

# Chapter 16

## Reporting requirements



(for FSA use only)

# Quarterly return (CQ)

## for credit unions

FSA Handbook Reference: SUP 16 Ann 14(1)R  
July 2002

**Please read the notes before completing this return**

Name of *credit union*

FSA firm reference number

Reporting date

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

## Membership and complaints contact

### 1 Membership

a Number of members at the end of the quarter

b Number of juvenile depositors at the end of the quarter

### 2 Complainants contact point

a Have there been any changes to the single contact point for complainants at the *credit union*.

YES  NO

If YES, please give details:

b Full name of contact

c Contact address

Postcode

d Daytime contact phone number

## Signature

**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.

The signatory must be an *approved person*.

**I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the Notes to this form.**

**As an *approved person*, I also verify that the Supervisory (Internal Auditing) Committee has carried out a bank reconciliation, as part of their internal audit during the quarter, which is independent of the *bank reconciliation* carried out by the treasury team each month.**

3 Name of member  
of the committee of management

Signature

Date

Daytime phone number

## Assets and liabilities

<b>Share capital</b>	<b>£</b>	
Total shares	_____	1A
<b>Loans to members</b>		
Total loans to members	_____	1B
Bad debts written off	( _____ )	1C
Interest receivable	_____	1D
Total net liabilities	_____	1E
<b>Provision for doubtful debt</b>		
Specific	_____	1F
General	_____	1G
<b>Credit union liabilities</b>		
Borrowings from credit unions	_____	2A
Authorised overdrafts	_____	2B
Committed facilities received	_____	2C
Other borrowings	_____	2D
Total borrowings	_____	2E
Borrowings as % of total shares	%	2F
<b>Income and expenditure</b>		
Total income	_____	3A
Total expenditure	_____	3B
<b>Total assets</b>	_____	4A
<b>Total liabilities</b>	_____	4B
<b>Credit union capital</b>		
Audited reserves		
	General	_____
	Other	_____
Interim net profit/(loss)		_____
Subordinated debt		_____
Total capital		_____

## Arrears analysis

	<i>Number</i>	<i>Net liabilities</i>	
3 months to 12 months	_____	_____	6A
Over 12 months	_____	_____	6B
Total	_____	_____	6C

## Liquidity ratio

		£	
<b>Liquid assets</b>	Cash and bank balance	_____	7A
	Investments (realisable within 8 days)	_____	7B
	Unused committed facilities	_____	7C
	Unused overdrafts	_____	7D
	<b>Total liquid assets</b>	_____	7E
<b>Relevant liabilities</b>	Unattached shares	_____	7F
	Liabilities (with an original/ remaining maturity of less than 3 months)		
	Authorised overdrafts	_____	7G
	Other liabilities / borrowings	_____	7H
	<b>Total relevant liabilities</b>	_____	7J
	<b>Liquidity ratio</b>	_____ %	7K

## Large exposures

<b>Large exposures</b>	Largest net exposure	_____	8A
	As % of capital	_____ %	8B
	Aggregate total of large net exposures	_____	8C
	As % of capital	_____ %	8D

## Large version 1 and version 2 credit unions

<b>Risk adjusted capital ratio</b>	Total capital	_____	9A
	Net provision or 1% of total assets whichever is the lower	_____	9B
	Total risk adjusted capital	_____	9C
	Total assets	_____	9D
	<b>Risk adjusted capital ratio</b>	_____ %	9E



(for FSA use only)

# Annual return (CY)

## for credit unions

FSA Handbook Reference: SUP 16 Ann 14(2)R  
August 2004

**Please read the notes before completing this return**

Name of <i>credit union</i>	<input type="text"/>
FSA firm reference number	<input type="text"/>
<i>Credit union's</i> financial year end	<input type="text"/>
Requirement	Version 1 <input type="checkbox"/> Version 2 <input type="checkbox"/>

The Financial Services Authority  
25 The North Colonnade  
Canary Wharf  
London E14 5HS  
United Kingdom  
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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

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- 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
<b>Current assets</b>		
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
<b>Total assets</b>	_____	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
<b>Total liabilities</b>	_____	2L

<b>Net assets</b>	_____	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
<b>Total capital and share balances</b>	_____	2U

# Revenue account

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

<b>Expenditure</b>		
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
	_____	
<b>Total expenditure</b>	<input style="width: 150px; height: 15px;" type="text"/>	4Q
<b>Income less expenditure</b>	<input style="width: 150px; height: 15px;" type="text"/>	4R
<b>Profit/(loss) for year before taxation</b>	<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

<b>Membership</b>	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

£

<b>Shareholdings</b>	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

<b>Loans to members</b>	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

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

### Provision for members' doubtful debt

<b>General provision</b>	Balance at beginning of year	_____	16A
	Increase in year	_____	16B
	Decrease in year	( _____ )	16D
	Balance at end of year	_____	16E
<b>Specific provision</b>	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
<b>Investments</b>			
<b>Due from other credit unions</b>	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
<b>Investments Bank and Building Societies</b>	Opening balance	_____	19A
	Invested during year	_____	19B
	Withdrawn during year	( _____ )	19C
	Closing balance	_____	19D
<b>Investments Securities</b>	Opening balance	_____	20A
	Investments purchased during year	_____	20B
	Investments sold during year	( _____ )	20C
	Losses/Capital written off	( _____ )	20D
	Closing balance	_____	20E
<b>Cash and Bank balance</b>	Opening balance	_____	21A
	Increase/(decrease)	_____	21B
	Closing balance	_____	21C

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

## Liquidity ratio

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

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

# 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





