



ANNUAL GENERAL MEETING OF THE MEMBERS

**METROPOLITAN BIBLE CHURCH
*PROPERTY CORPORATION***

May 28, 2023

TABLE OF CONTENTS

Agenda for the Annual General Meeting	3
2022/2023 Property Board Directors	4
Chairman's Report	5
Treasurer's Report	6
Nominating Committee Report	7
List of New Members	9
Minutes of Previous Congregational Meetings	10
2022 Audited Financial Statements	14

ANNUAL BUSINESS MEETING AGENDA

Metropolitan Bible Church
May 28 2023, 4:00PM

Property Corporation

1. Call the meeting to order – Andrew Harwood
2. Election of 2023 Property Board Directors – Andrew Harwood
3. Presentation of 2022 Financial Statements – Bob Shaver
4. Appointment of Auditors for 2023 – Bob Shaver
5. Property Director's Report – Jonathan Dyck



YOUR 2022/2023 PROPERTY BOARD

Jonathan Dyck – Chairman

Calvin Ferguson – Member at large

Mike Mulder - Member at large

Andrew Harwood – Secretary

Bob Shaver – Treasurer

2022 CHAIRMAN'S REPORT (PROPERTY CORPORATION)

It has been a very exciting 2023 thus far at The Met. It is very exciting to see the building full and buzzing on Sundays and most weeknights.

The Met has seen the addition of many new members and attendees over the past few years and it is worth restating the purpose of The Met Property Corporation. The full purpose statement and details are available in The Property Corporation bylaws which are available on metbiblechurch.ca under "Member Resources" but to summarize, The Metropolitan Bible Church Property Corporation owns the physical assets of The Met and the corporation's main role is to steward these assets – the property and building at 2176 Prince of Wales – so that these can be used to the fullest extent possible for ministry to our congregation and our city.

The building and parking lot are now about 14 years old and the main Property Board task in the coming years will be ensuring appropriate financial reserves on hand to complete maintenance of the building and parking lot. We continue to look at budgeting and timing for repairs and upgrades to the roof, some of the windows and mechanical / electrical systems. We are currently in a good position to handle short term maintenance needs, but we need to continue to save for larger future repairs and maintenance in the next 5-10 years. Our main method of saving is by collecting rental revenue from the Ministry Board and also through your additional giving.

With this in mind, it is worth giving a thank you to those of you who donate regularly to the Property Corporation as part of your monthly / annual giving. This giving option is available under "building" in the online giving link on The Met website and we would encourage you to continue in this. The donations are greatly appreciated and will make a difference as we plan for future building needs.

In addition to our financial role, The Property Corporation also provides liability protection for the physical assets of The Met by separating the assets from the operations of the Ministry Corporation where most of the risk lies. We continue to be in discussions together with the Ministry Board to review and affirm that we are in a good position to provide effective liability protection should it ever be needed.

Thanks to those who currently serve on the Property Board – Calvin Ferguson, Mike Mulder – as well as to the nominees who have allowed their names to stand for the election of Property Board director this year.

I am pleased on behalf of the Property Corporation to present this annual report for your approval.

Jonathan Dyck
Chairman, Property Board

2022 TREASURER'S REPORT (PROPERTY CORPORATION)

Over the 2022 year most of us have returned to normal. We are getting together as we used to and fellowshiping together as part of the family of God. Much has changed over the past few years including the way we tithe. While we no longer pass an offering plate around on Sunday mornings it seems that the saints at The Met have remained faithful givers over this period - we have seen a continued increase in giving as the Lord's work is a priority and part of our worship - we give back to the Lord as He has blessed us. In Matthew 6, we read that the Lord rewards those who give in secret - our giving is between us and our Lord.

Financially, The Met is on firm ground. The property board takes fiscal responsibility seriously and is charged with maintaining our physical assets. Our building is now 15 years old, and we are starting to see some maintenance challenges simply through aging and necessary upgrades. Inflation has also been a factor in keeping our physical structure in good repair. Over the coming years there will be a need to spend some funds on maintenance that we have always anticipated. An example of this is the need to maintain the integrity of the roof and HVAC systems.

For 2023 the Property Corporation has increased the rent that is collected from the Ministry corporation to continue to add to the reserve necessary for future maintenance. We thank you for your faithfulness to the Church during 2022 and we look forward to a strong 2023 serving together.

Bob Shaver
Treasurer

NOMINATING COMMITTEE REPORT

Ministry Corporation Board Nominating Committee Members:

Mark Oueis – Ministry Nominating Committee Chair and Board Representative

Pastor Jonathan Griffiths – Pastoral Representative

Cory McAree– Met Member Rep

Kaily Kim – Met Member Rep

Heather Berghuis– Met Member Rep

Property Corporation Board Nominating Committee Members:

Pastor Jonathan Griffiths – Property Nominating Committee Chair and Pastoral Representative

Andrew Harwood – Board Secretary

Cory McAree– Met Member Rep

Kaily Kim – Met Member Rep

Heather Berghuis– Met Member Rep

The two Nominating Committees were formed in December 2022, in accordance with The Met Bylaws. Member representatives were asked to serve on both Board Committees to streamline the candidate discussion and selection. The qualifications for Director Nominees of both Boards share the biblical requirements of 1 Timothy 3:1-13, and this was the focus of our meeting starting in early January. (Ministry Board Directors are also The Met's Elders and as such have additional conflict of professional and personal interest requirements as outlined in Article 7.1 (i) of the Ministry Board Bylaw.)

Ministry Corporation Board:

There are three positions open, each for a three-year term. Three of the board members serving in those positions are eligible for reelection. The Nominating Committee sought to have more nominees than the three open positions, to provide a choice to the membership, and to provide freedom to the board members eligible for reelection, that they might not serve “under compulsion” (1 Peter 5:2). The Lord provided four men who are willing and able, and we believe qualified for the position. While we considered many other candidates throughout the process, some we chose not to proceed with while others felt unable to let their name stand at this time. After much prayer, we believe the Lord has led us to the nominees on the ballot.

Property Corporation Board:

There is a single open position open, for a three-year term as per the recent bylaw changes. The Nominating Committee set out to have more nominees than the single open position to provide a choice to the membership. We considered several qualified candidates, and at the end of the day, the Lord lead us to three candidates on the ballot.

The Committees put forward the following nominees:

Ministry Corporation Nominees: Bob Took, Andrew Harwood, David Thai, Doug McLellan

Property Corporation Nominees: Mike Mulder, Steve Lim, and Paul Mussell

Serving with the men and women on the Nominating Committees was a privilege and an encouragement. Meeting many men in the congregation who are devoted to Christ and willing to serve the King of Kings was a joy. We would like to thank Kaily, Heather, Andrew, and Cory for agreeing to serve in this way, and for faithfully and prayerfully carrying out their charge. The committee members look forward to the coming ministry year, trusting and desiring the Lord's will for The Met.

Mark Oueis,
Ministry Board Nominating Committee Chairman

Pastor Jonathan Griffiths,
Property Board Nominating Committee Chairman

NEW MEMBERS MARCH TO MAY 2023

- Anand Balaram
- Ben & Christine Eagleson
- Brian Peter
- Chris Russell
- Corey Pike
- Daniel Lauzon
- Daniel Leger
- Duncan & Joanna Hollingsworth
- Heather Sunstrum
- Hemal & Abbey Gandhi
- Jean & Breanne Abraham
- John & Sharon Miller
- Lynn Keeler
- Marilyn Romkey
- Marlies Charters
- Melodie Thompson
- Michael Alves & Kathleen Ribeiro
- Pastor Richard & Jenn Agnew
- Ramon & Maria Baay
- Simon Mao
- Stanley Senathipathy
- Wayne & Erin Anthony
- William McNair



Meeting Minutes
Membership Meeting
Metropolitan Bible Church Property Corporation
February 12, 2023, 4:00PM

Item	Discussion / Decisions	Actions
1 – Opening and Call to Order	Jonathan Dyck called the meeting to order.	
2 – Quorum, Scrutineers, and Approval of Minutes	<p>Andrew Harwood noted that the 35% quorum specified in the by-laws had been met for this meeting.</p> <p>The following Scrutineers were announced and thanked for being willing to serve in this way: Tom and Katherine McKee, and Steven Harrison.</p> <p>Andrew Harwood moved the following motion to approve the minutes from the 2022 Annual General Meeting:</p> <p style="padding-left: 40px;">“The membership approves the minutes from the June 5, 2022 Annual General Meeting”</p> <p>The motion was seconded by Joe Candy, and was carried.</p>	
3 – Recognition of New Members	Andrew Harwood announced and welcomed the following new members: Andrew Murphy, Benjamin Thompson, Chad Dockstader, Crystal and Colin Tunnoch, Elijah Campbell, Jebavathy Suthinthirarani and Manuel Raja, Jim Cran, Lisa & Brent Lambert, Nerlande and Ivenlick Julien, Peter Berghuis, Pastor Joy & Sapna, Sharon McClure, Sophie and Tristan Schnurr, Valrica and York Campbell.	
4 – Property Update	Jonathan Dyck provided an update of the Property Corporation, anticipated building repairs, and liability management.	
5 – Presentation of Proposed 2023 Budget	<p>Bob Shaver presented the 2023 budget, which is \$64,000, and supports administration, professional fees, and repairs.</p> <p>Bob took questions from the members, and moved the following motion, which was seconded by Doug McLellan and was carried:</p> <p style="padding-left: 40px;">“The proposed budget for 2023 calendar and fiscal year be approved”</p>	
6 – Nominating Committee	<p>Mark Oueis provided an update on the nominating committee activities, process that will be undertaking, and criteria that will be followed.</p> <p>The Nominating Committee consists of Pastor Jonathan Griffiths (Chair), Andrew Harwood, Heather Berghuis, Kaily Kim and Cory McAree.</p>	



Item	Discussion / Decisions	Actions
7 – Voting Results	Andrew Harwood announced the results of the 2023 budget vote (see Item 5). The proposed 2023 budget passed with the members voting 96.2% in favour.	
8 – Questions from the Floor	Members were invited to ask questions. No questions were asked.	
9 – Closing Comments and Adjournment	Jonathan Dyck adjourned the meeting.	



Meeting Minutes
Membership Meeting – Annual General Meeting, AGM
Metropolitan Bible Church Property Corporation
June 7, 2022, 4:00PM

Item	Discussion / Decisions	Actions
1 – Opening and Call to Order	The members meeting commenced around 4:45pm. Andrew Harwood called the meeting to order.	
2 – Nominating Process	Doug McLellan provided a review of the nominating process for Board nominees this year. The Nominating Committee consisted of Pastor Jonathan Griffiths (Chair), Andrea Nicolls, Steve Andrews, Linda Lim, and Andrew Harwood.	
3 – Quorum, Scrutineers and Voting	Andrew Harwood noted that the 35% quorum specified in the by-laws had been met for this meeting. Simply Voting was used for all electronic ballots and has an internal certification process. For paper ballots the following Scrutineers were announced: Lorena Severson and Patricia DeJong. Members who had not already voted were invited to complete their ballots and submit them.	
4 – Recognition of New Members	Andrew Harwood announced and welcomed the following new members: Kaily Kim, Karina Flick, Aren & Myriam Van Volkingburgh, Sophia Kasthuri & Dhanaraj Samuel.	
5 – Election of Board of Directors	Andrew Harwood announced that Calvin Ferguson had been elected.	
6 – Approval of Minutes	Andrew Harwood moved the following motion to approve the minutes from recent membership meetings: “The membership approves the minutes from the May 30, 2021 and the February 13, 2022 membership meetings” The motion was carried.	
7 – 2021 Financial Statements	Peter Hall presented the 2021 audited financial statements to the members, and updated the membership on the financial position. Peter updated the members on planning for future building costs.	
8 – Appointment of Auditors for 2022	Peter moved the following motion for those members not yet voted (to be added to electronic voting results): “I approve the appointment of PwC as auditors of the Metropolitan Bible Church Property Corporation for 2022” Andrew Harwood announced that the results of the electronic voting indicated that the motion had been carried.	



Item	Discussion / Decisions	Actions
9 – Property Update	Jonathan Dyck shared from Psalm 119 and provided an update on the Property Corporation. He noted that there is no outstanding debt or loans, that in the past year energy upgrades and audio visual upgrades have been completed, that the legal agreement between the corporations is being reviewed, and that the lease for 2022 was renewed. He thanked outgoing Chair Ted Lennox.	
10 – Questions	Members were invited to ask questions from the floor. Some questions were received in advance via email and responses will be posted on-line. Members joining the meeting via Zoom were invited to submit questions via email.	
11 – Adjournment	The meeting was adjourned.	

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

FINANCIAL STATEMENTS

DECEMBER 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Members,
Metropolitan Bible Church Property Corporation:

Opinion

We have audited the financial statements of Metropolitan Bible Church Property Corporation ("the Entity"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter

The financial statements for the year ended December 31, 2021, were audited by another auditor who expressed a qualified opinion on those financial statement on May 5, 2022.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of these 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 Entity'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 Entity, or to cease operations, or has no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

Our 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 our 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 the 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 generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We 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 our 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 Entity'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We 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 we identify during our audit.

OHCL LLP

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

March 28, 2023

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2022

	General Fund	Building Fund	2022	2021
ASSETS				
CURRENT				
Cash	\$ -	\$ 344,356	\$ 344,356	\$ 168,546
Accounts receivable	-	436	436	926
	-	344,792	344,792	169,472
CAPITAL ASSETS (note 3)	13,397,982	-	13,397,982	13,862,896
	13,397,982	\$ 344,792	\$ 13,742,774	\$ 14,032,368
LIABILITIES				
CURRENT				
Accounts payable and accrued liabilities	\$ -	\$ 6,610	\$ 6,610	\$ -
FUND BALANCES				
General Fund	13,397,982	-	13,397,982	13,862,896
Building Fund	-	338,182	338,182	169,472
	13,397,982	338,182	13,736,164	14,032,368
	\$ 13,397,982	\$ 344,792	\$ 13,742,774	\$ 14,032,368

Approved on behalf of the Board:

Director

Director

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES FOR THE YEAR ENDED DECEMBER 31, 2022

	General Fund	Building Fund	2022	2021
REVENUE				
Donations	\$ -	\$ 36,993	\$ 36,993	\$ 34,162
Interest income	-	7	7	6
Rental income	155,000	-	155,000	140,000
	155,000	37,000	192,000	174,168
EXPENSE				
Administration and professional fees	23,290	-	23,290	17,255
Amortization of capital assets	464,914	-	464,914	519,620
	488,204	-	488,204	536,875
NET REVENUE (EXPENSE) FOR THE YEAR	(333,204)	37,000	(296,204)	(362,707)
Fund Balance - Beginning of Year	13,862,896	169,472	14,032,368	14,395,075
Transfers from (to)	(131,710)	131,710	-	-
FUND BALANCE - END OF YEAR	\$ 13,397,982	\$ 338,182	\$ 13,736,164	\$ 14,032,368

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Net expense for the year	\$ (296,204)	\$ (362,707)
Items not requiring cash:		
Amortization of capital assets	464,914	519,620
Change in operating components of working capital:		
Accounts receivable	490	18,960
Accounts payable and accrued liabilities	6,610	(15,649)
	175,810	160,224
Financing activities		
Repayments of notes payable	-	(50,000)
	-	(50,000)
CHANGE IN CASH FOR THE YEAR	175,810	110,224
Cash beginning of the year	168,546	58,322
CASH END OF YEAR	\$ 344,356	\$ 168,546

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

The purpose of Metropolitan Bible Church Property Corporation (the Property Corporation) is to establish places for worship and the preaching of the Gospel and to acquire the necessary property for the erection of churches, missions and buildings incidental thereto. The Property Corporation does not operate as a church.

The Property Corporation is incorporated without share capital under the Ontario Corporations Act and is a charitable organization within the meaning of the Income Tax Act (Canada).

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Revenue recognition

The Property Corporation follows the restricted fund method of accounting for contributions.

Externally restricted contributions for capital projects, including a new building are reported as revenue of the Building fund. 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.

(b) Fund accounting

The General fund accounts for the Property Corporation's administration and operations.

The Building fund accounts for externally restricted donations for capital projects, including a building expansion, as well as transfers received from Metropolitan Bible Church Ministry Corporation (the Ministry).

(c) Financial instruments

The Property Corporation initially measures its financial assets and financial liabilities at fair value, except for certain instruments originated or acquired in related party transactions. The Property Corporation subsequently measures all its financial assets and financial liabilities at amortized costs.

Financial assets measured at amortized cost comprise cash and accounts receivable. Financial liabilities measured at amortized cost comprise accounts payable and accrued liabilities.

At the end of each reporting period, the Property Corporation assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. If there are indicators of impairment, and the Property Corporation determines there has been a significant adverse change in the expected amount or timing of future cash flows, the carrying amount of the asset is reduced to the higher of the expected cash flows expected to be generated by holding the asset, discounted using a current market rate of interest, and the amount that could be realized by selling the asset at the statement of financial position date.

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2022

(d) Capital assets

Capital assets are recorded at cost. Amortization is provided as follows on a straight-line basis:

Building	40 years
Paving	12 years
Furniture and fixtures	20 years
Audiovisual equipment and lighting	5 years

(e) Use of estimates

The preparation of these financial statements in conformity 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 and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

2. FINANCIAL INSTRUMENTS

The Property Corporation is exposed to various risks through its financial instruments. The following analysis provides a measure of the Property Corporation's risk exposure and concentrations. The Property Corporation does not use derivative financial instruments to manage its risks.

Liquidity

The Property Corporation's objective is to have sufficient liquidity to meet its liabilities when due. The property Corporation monitors its cash balances and cash flows generated from operations to meet its requirements and seek funds in the form of donations from the Ministry if required. The Property Corporation's liquidity risk is primarily a default in monthly rent payments by the Ministry, its primary tenant.

Credit

The Property Corporation's credit risk arises on cash and accounts receivable. Cash is maintained at major financial institutions; therefore, the Property Corporation considers the risk of non-performance of these instruments to be remote. Accounts receivable mainly represent receivables from the government; management has assessed credit risk in respect of such receivables to be low.

METROPOLITAN BIBLE CHURCH PROPERTY CORPORATION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

3. CAPITAL ASSETS

			2022	2021
	Cost	Accumulated Amortization	Net	Net
Land	\$ 1,621,791	\$ -	\$ 1,621,791	\$ 1,621,791
Building	16,556,167	5,084,507	11,471,660	11,885,563
Paving	1,185,381	1,058,468	126,913	141,262
Furniture and equipment	364,966	205,140	159,826	178,074
Audiovisual and lighting	410,455	392,663	17,792	36,206
	\$ 20,138,760	\$ 6,740,778	\$ 13,397,982	\$ 13,862,896

During the year, amortization of capital assets amounted to \$464,914 (2021 - \$519,620).

4. GOVERNMENT REMITTANCES

Government remittances owing are nil as at December 31, 2022 (2021 - nil).

5. RELATED PARTY BALANCES AND TRANSACTIONS

The Ministry and the Property Corporation are entities under common control as the members of both corporations, who elect their respective Boards of Directors for each corporation, are in common.

All rental income is derived from the Ministry, and the Ministry is responsible for operating costs. The Ministry also donated \$28,399 (2021 - \$26,818) to the Building Fund. These transactions are recorded at the exchange amount, which is the amount established and agreed to by related parties involved.

Accounts payable includes \$1,100 due to the Ministry (2021 - accounts receivable \$106 due from the Ministry).

These transactions are recorded at the exchange amount, which is the amount established and agreed to by the related parties involved.

Unless otherwise specified, amounts due from and to the Ministry are non-interest bearing and have no specified terms of repayment.

