



HỘI THÁNH TIN LÀNH VIỆT NAM TẠI ÚC - MELBOURNE
Vietnamese Evangelical Church in Australia - Melbourne

45 Pickett Street Footscray Vic 3011

Annual General Meeting (AGM)

(for the financial year ended 30 June 2021)

Vietnamese Evangelical Church in Australia-Melbourne

MEETING MINUTES

Date: 27th February 2022

Venue: 45 Pickett Street, Footscray VIC 3011

Zoom: 845 945 1045

AGENDA

- Welcome
- Opening Prayer
- Nomination of Minutes Taker
- Quorum Validation
- Annual Report on Church Ministries
- Internal Auditor report on financial year ended on 30-06-2021
- Presentation of Treasurer on the Annual Financial statement
- Closing Prayer

Attendees: Church members including
Church Committee (2020-2022 Term)

Chairperson: Senior Pastor Dung Huu Duong

12:00pm AGM Commencement - Welcome

Secretary Ve Nguyen:

- welcomed members to AGM, also welcomed Senior Pastor presence in person at AGM
- presented AGM agenda

Opening Prayer

Senior Pastor Duong Huu Dung gave an opening prayer and stated the eligibility requirements of member for participation. An eligible member must:

- be a current Church member;
- be at least 16 years of age;
- have received Baptism;
- have participated in Church activities on a regular basis for 3 months or more prior to this meeting

Nomination of Minutes Taker

Senior Pastor Duong Huu Dung:

- Nominated Ms Wendy Do
- Asked the congregation to approve the Minute Taker by a show of hands

The meeting approved Ms Wendy Do as the Minute Taker.

Senior Pastor Duong Huu Dung:

- Declared the AGM officially open and that the AGM will be recorded and conveyed in both English and Vietnamese
- Briefly shared on reasons for the previous postponements of the AGM and two items in the notice of AGM agenda - Items 1 and 5 be deferred to a subsequent general meeting.
- Reaffirmed that the presence of the Lord in a Church is paramount of the Church. The Church foundation is not to be based on the Constitution but on Jesus Christ alone, and the Word of God.
- Stated that we will revisit Items 1 and 5 later if God permits, and the Word of God stands beyond any constitutions.

Validation of Quorum

1. Quorum Establishment

Senior Pastor Dung Huu Duong requested the quorum to be checked, Deacons Phuc Pham, Thai Huynh, Loc Vu and Phuoc Le to count members attending in person at the church and Deacon Thanh Pham to count members attending on Zoom.

The voting rules were reminded. Non-members must be observers only. He requested the attendees on Zoom to show their name and video on.

- Total number of eligible members for quorum: 110

2. Quorum Confirmation

Senior Pastor Dung Huu Duong declared the quorum was achieved and validated.

Summary of Ministry Report

Secretary Ve Nguyen:

- advised that Annual Report (hard copy green booklet) had been distributed, and a soft copy was also available to members.
- summarised key points:
 - Achievements amongst the ministries (18 active ministries)
 - Thanks to the dedication of Church members and ministry leaders for their hard work

- Encouragement for members to get involved in the ministries
- Thanks to God for being able to hold the AGM even though it was postponed twice.
- Through the pandemic the Church remaining dedicated to worship services
- Limitations in some Church ministries over the last year being due to the pandemic and the division of the Church
- One major achievement being to find a Senior Pastor for the Church
- Major Church activities having been achieved via Zoom

Financial Internal Audit Report for 2020-2021

Two nominated internal Financial Auditors: Ms Chi Nguyen & Miss Kimberly Dang presented on their audit. They:

- Presented minutes of meeting held on 19/07/21 at 8 PM with the Church Treasurer Thanh Pham and Deputy Treasurer Diep Pho.
- Listed items received for review on 10/07/21.
- Reviewed recommendations from previous year audit, 2019-2020. Four out of five recommendations were implemented.
- Listed recommendations following their review of 2020-2021 Church finance.

Overall, the internal Financial Auditors were satisfied with the financial situations and the record keeping of the Treasury Team.

Presentation of Treasurer on the Annual Financial statement

Treasurer Thanh Pham & Deputy Treasurer Diep Pho:

- Explained financial report requirements under the ATO, which required internal audit as well as external review and report by a professional accountant.
- Presented the financial report for the period ended 30 June 2021 as in the Annual Report, which includes:
 - Balance sheet including assets, liabilities, and equity.
 - Statement of financial performance showing income and expenses, and surplus for the year
 - Statement of cash flows. A graph of the financial status was shown.
- Advised on the change of software from MYOB to QuickBooks
- Expressed their thanks to God for His protection and thanks to the congregation for the continual financial support to the Church.

Motion to pass the Annual Financial Statement (Financial Report)

Pastor Dung Huu Duong put forward a motion for Church members to pass the Financial Statement for 2020-2021 by a show of hands.

Deacons Phuc Pham, Thai Huynh, Loc Vu and Phuoc Le to count members attending in person at the Church and Deacon Thanh Pham to count members attending on Zoom.

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The motion was passed with majority of Church members (98 members showing their hands).

Closing Prayer

Senior Pastor Duong Huu Dung offered prayers to the Lord for the successful AGM and formally closed the AGM at 1PM on 27th February 2022.

Minutes Taken By: Ms Wendy Do

Minutes Approved By:

Senior Pastor Duong Huu Dung and Church Secretary

Attachment 1 – Notice of the AGM

Attachment 2 – Certified Annual Financial Statement

Attachment 1



HỘI THÁNH TIN LÀNH VIỆT NAM TẠI MELBOURNE-ÚC CHÂU
VIETNAMESE EVANGELICAL CHURCH IN AUSTRALIA –MELBOURNE Inc.
Reg. No A0007199H

All correspondence: PO Box 2114 Footscray VIC 3011

Telephone: (03) 9687 3850

Website: www.vecamelbourne.com.au

Melbourne, 25-01-2022

Notice of Annual General Meeting

Dear members,

This notice is to advise you of the upcoming Annual General Meeting of the members of the Vietnamese Evangelical Church in Australia - Melbourne Inc, which is being provided to all members of the church by three methods:

1. By post in the church website on 25 January 2022
2. By email to members and post to members who have no email on 25 January 2022
3. By inclusion in the Bulletin handout to members who attend church service from 23 January 2022

The details of this meeting are as follows:

Date: Sunday 27-02-2022

Time: 12:00PM

Place: 45 Pickett street, Footscray 3011

The meeting agenda will include:

1. Confirmation of minutes of the last Annual General Meeting (AGM) held on 25-10-2020 and the Extraordinary General Meeting (EGM) held on 25-04-2021
2. Report on Church Ministries
3. Internal Auditor report on financial year ended on 30-6-2021
4. Presentation of Treasurer on the Annual Financial statement
5. Special resolutions:
 - (i) Vote by members to adopt the new Rules for the Church
 - (ii) Vote by members to adopt the By-laws (Membership, Senior Pastor, Spiritual Events).

In order to help the Church to organise this event, would you please register your proposed attendance with the Secretary, Ve Nguyen via telephone 0419 586 318 or email secretary@vecamelbourne.com.au.

In the love of Jesus Christ.

Ve Nguyen, Secretary
by authority of the Church Committee

Notes:

- The proposed Sunday 27-02-2022 for the AGM is subjected to public health orders gazetted by the Victorian Government. If the meeting cannot proceed in person at the above address, then it will be held online via Church ZOOM (ID: 845 945 1045).
- This Notice will be also announced in Sunday Church services and posted on the news board of the Church.
- The minutes of the AGM held on 25-10-2020, and the minutes of the EGM held on 25-04-2021 will be published on the church website www.vecamelbourne.com.au
- The report on Church Ministries including a summary of Annual Financial Statement will be handed out on the date of AGM.
- The new Constitution and By-laws have been handed out to members at church, emailed to member's email address, or posted to member's home address (for those who have no email) from 28/12/2021.
- Voting by proxy is not allowed.

Attachment 2

Vietnamese Evangelical Church in Australia Melbourne Inc.

ABN: 35 449 699 206

FINANCIAL REPORT

FOR THE PERIOD ENDED 30 JUNE 2021

I. BALANCE SHEET - BẢNG CÂN ĐỐI KẾ TOÁN

Vietnamese Evangelical Church in Australia (Melbourne) Inc.

ABN: 35 449 699 206

Balance Sheet

As at 30 June 2021

	Note	This Year	Last Year
Assets			
Current Assets			
Bendigo Operation 177558269		46,319	
Bendigo Savings 182943415		80,007	
ANZ Business Saver 42329		5	163,049
ANZ Extra 42337		8,984	
CBA Bus Trans Acct		75	9,977
Missionary Funds in Safe Box		35,000	
General Operation ANZ Account			19,590
Payroll ANZ Card Account 3			1,034
Bank - BankWest Net Saver			5,200
ANZ Card Ms Hung			1
GST Receivable		5,085	2,988
Total Current Assets		175,474	201,839
Long-term assets			
Land	3	2,500,000	2,500,000
Buildings at Cost		1,944,888	1,944,888
Buildings Accum Depreciation		(889,243)	(620,626)
Plant & Equipment		201,147	201,147
P&E Accum Depreciation		(180,539)	(177,973)
Fence		9,780.87	
Fence Accum Depreciation		(247)	
Total long-term assets		3,805,566	3,847,214
Total Assets		3,981,040	4,049,053
Liabilities and equity			
Current liabilities:			
PAYG Withholding Payable		7,697	3,120
Superannuation payable		-	
ATO Clearing Account			
Payroll Accruals Payable		-	2,047
Total current liabilities		7,697	5,167
Non-current liabilities:			
Members Loan		-	138,000
Total non-current liabilities		-	138,000
Equity:			
Net Income		67,457	
Opening balance equity		-	
Retained Earnings		2,209,808	2,209,808
General Reserve		1,696,078	1,696,078
TOTAL EQUITY		3,973,343	3,905,886

II. STATEMENT OF FINANCIAL PERFORMANCE (BÁO CÁO TÌNH HÌNH HOẠT ĐỘNG TÀI CHÍNH)

Vietnamese Evangelical Church in Australia (Melbourne) Inc.

ABN: 35 449 699 206

Statement of Financial Performance

For the year ended 30 June 2021

	Note	This Year	Last Year
Income			
Tithes		33,840	
Sunday Service Offerings		112,595	99,851
Special Offerings		9,481	91,473
Refunds		5,135	
Interest income		43	112
Donations & Gifts		89,760	238,498
Government Grants		40,164	92,616
Unauthorised Westpac Acct Income	4	113,301	
TOTAL REVENUE		404,319	522,550
Expenses			
Facilities - Property		19,345	29,423
Facilities - Administrative		5,892	27,226
Employment Expenses		86,980	113,994
Legal cost		20,883	
Progs - Evangelism		1,059	
Progs - Discipleship		989	
Progs - Ministry		15,279	7,525
Progs - Fellowship		18,590	16,594
Progs - Social Xã Hội		5,730	56,076
Programs and events			81,271
Other Expenses			
Depreciation Expense		51,429	52,354
Unauthorised Westpac Acct Expense	4	110,706	
BAS Roundoff Gain or Loss		0	
TOTAL EXPENSES		336,862	384,463
SURPLUS/(DEFICIT) FOR THE YEAR		67,457	138,087

Note 4: Unauthorised Westpac Acct Income and Expenses

During the financial year 2021, there was a Westpac bank account set up in the Church's name and operated by a group of individuals not representing the Church's committee. This account was closed by Westpac on 17th Feb 2021. We have therefore reported incomes and expenses for from this account separately and shown as "Unauthorised Westpac Acct Income" and "Unauthorised Westpac Acct Expenses" in the Statement of Financial Performance.

III. STATEMENT OF CASH FLOWS (BÁO CÁO LƯU CHUYỂN TIỀN TỆ)

Vietnamese Evangelical Church in Australia (Melbourne) Inc.

ABN: 35 449 699 206

Statement of Cash Flows

For the year ended 30 June 2021

	Note	This Year	Last Year
CASH FLOWS FROM OPERATING ACTIVITIES			
Donations and contributions received		161,051	329,971
Payments to suppliers and employees		(285,433)	(332,109)
Interest received		43	112
Other income & government supports		<u>243,225</u>	<u>192,467</u>
Net cash provided by (used in) operating activities	5	118,886	190,441
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		<u>(9,781)</u>	<u>(0)</u>
Net cash provided by (used in) investing activities		(9,781)	(0)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings			
Repayments of borrowings		(138,000)	(58,175)
Repayments of other liabilities		<u> </u>	<u> 0</u>
Net cash provided by (used in) financing activities		(138,000)	(58,175)
Net increase (decrease) in cash and cash equivalents held		(28,898)	132,265
Cash at beginning of financial year		<u>196,675</u>	<u>64,410</u>
Cash at end of financial year	5	167,777	196,675