



*Long-Term Thinking
for Today's Issues*

CHRISTIAN FARMERS FEDERATION OF ONTARIO
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2009

DISTRICT HANDBOOK

CHRISTIAN FARMERS ASSOCIATION

BOARD MEMBERS

CFFO Staff & Executive Board Members
Executive Board Liaisons to District CFA Boards
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Suggestions for Speakers
Active & Effective Districts
Tips on Hosting Successful Events
Tips on Meeting with Politicians
Funding Memo
District Board Member Expense Account Form
Sample & Template District CFA Annual Business Meeting Financial Report

☞ CFFO STAFF ☞

JOHN CLEMENT
GENERAL MANAGER

BRENDA O'CONNOR
GENERAL MANAGER'S ASSISTANT

NATHAN STEVENS
RESEARCH & POLICY

***JEANNE HOGAN &
FRANCES PITKIN***
**FINANCIAL &
MEMBERSHIP RECORDS**

JENNY DENHARTOG
**FIELD SERVICES &
DISTRICT SUPPORT**

Phone: 519-837-1620 Cell: 519-820-2971
jenny@christianfarmers.org

MARTIN OLDENGARM
**SPECIAL EVENTS
CO-ORDINATOR**

☞ 2009 CFFO BOARD ☞

HENRY STEVENS	- PRESIDENT
GERALD POECHMAN	- VICE-PRESIDENT
LORNE SMALL	- VICE-PRESIDENT
JOHN KICKERT	- PAST-PRESIDENT
GLEN DUFF	- DIRECTOR
ED SCHARRINGA	- DIRECTOR
TED VAN DEN HURK	- DIRECTOR
JOHN VANDYK	- DIRECTOR

EXECUTIVE BOARD LIAISONS TO DISTRICT CFA BOARDS
2009 MEETING SEASON

EXECUTIVE BOARD LIAISONS	RESPONSIBLE FOR (DISTRICT) CFA
Poechman, Gerald – CFFO Vice-President 519-364-5657 <i>(Grey-Bruce CFA)</i>	* Huron – <i>Herman Ramaker (President) 519-482-9948</i> * Grey-Bruce – <i>Simon De Boer (President) 519-934-3499</i> * Perth – <i>William French (President) 519-348-8749</i>
Stevens, Henry – CFFO President 519-343-5883 <i>(Wellington CFA)</i>	* Rainy River – <i>Peter Boon (President) 807-274-6005</i> * Thunder Bay – <i>Bernie Kamphof (President) 807-935-3344</i> * Northeastern Ontario – <i>Ronald Scriven (President) 705-563-2911</i>
Scharringa, Ed – CFFO Director 519-647-0475 <i>(Wentworth-Brant)</i>	* Renfrew-Lanark – <i>Gerald Vander Ploeg (President) 613-432-4719</i> * St. Lawrence-Ottawa Valley – <i>Brian Vandenberg (President) 613-774-0207</i> * Wentworth-Brant – <i>Paul Pennings (President) 519-622-2553</i>
Duff, Glen – CFFO Director 519-856-9935 <i>(Wellington CFA)</i>	* Chatham-Kent – <i>Dale Maris (President) 519-692-3544</i> * Essex County – <i>John Barnett (President) 519-733-5873</i>
Small, Lorne – CFFO Vice-President 519-848-6418 <i>(Wellington CFA)</i>	* East Central – <i>Gerald Kellett (President) 705-324-4476</i> * Dufferin-Wellington – <i>Sid Ryzebol (President) 519-941-2914</i> * Wellington – <i>Henry Stevens (President) 519-343-5883</i>
Ted Van Den Hurk – CFFO Director 705-428-5713 <i>(Simcoe)</i>	* Quinte – <i>Jerry Fox (President) 613-397-1097</i> * Simcoe County – <i>Ted Van Den Hurk (President) 705-428-5713</i>
Van Dyk, John – CFFO Director 519-271-8978 <i>(Perth CFA)</i>	* Elgin – <i>Pete Dekraker (President) 519-765-4678</i> * Oxford – <i>Niko Vanden Akker (President) 519-425-4309</i> * Middlesex – <i>Clarence VanderDeen (Acting Chair) 519-247-3305</i>
Kikkert, John – CFFO Past President 905-957-7766 <i>(Niagara)</i>	* Niagara – <i>John Kikkert (Acting President) 905-957-7766</i> * Haldimand-Norfolk – <i>Bruce Vander Molen (President) 905-768-3535</i>

LIAISON RESPONSIBILITIES:

- Attend at least one District Meeting per year (Annual District Meeting preferred).
- Attend one District Board Meeting when invited.
- Contact the District Presidents in the week prior to a CFFO Provincial Board Meeting if they did not send a local representative to the previous meeting. *(This is to be a gentle reminder that the CFFO would like them to be there, but if they cannot make it, to get a report on any issues of concern).*
- Contact the District Presidents when important CFFO information needs to get back to the general membership.

Note: Your Executive Board Liaison receives
all of your district meeting notices!

❧ RESPONSIBILITIES OF BOARD MEMBERS ❧

President or Chair

- Presides at meetings, maintains order and keeps the meeting moving.
- Prepares the agenda together with Secretary and adheres to it by accepting only discussion on the topic from the floor.
- Notifies Executive Board liaison when contacted to meet with Ministers of government
- Starts and adjourns meetings on time.
- Knows the rules of meeting procedure (including parliamentary procedure).
- Is aware of the priority of business items and schedules them appropriately.
- Is prepared to represent the organization.
- Avoids giving own opinion when in the chair – but is prepared to summarize and accept the wishes of the meeting.
- Delegates responsibility and authority

Vice-President

- Learns the duties of the President and fulfills that role when the President is absent.
- Assists the President whenever possible.

Secretary

- Handles all correspondence.
- Assists President in preparing agendas
- Keeps minutes of the meetings and has them approved at the next meeting, and sends the minutes of the Annual Business Meeting to CFFO Head Office ~ IMMEDIATELY FOLLOWING THE MEETING.
- Keeps the CFFO office informed AS SOON AS THERE ARE CHANGES IN THE BOARD.
- Presents a summary of correspondence at meetings.
- Is prepared to make recommendations as to actions, through familiarity with papers, correspondence, etc.

Treasurer

- Informs the meeting of bills paid, expenses and receipts – especially identifying large sums.
- Prepares and presents the year-end financial statement to the local Annual Business Meeting, as per standard 'FINANCIAL REPORT', and forwards it to CFFO Head Office when applying for new funds.

Financial Reviewer/Auditor(s) of District Association Financial Records

- Make sure bank reconciliations are done regularly for all bank accounts.
- Check the mathematical accuracy of bank reconciliations.
- Check the accuracy of the figures on the financial statements – where do they come from and do they agree with the original books.
- Check the additions in the book of accounts if they are done manually.
- Compare actual expenses for the year with budgeted expenses, and satisfy any differences.
- Ensure that there are adequate controls over the receipts & deposits.
- Check each expense issued with the original supplier invoice.
- Make sure that an authorizing Board Member has properly signed all cheques.
- Make sure that the signature (or deposit stamp) on the back of the cheque agrees with the payee on the front of the cheque.

☞ **BYLAW No. 9** ☞

A bylaw revising the transaction of affairs of the District Associations of the

Christian Farmers Federation of Ontario (Federation des Agriculteurs Chretien de l'Ontario)

CLAUSES A THROUGH F OF SECTION I, "LOCAL ASSOCIATIONS" WITH THEIR SUB-CLAUSES OF BYLAW #2 ARE REPEALED.

Section I, in its entirety, is revised to read as follows:

A. District Associations

1. The Federation is made up of District Associations.
2. Any number of interested members can establish a District Association.
3. Each District Association shall adopt the basis and the purpose of the Christian Farmers Federation of Ontario in its constitution.
4. Each District Association shall elect its own board and determine the size of that board.
5. Each District Association shall appoint delegates to attend the Provincial Board meetings.
6. Each District Association shall appoint delegates to represent the District at General Membership Meetings.

B. District Association Annual Business Meeting

1. Each District Association shall hold an annual business meeting early in the New Year and not later than April 15 of each year.
2. A District Report shall be presented to the meeting.
3. A Financial Report on the transactions in the local account shall be presented to the meeting.
4. A Financial Report on the money spent by the Federation on behalf of the District shall be presented to the meeting.
5. Minutes of the meeting shall be recorded and filed with the Federation head office.
6. A Federation Report from a representative from the Federation shall be presented to the meeting.
7. If a District Board has not started the planning of their annual business meeting by February 15, Federation staff will start the planning process.

C. Election of Board Members for District Associations

1. A representative from the Federation will chair the elections.
2. Nominations for District Board Member close when the annual business meeting starts.
3. A Nominating Committee will present a list of nominees for District Board positions.

Adopted on September 3, 1998 by the CFFO Executive Board
Endorsed on November 15, 2000 by the CFFO Provincial Board
Ratified on December 1, 2000 by the CFFO Annual Convention

SUGGESTED SPEAKERS

NAME	ORGANIZATION	PHONE #	TOPIC
Henry Stevens	CFFO President	519-343-5883 Palmerston, ON	Current CFFO issues
Gerald Poechman	CFFO Vice-President	519-364-5657 Hanover, ON	Balancing faith, farming and family; Stewardship and organic farming
Nathan Stevens	CFFO Research & Policy Associate	519-837-1620 Ext. 226	Current CFFO public policy related issues
Bob Bedggood	Former CFFO President Chair of the Upper Thames Source Water Committee	519-461-1567 Thorndale, ON	Government farm policy direction on viability of farming; NMP legislation
Peter VanderZaag Potato grower/breeder	Former CFFO Vice- President; CHP candidate	705-435-2827 Alliston, ON	Narrated slide story on North Korea; World Trade Issues; Role of Christians in influencing political will
Henry Eygenraam	Christian Stewardship Services	905-947-9262 Willowdale, ON	Financial & estate planning, wills, planned giving, succession planning
David & Kathryn Mayberry	Canadian Food Grains Bank (CFGB)	519-485-3642 Ingersoll, ON	CFGB as an organization, or setting up a local growing project
Ben & Erna Falk	Mennonite Central Committee	905-934-7837 Niagara-on-the-Lake	Personal, gripping story about their Mennonite colony experiences in Siberia, complete with slides
Ken & Geraldine Rounds	Rounds Ranch Farms Adventures. "Outstanding Farmers of Canada for 2000"	705-322-2646 Wasaga Beach, ON	Opportunities to diversify the traditional family farm; special focus on youth and church groups
Martin Oldengarm	Former CFFO Staff member	519-749-9866 Kitchener, ON	A slide presentation of Martin's recent trip to India. The message that comes through is that the Gospel is a powerful means of changing society.
Chris Attema	Water quality specialist for Ontario Cattlemen's Association, Ontario Pork and Ontario Sheep Marketing Agency	905-386-0272 Guelph, ON cattema@niagara.com	Will focus on environmental issues, including the Nutrient Management Act and the Clean Water Act: impact on the farm and current regulations
Jake DeBruyn	Agricultural Engineer, OMAFRA	1-877-424-1300 Guelph, ON	"On-Farm Renewable Energy" – his presentation includes anaerobic and wind generated energy, standard offer contracts, and a review of current government objectives
Lisa Boonstoppel-Pot	Homemaker, farmer, farm writer, motivational speaker NOTE: 2 hour driving range	519-526-7408 Auburn, ON	In the Ontario Farmer's column, "Adventures on the Farm", she makes the every day happenings on the farm come alive for her readers and listeners. Beautifully illustrated presentation!
Dr. David Biesenthal	Equine Veterinarian, beef producer	519-881-2550 Walkerton, ON	"Vulnerability of Farmers – How to Protect Your Farm", sharing his experiences during the Walkerton water tragedy investigations (May 2000)

Bobby Seeber	Senior Policy Advisor, Policy & Program Division, OMAFRA	519-826-3253 Guelph, ON	Agricultural trade issues, WTO negotiations, the latest developments, border disputes, etc.
Sid Vanderveen	Drainage Co-ordinator, OMAFRA	519-826-3552 Guelph, ON	Overview of legislation and related issues affecting drainage in Ontario
Rene Van Acker	Professor at the UoG Plant Agriculture	519-824-4120 Ext. 53386	Dr. Van Acker's presentation will explore all facets of farming, such as production, community, environment and economics, and the way they are all connected.
Spencer Henson	Professor at the UoG Food, Agricultural & Resource Economics	519-824-4120 Ext. 53134	Dr. Hensen has done extensive research in the area of economics of food safety and quality, consumer behaviour and perceptions, and trade effects of food safety measures
Regional Committee	Source Water Protection and its effects on farming in the region	Check with the local Conservation Authority	Watershed characteristics, Terms of Reference for the region's Source Protection, impacts on farming, etc.
Ted Witworth	Director of Prevention Services, Farm Safety Association	1-800-361-8855 Guelph, ON	All aspects of agricultural health and safety, including legislation and regulations
Bruce Riddell, Regional Manager	Canadian Farm Business Advisory Services	866-452-5558 Guelph, ON	Advice available for entry level to specialized business and succession planning
Regional Manager	Farm Credit Canada	Check regional office	Lending trends, capital funding issues, opportunities and limitations
Local Conservation Officer	Local or Regional Conservation Authority	Check regional listings	Watershed management – diversity of rivers, waterway usage and users
Local Community Services Officer	Your local OPP Detachment	Check regional listings	Presentation on crime-proofing your farm; about rural police services

How to obtain a speaker:

- Make arrangements directly with the speaker.
- Find out about the speaker's fee up front. Does it include travel expenses? CFFO pays \$0.38/km.
- If there is no fee, consider an appropriate gift – something unique to your area or a fruit basket (Ontario grown, of course).
- Looking for a subject area not listed here? Contact the CFFO and staff will help you find someone suitable.
- If needed, let the speaker know that it is standard practice for the CFFO to provide all presenters with a copy of the Guidelines for Speakers & Entertainers, and ensure that he/she receives one (will be forwarded by Jenny).

Please contact Jenny Denhartog for suggesting other speakers and/or topics.

BEST MANAGEMENT PRACTICES

∞ ACTIVE & EFFECTIVE DISTRICTS ∞

- Provincial Council Attendance: where possible, district boards should determine ahead of time who will attend the Provincial Council meeting on their behalf, and what their recommendations are for the items that are on the agenda. If it isn't possible for a district representative to attend the meeting, concerns can be forwarded to the office, preferably in writing, which will ensure that they are dealt with at the meeting. By reading the distributed material and having regular local board meetings at which to discuss issues that are on the CFFO's upcoming meeting agendas effective districts are all set to have input in policy development at the provincial level.
- Participation at Committees: the CFFO holds regular standing committee meetings. The local boards can have significant input in the direction of position statements by attending these meetings and by being aware of the policy issues that are being discussed within the organization. And again, if it's not possible to attend the meeting, comments and concerns can be sent to the office to be included in the debate.
- Local Policy Development: a new function within CFFO staff is to assist districts in developing policy in response to local issues. Especially in the area of land use planning this can be very useful, as different areas across the province have very different needs. Districts are encouraged to take advantage of this new opportunity!
- Meet with Local Politicians: a number of our district boards have been very successful at having regular meetings with their local elected officials at least once a year. Meetings can be anywhere from an informal session to a structured event at which a written brief is presented; either way, it is gratifying for districts when they realize that thanks to their efforts the organization's position statements are well known to the MPP's and MP's.
- Annual Business Meetings: every district should host one every year. The CFFO office has information about interesting speakers, covering a host of issues, available for you.
- Information Meetings: districts are encouraged to host information meetings on a regular basis to provide the membership and others with information on "hot topics." Timely advertising in the local newspapers and on the radio (if possible) tends to improve attendance. By inviting the media, these events also serve the purpose of raising the profile of the local and provincial organizations.
- Annual Newsletter: it is sometimes hard for members to know what the local district board is doing on their behalf. An annual "letter from the president", which can be just a one page insert in a meeting invitation, can be very helpful in explaining to the members the activities that the local board is involved in throughout the year. Worth mentioning are items like participation in CFFO committee and Provincial Council meetings, involvement in local watershed issues, meetings with elected officials, etc.
- Social Events: quite a few of our districts host summer social events; pork roasts, barbecue's, or similar get-togethers. These events are an excellent venue to enable members to share a time of celebration and fellowship.
- Other Local Events: to increase visibility in your area, consider putting up an exhibit at a local farm show, fair or Ag-day. The CFFO office has display materials and can help by putting together brochures, policy-related documents, etc.
- A Caring Community: be sure to pay extra attention to new members and respond quickly to local tragedies (fire, death, illness, etc.). Organizing help or sending a card for members who are experiencing difficulties is a great way to extend His love.

BEST MANAGEMENT PRACTICES

❧ TIPS ON HOSTING SUCCESSFUL EVENTS ❧

BEFORE THE MEETING

- Plan your meetings and other events early and for the whole season.
- Approach local businesses to sponsor meetings.
- Contact the CFFO office well in advance so that meeting notices can be sent out in time.
- The personal touch really works best – in the past boards have found that a personal invitation (phone call) to members tends to increase attendance.

AT THE MEETING

- Make sure the meeting facility is ready well before the meeting is to start: the tables and chairs set up, coffee and refreshments ready, etc.
- Assign someone to welcome people as they enter the meeting room.
- Provide everyone with a nametag.
- Have copies of a prepared agenda for your meeting. For Annual Meetings it can be very helpful to have programs made up, with songs, names of event sponsors, etc. included.
- Prepare a suitable Scripture passage for the opening devotions.
- Make sure all those who participate at the meeting (closing prayer, introducing and thanking the speaker, etc.) are well prepared.
- Start and end the meeting on time!
- Keep all introductions of the speaker short and professional.
- Record minutes of all meetings. Minutes of Annual Meetings should be forwarded to the CFFO office as soon as possible.

CONTACT THE CFFO OFFICE IF YOU NEED HELP PREPARING DOCUMENTS FOR YOUR MEETING.

*Be careful for nothing, prayerful
for everything, thankful for anything.*
-Dwight L. Moody

BEST MANAGEMENT PRACTICES

❧ TIPS ON MEETING WITH POLITICIANS ❧

A number of our districts have made it a practise to meet with their local MP's and MPP's on a regular basis. To set up a meeting just call the constituency office; staff is usually very accommodating in these matters. Once you have a meeting scheduled **it is important to be well prepared.**

- While it is probably easiest to have the meeting take place at the constituency office, you can also consider taking the MP/MPP out for breakfast or lunch. Select a restaurant where you can have access to a relatively secluded area so that your meeting is not interrupted by other customers. Make reservations, if necessary. Regardless of where the meeting takes place, **be there on time.**
- Determine who will be able to attend the meeting on behalf of your board. Then decide **who will be the main presenter** of the issues (usually the president).
- Decide **which issues** you want to discuss, and make sure that your presentation includes the appropriate background information.
- Forward the list of items to be discussed to the constituency office so that the MP/MPP can prepare for the session as well.
- At the start of the meeting, introduce yourselves and be sure the elected official knows **you are there on behalf of the district's Christian Farmers Association.**
- If at all possible, have **printed briefs** available at the meeting for yourselves and for the elected official and staff member. These meetings are usually fairly short, so **stay focused on the key message(s)**; it helps your cause if the person you have the meeting with can take material back to the office to read through it again. It also shows a level of professionalism.
- As much as possible, make a connection between the issues you are discussing and the riding the official represents. This is especially important when meeting an MP/MPP from a predominantly urban riding. There are numerous connections to make in terms of health, environment, economics, education, etc.
- Structure your agenda so that there is time to discuss all the agreed upon issues.
- Give your audience enough time to respond, ask questions or give an opinion.
- Feedback from the person you're meeting with is extremely important! It's an indicator of whether or not your meeting was successful.
- Soon after the meeting has taken place, **write a thank-you letter** to the person(s) you met with. In particular, thank them for their time, interest and support. In the letter you can also **emphasize the issues** once again.

Many politicians appreciate being kept aware of the issues. By regularly providing them with updates, either by way of having a meeting or simply sending some material to their office, they will come to know your group.

CONTACT THE CFFO OFFICE IF YOU NEED HELP PREPARING DOCUMENTS FOR YOUR MEETING.

☞ FUNDING MEMO ☞

Overall District Budget

- Your District Association has an annual budget based on 25% of the net fees (minus GST) received from members and associate members in your area.

Office Support for Districts

- Some of our head office expenses and staff initiatives in support of districts are billed to district accounts. This includes a significant part of the salary and expenses for Martin Oldengarm (Field Services Associate). The cost of organizing and delivering the annual CFFO seminars is also billed to district accounts, as well as the costs of meeting notices (postage, paper).

Direct Billing of District Expenses

- We are willing to pay your (eligible) district expenses directly from head office. (See list of eligible district expenses.) It is your choice to use direct payment or the cash advance approach. All we need is appropriate documentation of the expenses, a signature, and to whom we send the money. We encourage you to use a District Association Expense Form for this purpose (attached), especially if you have prepaid the expenses personally.

Eligible District Expenses

- District meeting expenses: room rentals, equipment rentals, meeting advertising, refreshments. This list does purposely not include meals – members should pay for lunches and banquet meals themselves. There is, however, an opportunity for local sponsors here to help keep the costs down.
- Speaker honorariums and travel (\$0.38/km.).
- Workshop leader expenses.
- Travel (\$0.38/km.) and per diem (\$40/day) for official delegates to Provincial Council.
- Travel (\$0.38/km.) for official delegates to regional meetings and standing committees.

Cash Advances to Districts

- Your district can choose to ask for a cash advance of \$10 per member in your area. To be eligible you need a resolution adopted by your local board, a bank account and an elected or appointed treasurer. There is a form available at head office for you to use.

Replacement of Cash Advances

- When your cash advance is almost depleted, you can have the monies spent replaced. Please complete a financial report on the use made of the previous \$10 per supporter. The report will need to provide enough detail to give the CFFO an adequate auditing trail for its annual report to the Accreditation Tribunal. There is a form available for this purpose if you choose the cash advance method.
- How often you can replace a cash advance depends on how much we spent on the District Support Staff, on the annual seminars and on how other districts actually spent their share. At a minimum we expect to replace your advance once a year (but we only do so when you report on how the previous advance was spent). We expect to have no problem with three advances in two years. If your district would like more than that, just ask at the office; if other districts have not spent their share we can make it available to your worthwhile activities.

Special Projects

- Districts can be reimbursed for the costs of special projects up to \$500 per project. Please consult with Jenny Denhartog before committing to such expenditures.

Rule Changes

- If you want any of the rules associated with district funding changed, the budget discussion at the November Provincial Council meeting (or sooner) is the right place to bring your resolutions.

CCFO DISTRICT ASSOCIATION CLAIMABLE EXPENSES

District Meeting Expenses	room rentals, equipment rentals, meeting advertising, refreshments, speaker honorariums & travel, workshop leader expenses
	attach receipts/correspondence or other documentation for each event
Travel by Car	provide destination & describe event (Provincial Council, Regional Meetings, Standing Committees)
	paid at \$.38 per km
Other Travel	air, bus, taxi, train (Provincial Council, Regional Meetings, Standing Committees)
	attach receipts or other documentation for each event
Per Diems	delegates to Provincial Council meetings
	paid at \$40 per day

NOTE:	Per Diems (\$40 per day) are ONLY paid for attending Provincial Council Meetings.
	Mileage (\$.38/km) is paid for attending Committee meetings, special Regional meetings as well as for Provincial Council meetings.
	<i>No expenses regarding the CCFO Annual Convention may be claimed.</i>

NOTE:	<i>Expenses MUST be claimed no later than December 31 of the year in which they were incurred.</i>
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(DISTRICT) **CFA ANNUAL BUSINESS MEETING**

-- FINANCIAL REPORT--

SAMPLE

SAMPLE

MONTH	EXPENSES/INCOME	BANK BOOK BALANCE
		Starting Balance \$2,700.00
January CFA Information Meeting	Donuts - \$17.00 Gift for speaker - \$24.00	$(\$2,700.00 - (\$17.00 + \$24.00))$ = \$2,659.00
February		\$2,659.00
March CFA Annual Business Meeting	Donuts - \$25.00 Supplies - \$10.35	$(\$2,659.00 - (\$25.00 + \$10.35))$ = \$2,623.65
April		\$2,623.65
May		\$2,623.65
June		\$2,623.65
July CFA Summer Social	Food - \$263.69	$(\$2,623.65 - \$263.69) =$ \$2,359.96
August		\$2,359.96
September	Bank Account Interest - \$0.18	$(\$2,359.96 + \$0.18) =$ \$2,360.14
October		\$2,360.14
November CFA Fall Membership Meeting	CFA Board Nomination follow-up phone calls - \$35.22 Donuts - \$19.00	$(\$2,360.14 - \$19.00) =$ \$2,341.14
December		\$2,341.14
		Ending Balance \$2,341.14

(DISTRICT) **CFA ANNUAL BUSINESS MEETING**

--FINANCIAL REPORT--

TEMPLATE

TEMPLATE

MONTH	EXPENSES/INCOME	BANK BOOK BALANCE
		Starting Balance
		\$
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
		Ending Balance
		\$

Upon completion, please submit the **FINANCIAL REPORT** to CFFO Head Office for their records, and meeting the requirements of the Farm Business Registration legislation.

CFFO Head Office
7660 Mill Rd.
RR4
Guelph, ON
N1H 6J1

Thank You!