview – David Weland (Treasurer). We had a poor first quarter but steadily made up ground as the year progressed. There is approximately \$20K in the account to cover bills and expenditures. Overall the last quarter has been positive and there are no financial concerns due to the regular and sacrificial giving of the church.
10. Vote on acceptance of externally reviewed 2022 financial statements as reviewed by W J Professional Corporation (requires simple majority of votes cast by show of hands)– Peter Klahsen. David Weland clarified that if the membership accepts a review engagement, it is acceptable. This voting item was amended to read: Vote on accepting the statement of W J Professional Corporation and allowing the review engagement for the church. Moved by David Weland; second by Kohan Hunt. No questions. Vote by show of hands. Carried.
11. Presentation of the Personnel section of the 2024 budget as presented in the handout – David Weland. Staff and family left the room for this portion of the meeting.
12. Vote on motion to approve the Personnel section of the 2024 budget as presented in handout (requires simple majority of votes cast by show of hands). Moved by Rosemary Biehn, second by David Pyle. Vote by show of hands. Carried.
13. Presentation of the 2024 budget excluding the Personnel section as presented in the handout – David Weland. Presentation included: 7% increase for land and building for increased maintenance and utility fees. Administrative and ministry costs have increased; the amount for Missions reflects the overall costs being the same but the missions partners are getting increases.

14. Vote on motion to approve the 2024 budget, excluding the Personnel section as presented in handout (requires simple majority of votes cast by show of hands)– Peter Klahsen. Moved by Doug Biehn; second by Mike Minaker. Questions were raised about the need for the flat roof to be replaced (this is examined regularly and no replacement is needed as of yet), and the need for a new sound board which may end up being an out of budget expense of \$25K or more. Vote by show of hands. Carried.
15. Vote on acceptance of retaining W J Professional Corporation to conduct the review of the 2023 financial statements of CBCB (requires simple majority of votes cast by show of hands). Moved by Pam Klahsen, second by Sarah Klahsen. No questions. Vote by show of hands. Carried.
16. Appointment of scrutineers for secret ballot vote for Elder/Director position– Peter Klahsen. Scrutineers: Rosemary Biehn and Hank Wall.
17. Vote on motion to elect the following men to serve on the Elders Board beginning on January 1, 2024 (requires a secret ballot vote with approval by 75% majority of votes cast for candidate)– Peter Klahsen. Moved by Christine Pyle; second by Marc Bender.
 - a) Matthew Bean - 3-year term expiring December 31, 2026
 - b) Dave Weland – (re-elect) 3-year term expiring December 31, 2026

Current Elders with Terms and Time Remaining:

- a) Peter Klahsen – 3-year term expiring December 31, 2024
 - b) Ron Martin – 3-year term expiring December 31, 2025
 - c) Hank Wall – 3-year term expiring December 31, 2025
 - d) David Weland – 3-year term expiring December 31, 2023
18. Count of ballots/report on results– Peter Klahsen. Both men passed with more than a 75% majority of votes. Carried.
 19. Vote on motion to destroy the ballots– Peter Klahsen. Moved by Tabitha Pyle; second June Myers. Vote by show of hands. Carried.
 20. Presentation of the Membership Covenant – Peter Klahsen. Peter Klahsen presented the Membership Covenant, a part of the Governance Policy which was voted on earlier in the meeting. This Covenant updates the language from our previous covenant and reflects the vision and mission of being disciple-makers who are growing in community.
 21. Open Question and Answer session– Peter Klahsen. No questions.
 22. Closing Remarks – Pastor Aaron Groat. Pastor Aaron focused his remarks on two areas:
 1. **Membership Covenant:** This covenant is what binds us together as a church. It forms the basis of our promise to God, to each other, and to ourselves about how we will live out our faith in community. It outlines the biblical standard for how we ought to live, and allows for mutual accountability for the Members and church. We look forward to examining the Membership Covenant more closely in an upcoming sermon series, and to use it at special times in the life of the church.
 2. **Light:** Our Christmas series for 2023 is out of Isaiah 9, and will use the Old Testament prophetic names for Jesus for the series “The Light Has Come.” We see in Isaiah 9 that the people who walked in darkness have seen a great light. The light of Jesus is something that each believer needs to carry with them as they seek to make disciples and share their faith. In 2024 we will have opportunities to look at the theme of light and how we can help others take a step to the right as we reflect the light of the Saviour into the lives of those around us.
 23. Adjournment of the 2023 Annual Business Meeting of Calvary Baptist Church Burlington– Peter Klahsen.

Closing Prayer

**Calvary Baptist Church Burlington 2023 Business Meeting
December 3, 2023 Following the Worship Service**

1. Call to Order/Confirmation of quorum – Peter Klahsen.
2. Presentation to the members about the reason for the meeting. This meeting is in regard to the due process for electing and then confirming the Elders/Directors for Calvary Baptist Church Burlington.

When the By-Laws were updated, the wording of Section 7.1 was amended to say:

A vote to elect the Board of Directors will be held at an annual meeting immediately following the election of Elders. The slate of Directors to be confirmed by the motion will consist of all existing Elders whose term does not expire at the end of the current calendar year as well as all newly elected Elders whose term begins at the beginning of the next calendar year. The term of each Director will be equivalent to his term as Elder. The election of the slate of Directors will be held by a show-of-hands and passed by a simple majority.

Unfortunately we neglected to vote by show of hands that we confirmed these men as Directors of the Corporation at the Annual Business Meeting on November 26, 2023.

Instructions were given that only members who were in attendance of the meeting on November 26, 2023 could vote. With ample members present, there was no need for a sign-in to ensure quorum.

3. Vote to confirm the Elders based on Section 7.1 of the General Operating By-Law No. 1 of Calvary Baptist Church Burlington dated 20 June 2023.
 - a) Peter Klahsen – 3-year term expiring December 31, 2024
 - b) Ron Martin – 3-year term expiring December 31, 2025
 - c) Hank Wall – 3-year term expiring December 31, 2025
 - d) David Weland – 3-year term expiring December 31, 2023 / 3-year term expiring December 31, 2026
 - e) Matthew Bean - 3-year term expiring December 31, 2026

Moved by Candi Thorpe; second by Shaz Wall. No Questions. Vote by show of hands. Carried.

4. Meeting Adjourned with the thanks of the Elders.

2024 Membership Change Report for Calvary Baptist Church Burlington

Active Membership

November 26, 2023	64	
	<u>- 2</u>	Due to inactivity as outlined in the membership guidelines
	=62	
	<u>+ 3</u>	By addition
November 24, 2024	65	

List of Members as of November 24, 2024

Attwell, Lynn	McBeath, Charles
Attwell, Roger	Midigo, Apollo
Bean, Matt	Midigo, Lois
Bean, Sarah	Minaker, Michael
Bender, Marc	Minaker, Randi
Bender, Rebecca	Muir, Elizabeth
Biehn, Doug	Myers, June
Biehn, Rosemary	Nardi-Bell, Gloria
Blankestijn, Dave	Pojman, Helen
Cantelo, Stirling	Pyle, Christine
Chidovi, Rutendo	Pyle, Dave
Chin, Danny	Pyle, Rebakkah
Chin (Lim), June	Pyle, Tabitha
Daniel, Calvin	Sanders, Jolene
Erochko, Cynthia	Sanders, Mike
Erochko, Michael	Thorpe, Candi
Groat, Aaron	Thorpe, Jacob
Groat, Joleyne	Thorpe, Kevin
Hawley, Caryle	Thorpe, Petra
Hawley, Ron	Turner, Rhona
Hazelden, Gillian	Tymstra, Eleanor
Hinchliffe, Grant	Varghese, Aley
Hunt, Brigitte	Voskamp, Peter
Hunt, Kohan	Wall, Hank
Jodoin, Kimberly	Wall, Shaz
Kavalo, Cedric	Ward, Colin
Kavalo, Glenda	Ward, Dorothy
Klahsen, Pam	Webb, Pat
Klahsen, Peter	Webb, Tony
Klahsen, Sarah	Weland, Dave
Kmet, Sylvia	Williams, Grace
Martin, Doris	Williamson, Valerie
Martin, Ron	



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Calvary Baptist Church Burlington

I have reviewed the accompanying financial statements of Calvary Baptist Church Burlington (the Church) that comprise the statement of financial position as at December 31, 2023, and the statements of changes in fund balances, revenues and expenditures and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, the Church derives revenue from fundraising activities, the completeness of which is not susceptible to me obtaining evidence I considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the Church. Therefore, I was not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenditures, and cash flows from operations for the year ended December 31, 2023, current assets and net assets as at December 31, 2023. My review conclusion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation of scope.

(continues)

Independent Practitioner's Review Engagement Report to the Members of Calvary Baptist Church Burlington
(continued)

Qualified Conclusion

Based on my review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Calvary Baptist Church Burlington as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

WJ *Professional Corporation*

Mississauga, Ontario
May 28, 2024

Chartered Professional Accountants
Authorized to practise public accounting by
the Chartered Professional Accountants of Ontario

2:05 PM

2024-11-10

Accrual Basis

Calvary Baptist Church Burlington Profit & Loss Budget vs. Actual

January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5000 · Donations				
5010 · Benevolent Offering	4,088.84	4,250.00	-161.16	96.2%
5020 · Building Fund	3,248.52	5,500.00	-2,251.48	59.1%
5030 · General Fund	273,999.27	301,660.00	-27,660.73	90.8%
5050 · Capital Donations	26,028.00			
Total 5000 · Donations	307,364.63	311,410.00	-4,045.37	98.7%
5100 · Miscellaneous Revenue				
5120 · Church Rental	150.00	2,083.00	-1,933.00	7.2%
5130 · Sundry Income	492.48	1,000.00	-507.52	49.2%
5140 · Interest Income	510.11	2,500.00	-1,989.89	20.4%
5150 · Special Project Donations	8,865.00			
5160 · Grants				
5161 · Ontario Anti-hate Security	7,500.00			
5162 · Burlington Community Foundation	9,060.83			
Total 5160 · Grants	16,560.83			
Total 5100 · Miscellaneous Revenue	26,578.42	5,583.00	20,995.42	476.1%
Total Income	333,943.05	316,993.00	16,950.05	105.3%
Gross Profit	333,943.05	316,993.00	16,950.05	105.3%
Expense				
7000 · PERSONNEL				
66000 · 01-08 Payroll Expenses	0.00			
7001 · Payroll Expenses				
7002 · Salaries	147,531.48	147,535.00	-3.52	100.0%
7200 · TriCare	5,689.06	5,850.00	-160.94	97.2%
7250 · Church EI/CPP	9,493.15	9,060.00	433.15	104.8%
7260 · Pensions	4,068.70	4,070.00	-1.30	100.0%
Total 7001 · Payroll Expenses	166,782.39	166,515.00	267.39	100.2%
7270 · Seminars/Continuing Ed	2,602.85	5,410.00	-2,807.15	48.1%
7280 · Conventions	1,390.46	3,100.00	-1,709.54	44.9%
7290 · Pulpit Supply	300.00	1,250.00	-950.00	24.0%
7300 · Vacation Relief/Casual Labour	600.00	375.00	225.00	160.0%
Total 7000 · PERSONNEL	171,675.70	176,650.00	-4,974.30	97.2%
8000 · LAND & BUILDINGS				
8012 · Building Maintenance	7,766.05	8,500.00	-733.95	91.4%
8013 · Landscaping Expenses	11,532.77	11,750.00	-217.23	98.2%
8014 · Heating	4,018.70	6,500.00	-2,481.30	61.8%
8015 · Hydro & Water	7,314.51	6,850.00	464.51	106.8%
8016 · Insurance Expense	6,438.16	5,000.00	1,438.16	128.8%
8017 · Caretaker Supplies	2,274.63	1,250.00	1,024.63	182.0%
Total 8000 · LAND & BUILDINGS	39,344.82	39,850.00	-505.18	98.7%
8500 · ADMINISTRATIVE				
8518 · Office Supplies	1,815.64	2,110.00	-294.36	86.0%
8519 · Office Equipment	6,997.75	6,625.00	372.75	105.6%
8520 · Telephone/Internet/Website	5,437.48	6,357.00	-919.52	85.5%
8521 · Advertising and Promotion	1,094.72	1,065.00	29.72	102.8%
8522 · Treasurers/Stewards/Legal	1,298.70	1,540.00	-241.30	84.3%
8523 · Interest/ Bank Charges	543.50	500.00	43.50	108.7%
8525 · Flower/Decorating	448.47	1,200.00	-751.53	37.4%
8526 · Incidentals	290.43	640.00	-349.57	45.4%
8527 · Elders	5,501.00	500.00	5,001.00	1,100.2%
8528 · Professional Fees	4,677.30	5,500.00	-822.70	85.0%
8529 · Subsplash Fees	2,082.30	2,650.00	-567.70	78.6%
Total 8500 · ADMINISTRATIVE	30,187.29	28,687.00	1,500.29	105.2%

2:05 PM

2024-11-10

Accrual Basis

Calvary Baptist Church Burlington

Profit & Loss Budget vs. Actual

January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
9000 · MINISTRIES				
9028 · Youth/CC Ministries	5,424.34	2,725.00	2,699.34	199.1%
9029 · Children's Ministries	6,965.43	9,410.00	-2,444.57	74.0%
9030 · Adult Ministries	220.34	740.00	-519.66	29.8%
9031 · Worship Ministries	3,394.76	3,975.00	-580.24	85.4%
9032 · Missions	41,121.29	36,100.00	5,021.29	113.9%
9033 · Automobile Expense	54.00	500.00	-446.00	10.8%
9034 · Ministry Expenses	3,138.20	2,970.00	168.20	105.7%
9035 · Community Initiatives	524.35	1,850.00	-1,325.65	28.3%
9036 · Social/Hospitality	3,210.74	2,800.00	410.74	114.7%
Total 9000 · MINISTRIES	64,053.45	61,070.00	2,983.45	104.9%
9500 · Out of Budget Disbursements				
9510 · Benevolent Disbursements	4,678.00			
9520 · Elder Approved Unbudgeted	16,186.78	29,000.00	-12,813.22	55.8%
9535 · FAIR Projects Disbursements	1,665.00			
9540 · Sundry Unbudgeted Disbursements	0.76			
9570 · Miscellaneous expense	166.61			
9591 · Burlington Community Foundation	9,662.15			
9592 · Discipleship Disbursement	2,939.01			
Total 9500 · Out of Budget Disbursements	35,298.31	29,000.00	6,298.31	121.7%
Total Expense	340,559.57	335,257.00	5,302.57	101.6%
Net Ordinary Income	-6,616.52	-18,264.00	11,647.48	36.2%
Net Income	-6,616.52	-18,264.00	11,647.48	36.2%

2025 Budget with 2024 Comparables

Expense	2025	2024	Variance
7000 · PERSONNEL			
7001 · Payroll Expenses			
Total 7001 · Payroll Expenses	\$206,403	\$199,818	3.30%
7270 · Seminars/Continuing Ed			
All Staff	\$6,610	\$6,492	1.81%
7280 · Conventions	\$1,600	\$3,100	-48.39%
7290 · Pulpit Supply	\$500	\$1,500	-66.67%
7300 · Vacation Relief/Casual Labour	\$500	\$500	0.00%
Total 7000 · PERSONNEL	\$215,613	\$211,410	1.99%
8000 · LAND & BUILDINGS			
8012 · Building Maintenance	\$10,200	\$10,200	0.00%
8013 · Landscaping Expenses	\$14,256	\$13,816	3.18%
8014 · Heating	\$6,800	\$7,800	-12.82%
8015 · Hydro & Water	\$9,000	\$8,220	9.49%
8016 · Insurance Expense	\$6,900	\$6,000	15.00%
8017 · Caretaker Supplies	\$2,100	\$1,500	40.00%
Total 8000 · LAND & BUILDINGS	\$49,256	\$47,536	3.62%
8500 · ADMINISTRATIVE			
8518 · Office Supplies	\$3,065	\$2,230	37.44%
8519 · Office Equipment	\$6,480	\$8,700	-25.52%
8520 · Telephone/Internet/Website	\$7,760	\$7,535	2.99%
8521 · Advertising and Promotion	\$2,919	\$1,093	167.06%
8522 · Treasurers/Stewards/Legal	\$1,780	\$1,740	2.30%
8523 · Interest/ Bank Charges	\$800	\$600	33.33%
8525 · Flower/Decorating	\$1,700	\$2,100	-19.05%
8526 · Incidentals	\$740	\$700	5.71%
8527 · Elders	\$500	\$500	0.00%
8528 · Professional Fees	\$5,000	\$5,500	-9.09%
8529 · Subsplash Fees	\$2,880	\$3,180	-9.43%
Total 8500 · ADMINISTRATIVE	\$33,624	\$33,878	-0.75%
9000 · MINISTRIES			
9028 · Youth/CC Ministries	\$5,000	\$4,110	21.65%
9029 · Children's Ministries	\$11,300	\$10,600	6.60%
9030 · Adult Ministries	\$870	\$1,200	-27.50%
9031 · Worship Ministries	\$5,900	\$4,500	31.11%
9032 · Missions	\$37,000	\$43,000	-13.95%
9033 · Automobile Expense	\$500	\$600	-16.67%
9034 · Ministry Expenses	\$4,000	\$3,400	17.65%
9035 · Community Initiatives	\$2,090	\$2,020	3.47%
9036 · Social/Hospitality	\$3,630	\$3,370	7.72%
Total 9000 · MINISTRIES	\$70,290	\$72,800	-3.45%
Total Expense	\$368,783	\$365,624	0.86%
Weekly Budget	\$7,092	\$7,031	0.86%