



(for FSA use only)

Annual return (CY)

for credit unions

FSA Handbook Reference: SUP 16 Ann 14(2)R
January 2012

Please read the notes before completing this return

Name of *credit union*

FSA firm reference number

Credit union's financial year end

Requirement

Version 1

Version 2

The Financial Services Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 20 7066 1000
Website <http://www.fsa.gov.uk>

Registered as a Limited Company in England and Wales No 1920623. Registered Office as above

Details of the Credit Union

1	Name of <i>credit union</i>		
2	FSA firm reference number		
3	<i>Credit union</i> address		
		Postcode	
4	The <i>credit union</i> is affiliated to		
5	Number of members at the financial year end		
a	Qualifying members		A1
b	Non-qualifying members		A2
6	Number of juvenile depositors at the financial year end		A3
6	Have you attached copy of the audited accounts for the period covered by this return?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	Name of <i>credit union's</i> computer software system (if any)		A4
8	Name of <i>credit union's</i> bankers		
9	Number of staff members at the financial year end who are paid for by the <i>credit union</i>		
a	Full time		A5
b	Part time		A6
10	Number of staff members at the financial year end who are paid for by other organisations		A7
11	Are any of the paid staff members <i>approved persons</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Fidelity bond insurance

- 12 Policy issued by
- 13 Date of inception of policy or last renewal A8
- 14 Date of expiry of policy A9
- 15 Amount of cover in respect of
- a Any one claim A10
- b All claims made in any one year A11
- 16 Were any claims made on the policy during the period covered by the return? YES NO A12

Signatures

Please note: Knowingly or recklessly giving the *FSA* information, which is false or misleading in a material particular, may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). *SUP* 15.6.1R and *SUP* 15.6.4R require an authorised person to take reasonable steps to ensure the accuracy and completeness of information given to the *FSA* and to notify the *FSA* immediately if materially inaccurate information has been provided. *SUP* 16.3.11R requires an authorised person to submit reports containing all the information required. *APER* 4.4.6E provides that, where an approved person is responsible for reporting matters to the *FSA*, failure to inform the *FSA* of materially significant information of which he is aware is a breach of Statement of Principle 4. Contravention of these requirements may lead to disciplinary sanctions or other enforcement action by the *FSA*. It should not be assumed that information is known to the *FSA* merely because it is in the public domain or has previously been disclosed to the *FSA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

- 17 Name of member of the committee of management
- Signature
- Date
- 18 Name of secretary of the *credit union*
- Signature
- Date

Balance sheet

ASSETS

	£	
Fixed assets	_____	1A
Current assets		
Investments – Banks and Building Societies	_____	1B
Investments – Securities	_____	1C
Investments juvenile deposits	_____	1D
Due from members for loans		
Secured	_____	1E
Unsecured	_____	1F
General provision for doubtful debts	(_____)	1G
Specific provision for doubtful debts	(_____)	1H
Due from other credit unions	_____	1J
Cash and bank balances	_____	1K
Other debtors	_____	1L
Prepaid expenses	_____	1M
Other assets	_____	1N
Total assets	_____	1P

LIABILITIES

Juvenile deposits	_____	2A
Borrowings from credit unions	_____	2B
Bank loans	_____	2C
Authorised overdrafts	_____	2D
Grants	_____	2E
Other creditors and accruals	_____	2F
Corporation tax	_____	2G
Interest to juvenile depositors	_____	2H
Applications	_____	2J
Other (specify)	_____	2K
Total liabilities	_____	2L

Net assets	_____	2M
(1P – 2L)		

Credit union capital & reserves

General reserve	_____	2N
Other reserves	_____	2P
Subordinated debt (over 4 years remaining)	_____	2Q
Subordinated debt (4 years or less remaining)	_____	2R
Total Capital	_____	2S
Members' share balances	_____	2T
Total capital and share balances	_____	2U

Revenue account

Income	£	
Entrance fees	_____	3A
Interest from members' loans	_____	3B
Bank Interest	_____	3C
Other investment income	_____	3D
Profit on sale of investment and assets	_____	3E
Bad debts recovered	_____	3F
Admin charges for juvenile deposits	_____	3G
Grants	_____	3H
Donations	_____	3J
Insurance commission	_____	3K
Annual membership fees	_____	3L
Ancillary service charges	_____	3M
Other (specify)	_____	3N

Total income	<input style="width: 150px; height: 15px;" type="text"/>	3P

Expenditure		
Admin expenses	_____	4A
Auditors remuneration	_____	4B
Fidelity bond insurance	_____	4C
Management expenses	_____	4D
Bad debt provision	_____	4E
Bad debts written off	_____	4F
Bank charges	_____	4G
Interest charged (on borrowings)	_____	4H
Loss/revaluation on investments/assets	_____	4J
General insurance	_____	4K
LP/LS insurance	_____	4L
FSA fees	_____	4M
Trade association membership dues	_____	4N
Other (specify)	_____	4P

Total expenditure	<input style="width: 150px; height: 15px;" type="text"/>	4Q
Income less expenditure	<input style="width: 150px; height: 15px;" type="text"/>	4R
Profit/(loss) for year before taxation	<input style="width: 150px; height: 15px;" type="text"/>	5
less taxation	_____	6
Profit/(loss) after tax: Transferred to appropriation account	<input style="width: 150px; height: 25px;" type="text"/>	7

Appropriation account

	£	
Profit/(loss) after tax <i>(Transferred from revenue account)</i>		8A
Transfer to general reserve <i>(Loss to be transferred to general reserve)</i>	()	8B
Transfer to other reserve	()	8C
Transfer from general reserve		8D
Transfer from other reserve		8E
Transfer to applications		8F

Applications

Transfer from appropriation account		9A
Transfer as % of profit after tax	%	9B
Dividend	()	9C
Rate of dividend	%	9D
Rebate of interest	()	9E
Rate of interest rebate	%	9F
Donations	()	9G

Reserves

General reserve

Opening balance		10A
Transfer from appropriation account		10B
Transfer as % of profit after tax	%	10C
Transfer from other reserves		10D
Transfer to appropriation account	()	10E
Transfer to other reserves	()	10F
Closing balance		10G

Other reserves

Opening balance		11A
Transfer from appropriation account		11B
Transfer as % of profit after tax	%	11C
Transfer from general reserve		11D
Transfer to appropriation account	()	11E
Transfer to general reserve	()	11F
Closing balance		11G

Notes to accounts

Membership	Beginning of year	_____	12A
	Added during Year	_____	12B
	Ceased during Year	(_____)	12C
	Total members	_____	12D
	Non qualifying at end of year	_____	12E
	% Non qualifying	_____ %	12F

£			
Shareholdings	Opening balance	_____	13A
	Shares in (including dividends)	_____	13B
	Share withdrawn (including transfers)	(_____)	13C
	Closing balance	_____	13D
	Average member share balance	_____	13E
	Value of unattached shares	_____	13F

Loans to members	Opening balance	_____	14A
	Loans made to members	_____	14B
	Interest receivable	_____	14C
	Total repayments (<i>Interest and capital</i>)	(_____)	14D
	Bad debts written off	(_____)	14E
	Closing balance	_____	14F
	Number of loans (at financial year end)	_____	14G
	Total net liabilities	_____	14H

Arrears analysis		<i>Number</i>	<i>Net liabilities</i>	
	3 months to 12 months	_____	_____	15A
	Over 12 months	_____	_____	15B
	Total	_____	_____	15C

Provision for members' doubtful debt

General provision	Balance at beginning of year	_____	16A
	Increase in year	_____	16B
	Decrease in year	(_____)	16D
	Balance at end of year	_____	16E
Specific provision	Balance at beginning of year	_____	16F
	Increase in year	_____	16G
	Written off during year	_____	16H
	Decrease in year	_____	16J
	Balance at end of year	_____	16K

Credit union solvency

Fixed assets		£	
	Opening cost	_____	17A
	Additions at cost	_____	17B
	Original cost of disposals	(_____)	17C
	Opening depreciation	(_____)	17D
	Depreciation charge in year	(_____)	17E
	Depreciation eliminated on disposals	_____	17F
	Net book value	_____	17G
Investments			
Due from other credit unions	Opening balance	_____	18A
	Transfer to other credit unions during year	_____	18B
	Repaid by other credit unions during year	(_____)	18C
	Capital written off	(_____)	18D
	Closing balance	_____	18E
	Return on investment	_____ %	18F
Investments Bank and Building Societies	Opening balance	_____	19A
	Invested during year	_____	19B
	Withdrawn during year	(_____)	19C
	Closing balance	_____	19D
Investments Securities	Opening balance	_____	20A
	Investments purchased during year	_____	20B
	Investments sold during year	(_____)	20C
	Losses/Capital written off	(_____)	20D
	Closing balance	_____	20E
Cash and Bank balance	Opening balance	_____	21A
	Increase/(decrease)	_____	21B
	Closing balance	_____	21C

Debt Liabilities

Borrowings from other credit unions	Opening balance	_____	22A
	Amount received	_____	22B
	Interest charged for year	_____	22C
	Repayments (capital and interest)	(_____)	22D
	Closing balance	_____	22E
	Date of final repayment	_____	22F
Bank Loans	Opening balance	_____	23A
	Amount of loan received	_____	23B
	Interest charged for year	_____	23C
	Repayments (capital and interest)	(_____)	23D
	Closing balance	_____	23E
	Date of final repayment	_____	23F
Other borrowings	Opening balance	_____	24A
	Amount of loan received	_____	24B
	Interest charged for year	_____	24C
	Repayments (capital and interest)	(_____)	24D
	Closing balance	_____	24E
	Date of final repayment	_____	24F
Subordinated Debts	Opening balance	_____	25A
	Received during year	_____	25B
	Interest charged for the year	_____	25C
	Repaid during year (capital and interest)	(_____)	25D
	Closing balance	_____	25E
Authorised overdrafts	Maximum limits	_____	26A
	Charges incurred during year	_____	26B
	Date term expires	_____	26C
	Max amount drawn during year	_____	26D
Committed facilities	Maximum limit	_____	27A
	Charges incurred during year	_____	27B
	Date term expires	_____	27C
	Max used during year	_____	27D
Grants	Opening balance	_____	28A
	Received during year	_____	28B
	Applied during year	(_____)	28C
	Closing balance	_____	28D
	Date grants expire	_____	28E

Liquidity ratio

		£	
Liquid assets	Cash and bank balance	_____	29A
	Investments (realisable within 8 days)	_____	29B
	Unused committed facilities	_____	29C
	Unused overdrafts	_____	29D
	Total liquid assets	_____	29E
Relevant liabilities	Unattached shares	_____	30A
	Liabilities (with an original/ remaining maturity of less than 3 months)		
	Authorised overdrafts	_____	30B
	Other liabilities / borrowings	_____	30C
	Total relevant liabilities	_____	30D
	Liquidity ratio	_____ %	30E
Large exposures	Largest net exposure	_____	31A
	As % of capital	_____ %	31B
	Aggregate total of large net exposures	_____	31C
	As % of capital	_____ %	31D

Large version 1 and version 2 credit unions

Risk adjusted capital ratio	Total capital	_____	32A
	Net provision or 1% of total assets whichever is the lower	_____	32B
	Total risk adjusted capital	_____	32C
	Total assets	_____	32D
	Risk adjusted capital ratio	_____ %	32E

Auditor's statement

In my opinion, the information contained in the balance sheet and revenue account of the Annual Return is * / is not *# consistent with the audited accounts published in accordance with section 3A of the Friendly and Industrial and Provident Societies Act 1968. * delete as appropriate # attach a statement detailing inconsistencies

Registered auditor

Signature

Name

Telephone number

Date

Name and address of firm

First lay auditor

Signature

Name

Occupation

Address

Date

Second lay auditor

Signature

Name

Occupation

Address

Date

SUPPLEMENTARY ANALYSIS OF THE ANNUAL RETURN

A *credit union* should complete the relevant sections of the supplementary analysis of the annual return (CY) for *credit unions* if any of the following conditions apply:

- the *Great Britain credit union* has issued interest-bearing shares under section 7A of the Credit Unions Act 1979 (the Act);
- the *Great Britain credit union* has issued *deferred shares* in accordance with section 31A of the Act;
- the *Great Britain credit union* has admitted corporate members under section 5A of the Act;
- the rules of the *Great Britain credit union* limit the number of non-qualifying members, in accordance with section 5(5) of the Act; or
- the *credit union* has revaluation reserves from the upward valuation of property fixed assets.

Interest bearing shares

Interest-bearing shares

£

Members' share balances		33A
<i>(transferred from 2T on CY)</i>	<hr/>	
Interest-bearing shares		33B
Dividend-bearing shares	<hr/>	33C
	<hr/>	

Interest expenditure

Expenditure – Other		34A
<i>(transferred from 4P on CY)</i>	<hr/>	
Interest expenditure		34B
Non-interest expenditure	<hr/>	34C
	<hr/>	

Deferred shares

Deferred shares

Members' share balances		35A
<i>(transferred from 2T on CY)</i>	<hr/>	
Non-deferred shares		35B
Deferred shares	<hr/>	35C
	<hr/>	

Corporate membership

Corporate members

Total members		36A
	<hr/>	
<i>(transferred from 12D on CY)</i>		
Individuals		36B
	<hr/>	
Bodies corporate		36C
	<hr/>	
Partnerships		36D
	<hr/>	
Unincorporated associations		36E
	<hr/>	

Corporate non-deferred shares

£

Non-deferred shares		37A
	<hr/>	
<i>(transferred from 35B above)</i>		
Individual non-deferred shares		37B
	<hr/>	
Body corporate non-deferred shares		37C
	<hr/>	
Partnership non-deferred shares		37D
	<hr/>	
Unincorporated association non-deferred shares		37E
	<hr/>	

Corporate deferred shares

Deferred shares		38A
	<hr/>	
<i>(transferred from 35C above)</i>		
Individual deferred shares		38B
	<hr/>	
Body corporate deferred shares		38C
	<hr/>	
Partnership deferred shares		38D
	<hr/>	
Unincorporated deferred shares		38E
	<hr/>	

Corporate loans

Due from members for loans - Secured		39A
	<hr/>	
<i>(transferred from 1E on CY)</i>		
Due from members for loans - Unsecured		39B
	<hr/>	
<i>(transferred from 1F on CY)</i>		
Total loans outstanding		39C
	<hr/>	
Individual loans		39D
	<hr/>	
Body corporate loans		39E
	<hr/>	
Partnership loans		39F
	<hr/>	
Unincorporated association loans		39G
	<hr/>	

Non-qualifying membership

Non-qualifying member percentage

Limit on the number of non-qualifying members (where stated in the rules of the credit union)	40A
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Reserves and capital – adjusted for deferred share reserves and revaluation reserves

Re-valued fixed and total assets

Fixed assets	41A
<i>(transferred from 1A on CY)</i>	
Revaluation amount	41B
Re-valued fixed assets	41C
Total assets	41D
<i>(transferred from 1P on CY)</i>	
Re-valued total assets	41E

Adjusted reserves - total

General reserves	42A
<i>(transferred from 2N on CY)</i>	
Other reserves	42B
<i>(transferred from 2P on CY)</i>	
Revaluation reserves	42C
Deferred share reserves	42D
Adjusted reserves	42E

Adjusted reserves - percentage

Adjusted reserves as % of re-valued total assets	43A
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Revaluation reserves – CREDS capital element

Total capital	44A
<i>(transferred from 2S on CY)</i>	
Deferred share reserves	44B
Total capital and deferred share reserves	44C
1/3 of (Total capital and deferred share reserves)	44D
Revaluation reserves	44E
Revaluation reserves – CREDS capital element	44F

Adjusted capital - total

Total capital and deferred share reserves		45A
<i>(transferred from 44C above)</i>	_____	
Revaluation reserve – CREDS capital element		45B
<i>(transferred from 44F above)</i>	_____	
Adjusted capital	_____	45C

Adjusted capital - percentage

Adjusted capital as % of re-valued total assets	_____	46B
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NOTE: A *credit union* should use the figures for re-valued total assets and adjusted capital when reporting large exposures and risk-adjusted capital-to-assets in the main body of the CY. Further guidance is provided in the Notes on completing the CY.