

Ourplace

AUDITED FINANCIAL SYSTEM (OAFS)

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*Ourplace is a prophetic Christ-centred spiritual service
God's Way to Survive with Power unto Glory*

This pamphlet is intended for interested constituents of *Ourplace*. A constituent is one who benefits from and/or assists *Ourplace* in bringing about God's desired results.

OAFS

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1. Introduction

You are invited to learn the basics of the Ourplace Audited Financial System (OAFS) used since mid-2001 to record, report and manage the finances of Ourplace. OAFS also guides the receiving, storing, distributing and auditing of our resources, as well as how we pay our expenses and taxes to the governments where we work.

Our over-arching principle in all our affairs is “To work as unto the Lord God Almighty!” Thus, our attitude and actions always consider that our resources are God’s resources to be used as he guides us daily.

We expect God to audit us continually, using our own consciences guided by his voice and scripture. God also audits us using Godly financial resources, and the accounting and tax laws of the governments we joyfully work with wherever Ourplace operates.

You may discover that the Ourplace Audited Financial System and its simple God-given means of financial accounting is a profit-tool for you. If so, please freely use the OAFS as you have need. ...It’s God’s OAFS.

your servant hendrickus

2. Overview

Ourplace is a prophetic Christ-centred spiritual service.

Our Vision is to glorify God simply, quietly and humbly.

Our Mission is to help those who desire to discover their dream live it.

Ourplace is a sole proprietorship registered in Ontario, Canada.

Ourplace is also a living organism treating all beings in God's justice and love regardless of their sex, age, race, culture or religion. We daily practice a Christ-centered life in obedience to God. We expect God to provide, protect and prosper us. This we freely share with all who ask us.

By God's grace in Christ, we live obediently within *God's Economy of Abundance*. Simply, this means that we expect God to daily provide us all that we need that day to live and work as obedient children of God.

God in his *Handbook of Life (the Bible)* gives all necessary instructions on how to live an abundant life each day. This includes instruction on finances, wealth and profit. We desire to live in *his wellness and wealth*.

Key Godly principles we practice and use through the Ourplace Audited Financial System (OAFS) include:

o Daily use of available resources, trusting God for tomorrow.

A Prudent Operating Reserve (OPOR) is kept for basic operations.

o All who work with *Ourplace* do so freely without economic pay. God rewards us in peace, protection and provision for our work and lives.

o We predominately pay expenses in cash. For a credit card or bank payment cash is reserved the day the expense is incurred.

o As a sole proprietorship *Ourplace* pays all applicable taxes.

o Debt or any form of indebted obligation is not incurred.

o We keep all records, reports and audits simple and transparent.

o All records, reports and audits are available for constituent review.

Competent *Ourplace* volunteer Trust Servant Workers manage our financial activities assisted by paid financial professionals. These include an *Ourplace* TSW-Treasurer, paid Book Keeper and Certified Public Accountant. All experienced in Canadian and USA financial, bookkeeping and tax matters for a sole proprietorship.

o All resources, whether in cash, time, talent or in-kind are recorded and reported to protect the contributor and receiver's anonymity.

o Income taxes are paid in US\$ to the USA IRS to maintain hendrickus' USA Resident Alien status. He is also legally a Canadian citizen.

3. Recording

Ourplace uses several simple, manual-recording tools to record its financial receipts or income and its financial disbursements or expenses.

These are:

1. A Daily Income & Expense Log (DI&EL) records income and expenses on the day they are received or disbursed by account #. Presently this DI&EL is kept by hendrickus for all income and expenses.

Income is recorded in 5 accounts; gifts, found, fees, other and advances

Expenses are recorded in 11 main accounts; advertising, transportation, professional services, office, supplies, taxes and govt. fees, entertainment tithes, offerings, miscellaneous business and personal expenses.

2. Key Financial Account Logs (KFALs) These record receipts and disbursements on the day of for certain key financial accounts such as tithes #7000, offerings #8000 and taxes #6400. The date, amount in or out, and account balance amount is recorded herein.

3. Distribution of Tithes and Offering Logs (DoT&OLs) These record the day, amount, balance, purpose and recipient by first name of any tithes or offering disbursements. A DoT&OL is kept by the person disbursing

4. An Annual Profit & Loss Statement (AP&LS) records the *Ourplace* financial income and expenses by income and expense account codes on a month-to-month basis for a total year. An Annual Profit and Loss and Cummed Monthly Profit and Loss are also shown in this P&L Statement.

5. A Year-to-Year Profit & Loss Statement records and reports the income and expenses by account codes for a number of years. This also notes key influences on our finances and expenses as a percent of income

Presently, the years 2002 through 2008 P & Ls are available. See #10 Background Information herein on how to obtain a copy.

Presently, all records are kept manually. These will be converted to a duplicate automated system as the scope of *Ourplace* finances grows.

Other specific financial activity records are being developed as needed.

4. Reporting

Ourplace uses several simple, manual-reporting tools to report its financial receipts or income and its financial disbursements or expenses.

These include copies of the indicated five (5) *Ourplace* manual record tools described on the previous page; namely:

1. A Daily Income & Expense Log (DI&EL)
2. Key Financial Account Logs (KFALs)
3. Distribution of Tithes and Offerings Logs (DoT&OLs)
4. An Annual Profit & Loss Statement (AP&LS)
5. A Year-to-Year Profit & Loss Statement

Additionally, *Ourplace* has available and is developing as needed:

6. Annual Income Tax Filings *Ourplace* is a sole proprietorship founded and owned by hendrickus. He is a Canadian citizen, as well as a US Resident Alien since the mid-1960s. He files his income taxes in the USA to maintain his US Resident Alien status. These tax statements are filed via 1040 Annual Tax Statements, in mid-April of each year, with the US Internal Revenue Service of the US Department of the Treasury.

7. Audited Statements by a Certified Public Accountant These have not yet been instituted as the annual amount of cash income and expenses have ranged from \$1,000 to \$4,000 annually.

It is planned to retain and pay a Godly Certified Public Accountant to regularly audit the *Ourplace* financial accounts. If necessary, back-audits of the financials from 2002 through 2008 will also be done by a CPA.

8. Specific Reports for Major Projects

These are being developed for such projects as the h-ofO.com website.

As indicated and practiced, it is the Ourplace desire to keep all records, reports and audits simple and transparent. To make all records, reports and audits available for constituent review when sincerely requested. 4

5. Managing

Since a. d. 1985 God has led and trained hendrickus to operate all aspects of *Ourplace* as his prophet according to God's purpose and plan.

God continues to guide hendrickus and the others God is calling to work fulltime in *Ourplace*. God provides everything needed to manage *Ourplace his way by his grace*. This includes an *Ourplace Constitution, Ourplace By-Laws and all necessary Ourplace Operational Plans* to give structure and guidance to all who come into the *Ourplace Management*.

Ourplace's sole proprietorship status in Canada lets God, via hendrickus, maintain operational integrity to obey him only, serve its constituents and lets volunteer-helpers participate of their free-will as they are able.

With the expanded outreach activities the volunteer-management of *Ourplace* will now continue to grow as God provides willing and able Godly people for key management areas.

Ourplace is a living-organism through which God blesses people who ask for his help to live abundant lives in Godly-integrity. *Ourplace as a prophetic Christ-centered spiritual service* requires that all management-volunteers, called Trust Servant Workers, are saved, sanctified and baptized in Christ full-faith believers. Working their faith in God daily.

At the same time, *Ourplace* welcomes all of its other helpers and constituents from all walks of life, sex, ages, cultures and religions.

It is hoped, that should any of these desire to grow into a volunteer-management role they of their own free will decide to accept Jesus Christ as their Lord and Saviour – *Surviving God's Way unto Glory*.

Specific to the managing of the *Ourplace finances and its Audited Financial System* the principal people involved will be:

The founder, hendrickus, who establishes financial policy, authorizes expenses and the distribution of tithes and offerings. He basically is a catalyst who earnestly listens to God, and the other *Ourplace Trust Servant Workers*, prays, reflects and guides our harmonious actions.

The Treasurer-Trust Servant Worker. As a fulltime volunteer manages all aspects of the *Ourplace* finances, bookkeeping and tax filings. The Treasurer-TSW reports to Hendrickus as needed.

The Bookkeeper. As a paid resource keeps and distributes all of the *Ourplace* financial records, reports and required filings as needed. This position reports to the Treasurer-TSW.

The Certified Public Accountant. As a paid resource consults the *Ourplace* Treasurer-TSW and Bookkeeper. The CPA also audits all aspects of the *Ourplace Audited Financial System* as needed. The CPA reports to the Treasurer-TSW

The *Ourplace* Treasurer-TSW, Bookkeeper and CPA are to be experienced in sole proprietorship financial practices and tax requirements for Canada and the USA. Special training may be required. Additionally, one *Ourplace* CPA may be located and experienced in Canada and one CPA in the USA.

As indicated, *Ourplace* is a living-organism of the founder, Trust Servant Worker managers, volunteer-helpers, its constituents, contributors and regulatory government agencies where *Ourplace* operates. Presently, *Ourplace* operates mainly in Canada. Though we will initially expand as God leads us into the USA, Mexico, Central America and the Caribbean.

Ourplace is guided by God through daily earnest-prayer.

Yet *Ourplace* also provides in its operating philosophy and structure the opportunity for anyone within the foregoing constituents to make suggestions on any aspect of the *Ourplace* operation.

With regards to the *Ourplace* finances and funding such suggestions are welcomed from all, especially *Ourplace Contributors* and professionals.

Hendrickus and the Trust Servant Workers will take such suggestions to God in earnest-prayer. They will take God's final decision on all such suggestions into the *Ourplace* operation under God's mercy.

God daily guides the overall Ourplace management style and system, they are kept simple, practically tested and then freely shared with all. 6

6. Receiving

Ourplace receives everything with gratitude to God as good and faithful stewards of God's universal grace abundance - *God's Economy of Abundance*. ... God's resources are his universe not just his world.

We believe that everything comes from God whether directly or through his contributors. God blesses all as they have need, obey him and receive. We fully use daily what we receive as God directs us.

God says, "*Bring all the tithe into my storehouse that there may be food in my house, and prove me now if I will not open the windows of heaven and pour you out a blessing, that there shall not be room enough to store it. I will rebuke the devourer for your sakes, and he shall not destroy the fruit of your ground or all you put your hand to.*"

At *Ourplace* we take God at his word daily! Thus our regular tithing, offerings and paying of taxes. Since we started to do this we have never lacked anything for our spirit, soul or body as we needed it.

Within the *Ourplace Audited Financial System (OAFS)* we use simple, practical and transparent ways of receiving, storing and using all that we receive; whether in time, talent or treasure.

These ways may be modified to fit the specific need. Yet always within our over-arching Godly financial principles as discussed in Section 2.

Detailed information on *ways we receive* are described in the:

- o *Ourplace Receiving, Storing and Distributing Guidelines*
- o *Ourplace Sustainable Funding Guidelines*
- o *Ourplace Sustainable Income Plan*
- o *Ourplace Prudent Operating Reserve* See Section #10 for details.

Key methods *Ourplace* uses in securing resources are:

- o Use our own savings, assets and work talents first.
- o Ask family and friends of *Ourplace* trust servant workers, volunteers and able constituents who desire to give freely.
- o Ask individuals, businesses, suppliers and organizations involved with *Ourplace* and/or located in our areas of activity who desire to give.
- o Receive contributions via the hendrickus-of *Ourplace.com* website, grant organizations, foundations or trusts compatible with *Ourplace*.

7. Storing

Ourplace stores everything it receives to be used efficiently as soon as a need is identified or our constituents ask for help. A foundational principle is to use our resources fully each day. We keep an *Ourplace Prudent Operating Reserve (OPOR)* for operational expenses.

Finances are stored in cash in a secure place with access by only authorized *Ourplace* personnel. The *OPOR* funds are kept in our bank account to pay expenses either in cash or electronically.

Material resources for the *Ourplace* operation and to help constituents are stored on our Richmond Hill, Canada 11 acre property and residence. All under secure and safe conditions for future use.

An inventory record is kept both of our finances and other resources. This is regularly updated and audited by the *Ourplace* Treasurer-TSW and the hired *Ourplace* CPA. Authorized people conduct spot audits.

The storing and auditing responsibilities are periodically rotated by hendrickus, to insure integrity within all aspects of the *Ourplace* receiving, storing and distribution system and its responsible people. Authorized people conduct spot audits herein even of hendrickus.

As the *Ourplace* resources, both financial and material, increase our receiving, storing and distributing methods will be updated, computerized and placed in diversified locations. These locations are secure and safe to keep the excess resources for use when needed.

Our storage expansion may place certain funds in temporary assets such as silver, gold or other commodity deposits. We may also barter resources in excess for needed ones, and/or place such resources with trusted constituents we are regularly helping.

As with all of the Ourplace activities, including the receiving, storing and distribution of resources, earnest-praise prayer is employed daily to keep us in communion and communication with God to execute his desires with his resources.

8. Distributing

Our hope in operating *Ourplace* is that with God's daily guidance via earnest-praise prayer, the flow of our resources of time, talent and treasure is like *a river of pure water* nourishing all it touches.

Our foundational belief in *God's Economy of Abundance* received via *God's Universal Grace Abundance* is our belief in God's promises that:

"The world is mine, and the fullness thereof. ... For every beast of the forest and the cattle on a thousand hills are mine. ... I will open you the windows of heaven and pour you out a blessing so that there shall not be room enough to store it."

"Give, and it shall be given unto you; good measure, pressed down, and shaken together, and running over, shall men give into your bosom. For with the same measure that you give out withal it shall be measured to you again. ... Be generous, and you will be prosperous. Help others and you shall be helped."

Thus, by depending solely on God's unlimited world + universal resources and having a ready heart to give to all who ask us for God's help, we expect God to always bless us to *flow like a river of pure water*.

To simply and practically execute the distribution of the *Ourplace* resources, both financial and material ones, we use several tools, namely:

- o A Resource Request Slip, which notes the item, quantity, purpose, receiver and *Ourplace* distributor of the resource.
- o A Two Party Authorization of each Resource Request Slip, which notes the names of the authorizing parties and their comments.
- o A Disbursement Record of the item, quantity, purpose, receiver and disburser. A copy of which goes to the Bookkeeper and Treasurer-TSW.

As the scope and volume of the *Ourplace* distribution of resources increases the tools and methods of distribution will be modified. Always endeavouring to keep such simple, practical and transparent.

As with the receiving and storing of our resources the distribution of resources is also subject to regular audits by authorized people, as well as spot audits to maintain integrity throughout.

9. Auditing

As indicated in our Introduction herein:

We expect God to audit us continually, using our own consciences guided by his voice and scripture. God also audits us using Godly financial resources, and the accounting and tax laws of the governments we joyfully work with wherever Ourplace operates.

To practically and regularly execute this we use in the *Ourplace Audited Financial System (OAFS)*:

- o Earnest-praise prayer to listen to God to hear him that we are managing his business in his way – in all aspects thereof.
- o Manage our financial activities by a competent *Ourplace* Treasurer-TSW assisted by a paid professional financial Book Keeper and a Certified Public Accountant. All experienced in Canadian and USA financial, bookkeeping and tax matters for a sole proprietorship.
- o We keep all records, reports and audits simple and transparent.
- o All records, reports and audits are available for sincere constituent and government review. This, allows them to also act as an auditor.

In Section 4 we indicated that formal audits by a CPA have not yet been instituted as the annual amount of *Ourplace* income and expenses have ranged from \$1,000 to \$4,000 annually. God has audited us regularly.

It is planned to retain and pay a Godly Certified Public Accountant to regularly audit the *Ourplace* financial accounts. If necessary, back-audits of the financials from 2002 through 2008 will also be done by the CPA.

Such CPA Audits will be regularly carried out and reported to all concerned. Additionally, spot audits will be performed from time to time as authorized by hendrickus on all aspects of the *Ourplace Audited Financial System (OAFS)*.

As we learn together from these audit activities detailed audit procedures will be written, implemented and modified as required.

10. Background Information

The following Background Information is available for interested persons. ...Write or email hendrickus of *Ourplace*, or go onto the hendrickus-ofOurplace.com website to receive specific information. Note the reference code-number for each item when requesting that item.

Presently, all information is only in English, other languages to follow.

Financials

OP&L 02-08	<i>Ourplace</i> P & Ls from 2002 to 2008 (OP&Ls)
OBE	<i>Ourplace</i> Budget Estimate
OSFGdls	<i>Ourplace</i> Sustainable Funding Guidelines (OSFGdls)
OSustIncPlan	<i>Ourplace</i> Sustainable Income Plan (OSIP)
OPOR	<i>Ourplace</i> Prudent Operating Reserve (OPOR)
OAFS	<i>Ourplace</i> Audited Financial System (OAFS)
ORS&DGdls	<i>Ourplace</i> Receiving, Storing and Distributing Guidelines

Legal

OConstit	<i>Ourplace</i> Constitution
OBylaws	<i>Ourplace</i> Bylaws

Administrative People

PhResume	Resume on hendrickus, founder and owner of <i>Ourplace</i>	
TrResume	Resume on <i>Ourplace</i> Treasurer-TSW	tbd
BkResume	Resume on <i>Ourplace</i> Bookkeeper	tbd
CPAResume	Resume on <i>Ourplace</i> Certified Public Accountant	tbd
LgResume	Resume on <i>Ourplace</i> Legal Counsel	tbd

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