



**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 2022)**

**MEETING MINUTES**

<b>Date:</b>	31 <sup>st</sup> July 2022
<b>Venue:</b>	45 Pickett Street, Footscray VIC 3011 Zoom: 845 945 1045
<b>Attendees:</b>	Church members (in person and ZOOM) Church Committee (2021-2022 Term)
<b>Chairperson:</b>	Senior Pastor Dung Huu Duong
<b>Minutes Taker:</b>	Mr. Van Thua Tin
<b>Minutes reviewed by:</b>	Senior Pastor Dung Huu Duong and Church Committee

**AGENDA**

- 1. Eligibility**
- 2. Opening Prayer and Welcome**
- 3. Nomination of Minute Taker**
- 4. Confirmation of Quorum**
- 5. Reading and Confirmation of Minute from the 2021 AGM held on 27-02-2022**
- 6. Summary of Ministry Report**
- 7. Financial Internal Audit Report for 2021-2022**
- 8. Presentation of the Treasurers on the Annual Financial Statement**
- 9. Motion to Pass the Annual Financial Statement**
- 10. Deacons Election for 2022-2023 Term**
- 11. Announcements**
- 12. Closing Prayer and Ending AGM**

## **12:00PM AGM COMMENCED**

### **Eligibility**

Senior Pastor Dung Huu Duong stated the criterion for voting eligibility:

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

### **Opening Prayer and Welcome**

Senior Pastor Duong Huu Dung gave an opening prayer and welcomed the meeting

### **Nomination of Minutes Taker**

Senior Pastor Duong Huu Dung:

- Nominated Mr Van Thua Tin
- Asked the congregation to approve Mr Van Thua Tin as the Minutes Taker by a show of hands
- And members approved Mr Van Thua Tin as the Minutes Taker.

### **Confirmation of Quorum**

- Senior Pastor Dung Huu Duong requested the quorum to be checked.
- The Election Admin Team including Lieu Vo, Dung Le, Nhan Hoang, Binh Doan, Dam Nguyen, Brandon Lee, and Phillip Dang (Team Leader) counted members that are in person.
- Deacon Pham The Duy Thanh requested the attendees on Zoom to have their full name and video on.
- Deacon Pham The Duy Thanh counted members attending on Zoom.
- Total number of eligible members for quorum:
  - 100 in person
  - 6 on ZOOM
  - Total: 106
- Senior Pastor Dung Huu Duong reminded the voting rules and that non-member must be observers only.
- Senior Pastor Dung Huu Duong declared the quorum was achieved and confirmed.

### **Reading and Confirmation of Minutes from Last AGM (2022-02-27):**

- Secretary Ve Nguyen summarised and confirmed the minutes from the 2021 AGM held on 27-02-2022, and announced that the minutes can be found on the notice board.
- Senior Pastor Dung Huu Duong asked the members to confirm the last AGM minutes.
  - Approval obtained by show of hands.

### **Summary of Ministry Report**

Secretary Ve Nguyen:

- advised that Annual Report (hard copy booklet) had been distributed, and soft copies are available to members upon request via emailing the secretary
- Key points:
  - Naming active Ministries and Supports, summarising purpose and role of each
  - Thanking God for
    - Contributions from all church members
    - Achievements of ministries

### **Financial Internal Audit Report for 2021-2022**

Two nominated internal Financial Auditors: Ms Wendy Do & Miss Kimberly Dang presented on their audit.

- They met with Treasury Team at 12:30pm at Church on 03 July 2022 and received relevant documents:
  - 1 folder with weekly donation check and sign off
  - 1 bank cash deposit booklet
  - 1 vanilla folder with invoices
- They had access to QuickBooks, and audited directly from the software.
  - Audited:
    - Reports from Oct-Nov 2021 and May-Jun 2022
    - Profit and loss report May 2022
    - Transaction detail by account April 2022
    - Transaction list by Donor June 2022
  - Concluded:
    - user friendly software,
    - thorough record-keeping, all in one place in QuickBooks
    - easy to access linked statements and invoices
    - records kept accurately.
- Observations and recommendations:
  - Two outstanding recommendations from previous year audit were actioned and completed
    - Budget each year and in line with church vision and needs for financial planning appropriately
    - Prioritise ministries to support our vision: Outreach, Mission, Social Welfare and Discipleship
  - Two new recommendations:
    - Review budget variances for relevant ministries on quarterly basis
    - Briefly present the financials to the church on quarterly basis
- Reported church's current financial position as of 30<sup>th</sup> June 2022

### **Presentation of the Treasurers on the Annual Financial Statement**

Treasurer Pham The Duy Thanh & Deputy Treasurer Diep Pho:

- Thanked the two auditors for working with them
- Reminded the members the responsibilities of the church as a non-profit organisation to the government (i.e. reports and submissions). Presented the financial statements which had been reviewed by external Chartered Accountants firm
- Presented the Statement of Financial Performance for the financial year ended on 30 June 2022 (culmination of 52 weeks)
  - Highlighted biggest expenditures
    - Legal costs
    - Fellowship (lunches)
    - Family Camp
    - “Other Expenses” (non-cash entry) means the asset depreciation calculated by accounting.
      - Culminated over 40 years
      - Requirement by government
- Presented Balance Sheet 30 June 2022, with Visual aid (line bar) to explain current financial position
- Reflected that this financial year was a challenging year with achievements
  - Completion of the Church front fence
  - Responses to the ongoing Court Case

### **Motion to Pass the Annual Financial Statement**

- Pastor Dung Huu Duong put forward a motion for Church members to pass the Financial Statement for 2021-2022 by a show of hands.
- Majority of Church members accepted and passed the motion.
- No hands were raised for against

### **Deacons Election for 2022-2023 Term**

- Senior Pastor Dung Huu Duong stated 12 candidates were nominated and one candidate withdrew for special reasons. Thereby 11 candidates total were available for the election of 10 Committee members:
  - Nguyen Thanh Tam Chi,
  - Pho Ngoc Diep,
  - Huynh Tuyet Dung,
  - Le Huu Hien,
  - Tang Van Hoa,
  - Do Thi Thao Nguyen,
  - Pham Nhu Phuc,
  - Le Hong Phuoc,
  - Huynh Thien Quoc Thai,
  - Pham The Duy Thanh,
  - Nguyen Van Ve
- Senior Pastor Dung Huu Duong asked for approval to have Mr. Le Hong Phuoc (who was not well to be able to attend the AGM in person, but attend on ZOOM) to be candidate despite being on ZOOM.
  - The motion was approved by show of hands.
- Senior Pastor Dung Huu Duong explained in the past 12 were elected and then positions were decided amongst the elected. Now the process has changed to voting the candidate directly for each position.

- Senior Pastor Dung Huu Duong stated the current deacons' terms have now officially ended.
- Senior Pastor Dung Huu Duong introduced the candidates.
- Senior Pastor Dung Huu Duong explained the process of the voting ballot.
  - Ballot Paper will have the name of the position
  - Voters to write one candidate name on one voting ballot paper
  - Updates and information displayed on screen throughout the election process.
- Ballot paper handed out for each position with the following outcome:
  - **Secretariat:** Nguyen Van Ve
    - 85 votes
  - **Deputy Secretariat:** Le Huu Hien
    - 79 votes
  - **Treasurer:** Pham The Duy Thanh
    - 87 votes
  - **Deputy Treasurer:** Nguyen Thanh Tam Chi
    - 81 votes
  - **Head of Maintenance:** Tang Van Hoa
    - 69 votes
  - **Deputy Head of Maintenance:** Pham Nhu Phuc
    - 80 votes
  - **Head of Evangelism and Discipleship:** Le Hong Phuoc
    - 72 votes
  - **Deputy Head of Evangelism and Discipleship:** Huynh Thien Quoc Thai
    - 64 votes
  - **Head of Visitation and Social Program:** Huynh Tuyet Dung
    - 87 votes
  - **Deputy Head of Visitation and Social Program:** Do Thi Thao Nguyen
    - 94 votes
- Senior Pastor Dung Huu Duong thanked the elected and past deacons for their hard work in serving the Lord and ended the election

### **Announcements:**

- Senior Pastor Dung Huu Duong stated the announcements on the Sunday Bulletin.

### **Closing Prayer and Ending AGM**

- Senior Pastor Dung Huu Duong asked the newly elected deacons to be on stage for prayer.
- Senior Pastor Dung Huu Duong closed with prayer and ended the AGM at 2pm.

### **2:00PM AGM ENDED**

Attachment 1 – Notice of the AGM (English)

Attachment 2 – Notice of the AGM (Vietnamese)

## Attachment 3 - Certified Annual Financial Statement

## Attachment 1 - Notice of AGM (English)



**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](http://www.vecamelbourne.com.au)

Melbourne, 29-06-2022

### 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 29 June 2022
2. By email to members and post to members who have no email on 29 June 2022
3. By inclusion in the Bulletin handout to members who attend church service from 26 June 2022

The details of this meeting are as follows:

**Date: Sunday 31-07-2022**

**Time: 12:00PM**

**Place: 45 Pickett street, Footscray 3011**

**Agenda:**

1. Confirmation of minutes of the last AGM held on 27-02-2022
2. Brief report on Church Ministries
3. Internal Auditor report on financial year ended on 30-06-2022
4. Presentation of Treasurer on the Annual Financial statement
5. Election of Church Committee

In the love of Jesus Christ.

Ve Nguyen, Secretary  
by authority of the Church Committee

All inquiries should be directed to the Secretary, Ve Nguyen via telephone 0419 586 318 or email [secretary@vecamelbourne.com.au](mailto:secretary@vecamelbourne.com.au)

#### Notes:

- The proposed Sunday 31-07-2022 for the AGM is subjected to public health orders gazetted by the Victorian Government. If the meeting cannot proceed on this date by reasons of public health orders then it shall be held at the next earliest Sunday allowable by the government and after one week notice.
- 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 27-02-2022 will be published on the church website [www.vecamelbourne.com.au](http://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
- Voting by proxy is not allowed.

## Attachment 2 - Notice of AGM (Vietnamese)



**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](http://www.vecamelbourne.com.au)

Melbourne, 29-06-2022

### Thông Báo về Hội Đồng Thường Niên

Kính thưa quý hội viên,

Thông báo về Hội Đồng Thường Niên (HĐTN) sắp tới của Hội Thánh Tin lành Việt Nam tại Úc - Melbourne được cung cấp cho tất cả các hội viên bằng các phương thức sau:

1. Đăng trên trang mạng của Hội Thánh ngày 29-06-2022
2. Gửi điện thư cho hội viên hay gửi bưu điện đến nhà cho những hội viên không có địa chỉ điện thư ngày 29-06-2022
3. Đăng trong tờ chương trình và phát cho các hội viên đến thờ phượng tại Hội Thánh từ ngày Chúa Nhật 26-06-2022

Chi tiết của hội đồng:

**Ngày: Chúa Nhật 31-07-2022**

**Giờ: 12:00PM**

**Địa điểm: 45 Pickett street, Footscray 3011**

**Chương trình sẽ bao gồm:**

1. Xác nhận biên bản HĐTN ngày 27-02-2022
2. Báo cáo về các Mục vụ của Hội Thánh
3. Báo cáo của Ban Soát Sổ cho năm tài chính kết thúc vào ngày 30-6-2022
4. Trình bày của Thủ quỹ về tài chính hàng năm
5. Bầu cử Ban Chấp Hành

Trong tình yêu của Chúa Cứu Thế Giê-xu.

Thư ký Nguyễn Văn Vệ  
bởi sự ủy nhiệm của Ban Chấp Hành Hội Thánh

Nếu quý hội viên có câu hỏi gì liên quan đến HĐTN xin vui lòng liên lạc với thư ký Nguyễn Văn Vệ qua điện thoại 0419 586 318 hoặc điện thư [secretary@vecamelbourne.com.au](mailto:secretary@vecamelbourne.com.au)

**Lưu ý:**

- Ngày Chúa nhật 31-07-2022 được chọn cho HĐTN sẽ phải phụ thuộc vào những quy định cập nhật mới nhất do Chính phủ Victoria công bố. Nếu cuộc họp không thể tiến hành vào ngày này vì lý do y tế cộng đồng thì hội đồng sẽ được tổ chức sớm nhất vào ngày Chúa Nhật tiếp theo do chính phủ cho phép và sau một tuần thông báo.
- Thông báo này sẽ được nhắc lại trong các buổi thờ phượng và được đăng trên bản tin của Hội Thánh
- Biên bản hội đồng ngày 27-02-2022 sẽ được đăng trên trang mạng của Hội Thánh [www.vecamelbourne.com.au](http://www.vecamelbourne.com.au)
- Báo cáo về các Mục vụ của Hội Thánh bao gồm bản Tóm Tắt Báo Cáo Tài Chính hàng năm sẽ được phân phát vào ngày HĐTN
- Không được bầu phiếu thay.

## Attachment 3 - Certified Annual Financial Statement

# Vietnamese Evangelical Church in Australia Melbourne Inc.

ABN: 35 449 699 206

## FINANCIAL REPORT

### FOR THE PERIOD ENDED 30 JUNE 2022

#### I. BALANCE SHEET - BẢNG CÂN ĐỐI KẾ TOÁN

##### VIETNAMESE EVANGELICAL CHURCH MELBOURNE

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN. 30, 2022	AS OF JUN. 30, 2021 (PP)
<b>Assets</b>		
Current Assets		
11000 Bendigo Operation 177558269	32,599.47	46,318.72
11010 Bendigo Savings 182943415	80,048.52	80,007.08
11020 ANZ Operation 529623283	0.00	0.00
11021 ANZ Saver 42329	4.58	4.58
11022 ANZ Extra 42337	43,377.22	8,984.22
11023 ANZ Card1 91287	0.00	0.00
11024 ANZ Card2 94312	0.00	0.00
11080 CBA Bus Trans Acct	74.72	74.72
11050 Undeposited funds	0.00	0.00
11100 GST Receivable	6,023.95	5,085.00
16000 Missionary Funds in Safe Box	0.00	35,000.00
<b>Total Current Assets</b>	<b>A\$162,128.46</b>	<b>A\$175,474.32</b>
Long-term assets		
15100 Land	2,500,000.00	2,500,000.00
15200 Buildings at Cost	1,944,666.06	1,944,666.06
15300 Buildings Accum Depreciation	-717,859.64	-669,242.99
15400 Plant & Equipment	208,419.54	201,146.82
15450 P&E Accum Depreciation	-183,290.05	-180,538.52
15600 Fence	65,224.08	9,780.67
15650 Fence Accum Depreciation	-4,375.48	-246.53
<b>Total long-term assets</b>	<b>3,812,784.51</b>	<b>3,805,565.51</b>
<b>Total Assets</b>	<b>A\$3,974,912.97</b>	<b>A\$3,981,039.83</b>
<b>Liabilities and shareholder's equity</b>		
Current liabilities:	<b>A\$0.00</b>	<b>A\$7,697.00</b>
Non-current liabilities:		
24350 Members Loan	0.00	0.00
<b>Total non-current liabilities</b>	<b>A\$0.00</b>	<b>A\$0.00</b>
Shareholders' equity:		
Net Income	1,570.14	67,456.80
30000 Opening balance equity	0.00	0.00
30100 Retained Earnings	2,277,264.83	2,209,808.03
General Reserve	1,696,078.00	1,696,078.00
<b>Total shareholders' equity</b>	<b>A\$3,974,912.97</b>	<b>A\$3,973,342.83</b>
<b>Total liabilities and equity</b>	<b>A\$3,974,912.97</b>	<b>A\$3,981,039.83</b>



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

### VIETNAMESE EVANGELICAL CHURCH MELBOURNE

Profit and Loss % of Total Income

July 2021 - June 2022

	TOTAL	
	JUL. 2021 - JUN. 2022	JUL. 2020 - JUN. 2021 (PP)
Income		
40000 WEEKLY		
40100 Tithes - Phan 10	40,897.50	33,840.00
40200 Sunday Service Offerings - THop	112,703.60	112,595.15
40300 Special Offerings	17,800.00	9,481.06
40400 Refunds - Thu lai	1,636.61	5,134.73
40500 Interest income	46.49	42.63
<b>Total 40000 WEEKLY</b>	<b>173,084.20</b>	<b>161,093.57</b>
42000 DONATIONS		200.00
42100 Mission Offerings		55,000.00
42200 Thanksgiving - Le Ta On	54,930.00	25,200.00
42300 Qua Giang Sinh VN	14,757.42	9,360.00
42400 Relief Contributions - Quỹ Cứu Trợ	25,235.00	
42500 Collect Church Camp fee	9,612.00	
42600 NSW-QLD Flood Appeal	6,010.00	
42700 Ta-bi-tha support Fund	3,332.00	
<b>Total 42000 DONATIONS</b>	<b>113,876.42</b>	<b>89,760.00</b>
48000 GRANTS		
48100 Business Support Fund COVID-19	5,000.00	
48200 ATO COVID-19 Boots Payment		10,000.00
48300 JOBKEEPER SUBSIDY		18,900.00
48400 Govt Security Grants	3,520.00	11,264.00
<b>Total 48000 GRANTS</b>	<b>8,520.00</b>	<b>40,164.00</b>
<b>Total Income</b>	<b>A\$295,480.62</b>	<b>A\$291,017.57</b>
<b>GROSS PROFIT</b>	<b>A\$295,480.62</b>	<b>A\$291,017.57</b>
Other Income	A\$0.00	A\$113,301.49
Expenses		
61000 Facilities - Property - Cơ Sở	24,751.01	19,345.48
62000 Facilities - Administrative - Hành chính	7,010.59	5,892.04
63000 Employment - Nhân sự		86,979.60
63500 Legal cost	96,272.11	20,882.78
64000 Progs - Evangelism - Truyền Giảng	2,104.63	1,059.23
65000 Progs - Discipleship - Môn Dệ Hóa	320.75	968.71
66000 Progs - Ministry - Mục Vụ	9,902.92	15,278.72
67000 Progs - Fellowship - Thông Công	47,103.71	18,590.36
68000 Progs - Social - Xã Hội	11,407.63	5,730.02
69000 Other Expenses	55,497.13	51,428.98
69500 Foreign Aid & Gift to Vietnam	39,540.00	
<b>Total Expenses</b>	<b>A\$293,910.48</b>	<b>A\$226,155.92</b>
Other Expenses	A\$0.00	A\$110,706.34
<b>NET EARNINGS</b>	<b>A\$1,570.14</b>	<b>A\$67,456.80</b>