



2025 ANNUAL GENERAL MEETING

Annual General Meeting for
the Year 2024 - Held June
19th 2025 at 7:00 PM EST.
Location: 42 George St.
Brockville ON. Canada



Table of Contents

Welcome Message	3.
Agenda	4.
Minutes from the 2023 AGM	5.
Annual Report	8.
Financial Statements	9.
2023-2024 Board of Directors	18.
Volunteer Centre Staff	18.
Contact Information	18.



Welcome Message

Good evening and welcome all, to the 2025 AGM for the Volunteer Center of St. Lawrence-Rideau. Many thanks to Frank for speaking on my behalf. I am sorry to miss the meeting this evening. I am taken away to attend a very significant personal event.

Thank you to all involved with the Volunteer Centre. Thank you for your time, insights and volunteerism. The Volunteer Centre continues to offer valuable resources for our community.

Three thousand plus tax returns were completed by our volunteers, to assist vulnerable community members. These returns translate to reduction of other community financial demands. It also contributes to spending in our community.

The financial support of the United Way of Leeds and Grenville is greatly appreciated. The partnership is essential to enable our work to continue to assist the most vulnerable in our community.

Thank you, Frank Rockett, our Executive Director, for guiding the Volunteer Center through the many challenges of the past year. As we close the fiscal, we look to your expertise on navigating the next year. The continuation of community involvement and elevation of our awareness will be central to your mandate. Your navigation of staff, partnerships in addition to brick-and-mortar issues is much appreciated. We look forward to your continued success with securing partnerships.

Thank you to our committed Board Members for their generous time and direction over the past year. Ramika Batra as always, has offered a consistent presence and perspective. Treasurer Nishunk Saxena has excelled at reporting monthly details and financial perspective which formed the framework for our conversions regarding the future of our financial health. We are thankful to have new board member Victoria Redekopp join us this year. We look forward to her insights and guidance for the coming year.

After six years on the board, I step back as an active board member. I will continue to participate in fundraising events and support the Volunteer Centre as an advisor.

Best for the AGM. A significant meeting that will be important for decisions moving forward.

Beth Scott
Director



Volunteer Centre of St. Lawrence-Rideau
Annual General Meeting – June 19, 2025

7:00 PM

42 George St. 2nd Floor Boardroom

Agenda

- | | |
|--|----------------|
| 1. Welcome and roll call | Frank |
| 2. Introductory remarks | Frank for Beth |
| 3. Appointment of the Secretary | Frank |
| 4. Approvals | Frank |
| a. Agenda | |
| b. Minutes of the previous meeting – June 26, 2023 | |
| 5. Annual report | Frank |
| 6. Audited Financial Statements – December 31, 2024, | Fran |
| 7. Appointment of auditor for 2025 | Nishunk |
| 8. Nomination of the Board of Directors for 2025 - 2026
(Ramika Batra, Nishunk Saxena, Victoria Redekopp) | Frank |
| 9. Other business | Frank |
| 10. Closing remarks and final ratification | Frank |

Annual General Meeting Volunteer Centre – June 13, 2024 Minutes

Present: Priti Luhadia (chair), Peter Goodman (minutes), Beth Scott, Ramika Batra, Francine Levere (auditor), Frank Rockett (Executive Director), Nishunk Saxena (guest)

1. **Call to Order** – the meeting was called to order at 7:21 pm by Priti.
2. **Opening Remarks from the Chair**
 - a. Priti gave her introductory remarks as circulated in advance and thanked everyone for their work over the past year.
3. **Appointment of Secretary**
 - a. Peter was appointed to take minutes.

4. Approval of Agenda

Motion: to approve the agenda as presented

Moved by: Beth

Seconded by: Ramika

Motion approved

5. Approval of Minutes from the previous AGM

Motion: to approve the minutes of the June 26, 2023, AGM as presented.

Moved by: Peter

Seconded by: Beth

Motion approved

6. Annual Report

- a. Frank presented his annual report as circulated in advance.

7. Audited Financial Statements

- a. Fran Levere presented, in detail, the audited financial statements of December 31, 2023.

Motion: to accept the December 31, 2023, audited financial statements as reported by Fran Levere of Fran Levere Professional Corporation.

Moved by: Peter

Seconded by: Priti

Motion approved

8. Appointment of Auditor for 2024

Motion: to appoint the accounting company **Fran Levere Professional Corporation** as the auditor for 2024.

Moved by: Beth

Seconded by: Priti

Motion approved

9. Nomination and Election of the Board of Directors

- a. Peter Goodman resigned from the Volunteer Centre board as previously notified.

- b. Prior to the AGM a call for nomination to the Board of Directors was held at a regular board meeting. The following nominees have accepted nomination and have indicated their willingness to serve:
 - i. Priti Luhadia – Chair
 - ii. Nishunk Saxena – Treasurer
 - iii. Beth Scott – Director
 - iv. Ramika Batra - Director

Motion: to approve the appointment of the 2024 – 2025 Board of Directors

Moved by: Priti

Seconded by: Ramika

Motion approved

10. Final Ratification

Motion: to approve and ratify the decisions made by the Board of Directors during the previous year, 2023.

Moved by: Priti

Seconded by: Beth

Motion approved

11. Other Business

- a. Frank will schedule a meeting with Scotiabank to add Nishunk and remove Peter as signing officers.

12. Adjournment

Motion: to adjourn the AGM at 7:30 pm

Moved by: Nishunk

Seconded by: Ramika

Motion approved

Executive Director:  - Frank Rockett

Treasurer: *N. Saxena* - Nishunk Saxena



2024 Annual Report

2024 was a year of both challenges and continued impact for the Volunteer Centre of St. Lawrence-Rideau. While we faced financial headwinds due to reduced funding from two of our core funders, impacted by broader economic struggles, we remained steadfast in our mission to support and strengthen volunteerism across Leeds and Grenville.

Despite these setbacks, membership in the Centre grew, and our online volunteer matching tool continued to be a vital resource for the region, with over 10,000 views of local volunteer opportunities. In partnership with our Board of Directors, we developed a lean operating budget and exercised prudent financial stewardship to ensure the continuity of our services.

In 2024, the Volunteer Centre was visible and active in the community. We participated in numerous public events across the region to promote our work and connect with both new volunteers and potential partners. A particular highlight was our presence at the **Brockville and District Chamber of Commerce Annual Awards Gala**, where we proudly supported the **Volunteer Lifetime Achievement Award**, a celebration that recognized the enduring impact of volunteerism in our region.

Our programs continued to make a real difference. The **Community Volunteer Income Tax Program** offered free tax preparation at five locations across Leeds and Grenville, helping residents maximize benefits and navigate financial systems. Complementing this, our **Financial Literacy Program** empowered both youth and adults with essential knowledge about budgeting, debt, and responsible money management.

This year also saw the return of the **Community-Wide Clean-Up**, which brought together volunteers to beautify parks, and public spaces. Our support of this initiative not only promoted environmental stewardship but also encouraged civic engagement.

Throughout 2024, the Volunteer Centre remained focused on building strong, resilient communities. Through the power of volunteerism, we continued to drive positive change and provide meaningful opportunities for service and connection.

As we look ahead to 2025, the Centre's Board and Staff are energized by the growing engagement of our volunteers and members. We remain committed to strengthening our community partnerships and ensuring that every resident has the opportunity to contribute, connect, and thrive.

Frank Rockett, Executive Director

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU
Financial Statements
Year ended December 31, 2024

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU
Year ended December 31, 2024

	Page
Independent Auditor's Report	1
Financial Statements	
Balance Sheet	3
Statement of Operations and Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6



Independent Auditor's Report

To the Members of
Volunteer Centre of St. Lawrence-Rideau
Brockville, Ontario

Qualified Opinion

I have audited the financial statements of Volunteer Centre of St. Lawrence-Rideau, which comprise the balance sheet as at December 31, 2024, and the statement of operations and net assets, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of my report, the accompanying financial statements present fairly, in all material respects, the financial position of Volunteer Centre of St. Lawrence-Rideau as at December 31, 2024 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many charitable and non-profit organizations, the organization derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to fundraising and donation revenues, excess of revenue over expenditures, assets and net assets for the years ended December 31, 2024 and December 31, 2023.

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the organization in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

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

P.O. Box 413 · Prescott, Ontario · K0E 1T0

Phone: (613) - 803 - 8820 Fax: (613) - 704 - 6407 Email: franlevere@fl-cpa.ca

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian Auditing Standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.


Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Prescott, Ontario
June 19, 2025


Francine Levere
Professional Corporation

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU

Balance Sheet

December 31, 2024, with comparative figures for December 31, 2023

	2024	2023
Assets		
Current assets:		
Cash (note 2)	\$ 25,256	\$ 37,094
Investments (note 3)	53,729	51,260
Accounts receivable	3,333	25,137
HST recoverable	1,918	2,494
Prepaid expenses	4,136	4,461
	88,372	120,446
Investments (note 3)	2,058	-
	\$ 90,430	\$ 120,446
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 9,780	\$ 4,449
Withholding taxes payable	-	1,602
Deferred contributions (note 4)	-	4,000
	9,780	10,051
Net assets - page 4	80,650	110,395
	\$ 90,430	\$ 120,446

Approved by the Board:

Ramika June 19, 2025
Director

Ulrich Redtapp June 19, 2025
Director

The accompanying notes are an integral part of these financial statements.

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU

Statement of Operations and Net Assets

Year ended December 31, 2024, with comparative figures for 2023

	2024	2023
Revenue:		
United Way	\$ 46,250	\$ 68,750
Donations	4,440	2,193
Fundraising	990	52,939
Memberships	1,500	2,040
Miscellaneous grants	20,720	19,220
Other revenue	2,528	1,574
Project management	980	717
Wage subsidy	3,307	11,455
	<u>80,715</u>	<u>158,888</u>
Expenditures:		
Advertising and promotion	1,607	1,196
Dues and fees	218	236
Fundraising	282	3,897
Income tax program	3,233	2,058
Insurance	5,131	5,015
Miscellaneous	184	1,304
Office	3,317	7,454
Professional fees	5,344	6,517
Programs and activities	391	1,605
Rent	6,105	5,573
Salaries and benefits	82,901	80,746
Telephone	918	775
Training and conferences	-	206
Travel	829	75
	<u>110,460</u>	<u>116,657</u>
Excess (deficiency) of revenues over expenditures	(29,745)	42,231
Net assets - beginning of the year	110,395	68,164
Net assets - end of the year	<u>\$ 80,650</u>	<u>\$ 110,395</u>

The accompanying notes are an integral part of these financial statements.

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU
Statement of Cash Flows
Year ended December 31, 2024, with comparative figures for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Cash receipts	\$ 98,519	\$ 153,418
Cash paid to suppliers and employees	(105,830)	(117,832)
	(7,311)	35,586
Investing:		
Increase in investments	(4,527)	(26,124)
Increase (decrease) in cash	(11,838)	9,462
Cash - beginning of the year	37,094	27,632
Cash - end of the year (note 2)	\$ 25,256	\$ 37,094

The accompanying notes are an integral part of these financial statements.

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU

Notes to Financial Statements
Year ended December 31, 2024

Purpose of the organization:

The Volunteer Centre of St. Lawrence-Rideau (formerly the Volunteer Bureau of Leeds and Grenville) was registered without share capital on July 14th, 2000 under the Ontario Corporation Act as a not-for-profit organization and is a registered charity under the Income Tax Act.

1. Significant accounting policies:**(a) Basis of presentation:**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and cash equivalents:

Cash is defined as cash on hand, cash on deposit, and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

(c) Capital assets:

Capital assets are expensed in the year purchased. Capital assets consist of computers, furniture and equipment.

(d) Revenue recognition:

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(e) Use of estimates:

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from management's best estimates as additional information becomes available in the future.

(f) Contributed services:

Volunteers contribute numerous hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(g) Investments:

Investments are recorded at cost plus accrued interest.

VOLUNTEER CENTRE OF ST. LAWRENCE-RIDEAU

Notes to Financial Statements

Year ended December 31, 2024

2. Cash:

	2024	2023
Unrestricted	\$ 24,922	\$ 36,830
Restricted	334	264
	<u>\$ 25,256</u>	<u>\$ 37,094</u>

Funds from Ontario Lottery sources must be segregated into a separate bank account and can only be used for specified purposes.

3. Investments:

	2024	2023
GICs, 4.5-5.65%, maturing 2024	\$ -	\$ 51,260
GICs, 3.35-3.4%, maturing 2025	53,729	-
GICs, 4%, maturing 2027	2,058	-
	<u>\$ 55,787</u>	<u>\$ 51,260</u>

4. Deferred contributions:

Deferred contributions represent unspent grants that have been restricted by the funders for the income tax program.

	2024	2023
Balance, beginning of the year	\$ 4,000	\$ 4,500
Contributions received during the year	-	4,000
Amount recognized as revenue	(4,000)	(4,500)
Balance, end of the year	<u>\$ -</u>	<u>\$ 4,000</u>

5. Commitments:

The Corporation entered into an agreement to rent premises at 42 George St as follows:

2025	\$6,362
------	---------

6. Financial instruments:

The carrying amount of accounts receivable, prepaid expenses, and accounts payable approximates their fair value because of the short-term maturities of these items.

Unless otherwise noted, it is the board's opinion that the organization is not exposed to significant interest rate, currency or credit risks arising from its financial statements.



2024-2025 Board of Directors

Nishunk Saxena | Treasurer

Beth Scott | Director

Ramika Batra | Director

Victoria Redekopp | Director

Centre Staff

Frank Rockett | Executive Director

Nichole Lapointe | Administrative Assistant

Ava Lisqum | Administrative Assistant



Contact Information

Street: 42 George St, Brockville, ON

Email: info@volunteercentre.ca

Mailing: PO Box 576 Brockville, ON K6V 5V7

Phone: (613) 499 - 9393

Office Hours: Monday – Thursday 10:00am – 3:00pm

Special Thanks to:

