

# LEGAL MATTERS

## 1. Corporation

Cambridge Community Church operates under the umbrella of a corporation named "Cambridge Community Church" which has been incorporated under the laws of Ontario. The date of incorporation was December 21, 1992. The members of the corporation are the members of the Leadership Team (Elders) exclusive of paid pastoral staff.

Under the bylaws it is required that there be an annual meeting of the members of the corporation and the appointment of officers. This takes place at one of the regularly scheduled Leadership Team meetings.

The members of the corporation are not to be confused with the members of the church. Membership in the church is subject to the guidelines provided in the "membership" section of the handbook. Membership in the corporation is to satisfy the requirements of the Ontario Corporations Act.

## 2. Charitable Registration

Cambridge Community Church is registered as a charity under the Canadian Income Tax Act and its registration number is 098560-39

## 3. Fiscal matters

- a. The fiscal year end of the corporation is June 30 and financial statements and government reporting documents are prepared annually for the year ended on that date.
- b. A Return of Information is filed with the Charities Branch of Revenue Canada each year.
- c. The accounting records of the church are maintained by the Treasurer, who is appointed by the members of the corporation. The records are subject to a review by qualified persons independent of the Treasurer. Care is made to ensure the privacy of donations.
- d. As much as is possible proper internal control is carried out within the church administration. For example, cash is counted by two persons; checks require two signatures.
- e. A charitable donation receipt is issued to donors at the end of each calendar year.