



# Annual return (CY) for credit unions

Please read the notes before completing this return

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

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## Details of the Credit Union

### Details of the Credit Union

<b>1</b>	Name of <i>credit union</i>		
<b>2</b>	Firm reference number		
<b>3</b>	Credit union address		
	Postcode		
<b>4</b>	The <i>credit union</i> is affiliated to		
<b>5</b>	Number of members at the financial year end		
<b>a</b>	Qualifying members		A1
<b>b</b>	Non-qualifying members		A2
<b>6</b>	Number of juvenile depositors at the financial year end		A3
<b>6</b>	Have you attached copy of the audited accounts for the period covered by this return?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>7</b>	Name of <i>credit union's</i> computer software system (if any)		A4
<b>8</b>	Name of <i>credit union's</i> bankers		
<b>9</b>	Number of staff members at the financial year end who are paid for by the <i>credit union</i>		
<b>a</b>	Full time		A5
<b>b</b>	Part time		A6
<b>10</b>	Number of staff members at the financial year end who are paid for by other organisations		A7
<b>11</b>	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 <input type="checkbox"/> NO <input type="checkbox"/> | A12 |

## Signatures

**Please note:** Knowingly or recklessly giving the *PRA* 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 *PRA* and to notify the *PRA* 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 *PRA*, failure to inform the *PRA* 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 *PRA*. It should not be assumed that information is known to the *PRA* merely because it is in the public domain or has previously been disclosed to the *PRA* 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 <i>credit union</i>  |  |
|    | Signature                                     |  |
|    | Date  |  |



# 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>	_____	<b>3P</b>

<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
PRA fees	_____	4M
Trade association membership dues	_____	4N
Other (specify)	_____	4P
	_____	
	_____	
<b>Total expenditure</b>	_____	<b>4Q</b>
<b>Income less expenditure</b>	_____	<b>4R</b>
<b>Profit/(loss) for year before taxation</b>	_____	<b>5</b>
less taxation	_____	<b>6</b>
Profit/(loss) after tax:	_____	<b>7</b>
Transferred to appropriation account	_____	

## 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



**Debt Liabilities**

<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
		<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

## Committee of management and other officers of the credit union

The names and addresses of the committee of management and other officers of the *credit union* as at \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (end of financial year) according to the Register of Members and Officers were as follows:

*(An additional sheet may be attached, if necessary.)*

**Please write in BLOCK CAPITALS**

Name	Post held / Committee	Address and Postcode	Approved person (Y/N)	Function held	Year of birth



## 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 (transferred from 2T on CY)	_____	33A
Interest-bearing shares	_____	33B
Dividend-bearing shares	_____	33C

#### Interest expenditure

Expenditure – Other (transferred from 4P on CY)	_____	34A
Interest expenditure	_____	34B
Non-interest expenditure	_____	34C

### Deferred shares

#### Deferred shares

Members' share balances (transferred from 2T on CY)	_____	35A
Non-deferred shares	_____	35B
Deferred shares	_____	35C

### Corporate membership

#### Corporate members

Total members (transferred from 12D on CY)	_____	36A
Individuals	_____	36B
Bodies corporate	_____	36C
Partnerships	_____	36D
Unincorporated associations	_____	36E

#### Corporate non-deferred shares

	£	
Non-deferred shares	_____	37A

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

#### Corporate deferred shares

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

#### Corporate loans

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

### 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

<b>Adjusted reserves - percentage</b>		
Adjusted reserves as % of re-valued total assets	_____	43A
<b>Revaluation reserves – CREDS capital element</b>		
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
<b>Adjusted capital - total</b>		
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
<b>Adjusted capital - percentage</b>		
Adjusted capital as % of re-valued total assets	_____	46B

**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.



