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**Finance Department**  
*Financial Institutions Section*

**LIST OF OFFICERS, DIRECTORS AND COMMITTEE MEMBERS FOR THE CURRENT YEAR**

This report must be completed and forwarded to the Department of Finance, Superintendent of Credit Unions, PO Box 2271, Halifax, NS B3J 3C8 WITHIN TEN DAYS following the annual general meeting.

Credit Union Name \_\_\_\_\_  
 Address/Postal Code \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Annual Meeting \_\_\_\_\_ Credit Union Phone \_\_\_\_\_

**OFFICERS FOR THE CURRENT YEAR**

Name	Address/Postal Code	Telephone
_____		Business
Chair		Residence
_____		Business
Vice-Chair		Residence
_____		Business
Secretary		Residence
_____		Business
General Manager		Residence

**INDEPENDENT AUDITOR**

Name	Address/Postal Code	Telephone



**CREDIT COMMITTEE**

Name	Address/Postal Code	Date Term Ends

**AUDIT COMMITTEE**

Name	Address/Postal Code	Date Term Ends

**ANNUAL FINANCIAL AND STATISTICAL REPORT  
TO THE SUPERINTENDENT OF CREDIT UNIONS**

This statement must be completed and forwarded to the Department of Finance, Superintendent of Credit Unions, PO Box 2271, Halifax, NS B3J 3C8 on or before the last day of April of the current year.

**December 31**

Credit Union Limited

		<b>ASSETS</b>	
<b>CASH</b>			
On Hand	( 1)	_____	
In Central	( 2)	_____	
In Banks	( 3)	_____	
Central demand deposits	( 4)	_____	
Other	( 5)	_____	
Total Cash			( 6) _____
<b>INVESTMENTS</b>			
Central term deposits (inc. liq dep)	( 7)	_____	
LS&M term dep/deb	( 8)	_____	
Bank term deposits	( 9)	_____	
Other term deposits	(10)	_____	
Government of Canada bonds	(11)	_____	
Provincial/Municipal bonds	(12)	_____	
Central shares	(13)	_____	
LS&M shares	(14)	_____	
Other investments	(15)	_____	
Total Investments			(16) _____
<b>LOANS                      NON-MORTGAGE</b>			
Personal	(17)	_____	
Farm	(18)	_____	
Business and non-individual	(19)	_____	
Lines of credit	(20)	_____	
Overdrafts	(21)	_____	
Total non-mortgage			(22) _____
<b>MORTGAGE</b>			
Residential	(23)	_____	
Farm	(24)	_____	
Business and non-individual	(25)	_____	
Total mortgage			(26) _____
Total Loans			(27) _____
Less allowance			(28) _____
Net Loans			(29) _____
<b>FIXED ASSETS (Less Depreciation)</b>			
Land and building	(30)	_____	
Furniture and equipment	(31)	_____	
Leasehold improvements	(32)	_____	
Total Fixed Assets			(33) _____
<b>OTHER ASSETS</b>			
Accounts receivable	(34)	_____	
Accrued interest receivable	(35)	_____	
Prepaid Accounts	(36)	_____	
Other	(37)	_____	
Total Other Assets			(38) _____
<b>TOTAL ASSETS</b>			<b>(39) _____</b>

**DEPOSIT LIABILITIES**

Chequing - non interest bearing	(40)	_____	
Chequing - interest bearing	(41)	_____	
Plan 24	(42)	_____	
Demand	(43)	_____	
Term	(44)	_____	
RRSP	(45)	_____	
RRIF	(46)	_____	
Lines of credit	(47)	_____	
Overdrafts	(48)	_____	
Members savings	(49)	_____	
<b>Total Deposit Liabilities</b>			<b>(50)</b> _____

**ACCOUNTS PAYABLE**

Interest payable on deposits	(51)	_____	
Dividends accrued	(52)	_____	
Certified cheques	(53)	_____	
Corporate income tax payable	(54)	_____	
Other accounts payable	(55)	_____	
<b>Total Accounts Payable</b>			<b>(56)</b> _____

**LOANS PAYABLE**

Central line of credit	(57)	_____	
Bank line of credit	(58)	_____	
Mortgage	(59)	_____	
Other	(60)	_____	
<b>Total Loans Payable</b>			<b>(61)</b> _____

**TOTAL LIABILITIES**

**(62)** \_\_\_\_\_

**MEMBERS' EQUITY**

Common shares	(63)	_____	
Preferred shares	(64)	_____	
Other reserves	(65)	_____	
Retained earnings	(66)	_____	
Other	(67)	_____	
<b>TOTAL MEMBERS' EQUITY</b>			<b>(68)</b> _____

**TOTAL LIABILITIES AND MEMBERS' EQUITY**

**(69)** \_\_\_\_\_

Ratio Total Members' Equity to Assets (70) \_\_\_\_\_ % \$ \_\_\_\_\_  
 (Line 68 divided by line 39)

Minimum Equity Requirement (71) \_\_\_\_\_ % \$ \_\_\_\_\_

## STATEMENT OF INCOME AND EXPENSE

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**FINANCIAL REVENUE**

Non-mortgage loans	(72)	_____		_____
Mortgage loans	(73)	_____		_____
Total interest on loans			(74)	_____
Investment income	(75)	_____		_____
LS&M dividends	(76)	_____		_____
Total interest on investments			(77)	_____
<b>Total Financial Revenue</b>			<b>(78)</b>	_____

**FINANCIAL EXPENSES**

Interest on deposits	(79)	_____		_____
Dividend on shares	(80)	_____		_____
Interest on borrowings	(81)	_____		_____
<b>Total Financial Expenses</b>			<b>(82)</b>	_____

**FINANCIAL MARGIN****(83)** \_\_\_\_\_**OTHER REVENUE**

Service charges	(84)	_____		_____
Fees and commissions	(85)	_____		_____
Rent	(86)	_____		_____
Safety deposit box rental	(87)	_____		_____
Other	(88)	_____		_____
<b>Total Other Revenue</b>			<b>(89)</b>	_____

**GROSS MARGIN****(90)** \_\_\_\_\_**OPERATING EXPENSES**

## VARIABLE

Member security	(91)	_____		_____
General business	(92)	_____		_____

## FIXED

Personnel	(93)	_____		_____
Occupancy	(94)	_____		_____
Administrative	(95)	_____		_____

**Total Operating Expenses** **(96)** \_\_\_\_\_

Provision for impaired loans (97) \_\_\_\_\_

Total Operating Expenses after Provision (98) \_\_\_\_\_

Income / Loss Before Income Tax (99) \_\_\_\_\_

Income tax expense (100) \_\_\_\_\_

**NET INCOME / LOSS** **(101)** \_\_\_\_\_

**SCHEDULE OF OPERATING EXPENSES**

**MEMBER SECURITY**

CUPOP	(102)	_____
Loan and share insurance	(103)	_____
Bonding Insurance	(104)	_____
CUDIC	(105)	_____
Central assessment on revenue	(106)	_____
Other	(107)	_____

**Total Member Security** (108) \_\_\_\_\_

**GENERAL BUSINESS**

Advertising	(109)	_____
Cash costs	(110)	_____
Central assessment dues	(111)	_____
Collection	(112)	_____
Computer	(113)	_____
Courier service	(114)	_____
Current account charges	(115)	_____
Education	(116)	_____
Legal	(117)	_____
Meetings	(118)	_____
Stationery/office supplies/postage	(119)	_____
Telephone	(120)	_____
Tellers' risk fund	(121)	_____
Other	(122)	_____

**Total General Business** (123) \_\_\_\_\_

**PERSONNEL**

Automobile	(124)	_____
Salaries	(125)	_____
Staff benefits	(126)	_____
Staff travel	(127)	_____
Other	(128)	_____

**Total Personnel** (129) \_\_\_\_\_

**OCCUPANCY**

Building - depreciation	(130)	_____
Heat/light/water	(131)	_____
Land/building taxes	(132)	_____
Rent	(133)	_____
Repairs/maintenance	(134)	_____
Other	(135)	_____

**Total Occupancy** (136) \_\_\_\_\_

**ADMINISTRATIVE**

Audit	(137)	_____
Board travel	(138)	_____
Business tax	(139)	_____
Donations	(140)	_____
Equipment - depreciation	(141)	_____
Equipment - rental/maintenance	(142)	_____
Service contracts	(143)	_____
Other	(144)	_____

**Total Administrative** (145) \_\_\_\_\_

**NON-MORTGAGE**

Balance January 1st		(146)	_____
Plus: Advances Jan - Dec	(147)	_____	
Adjustments	(148)	_____	
Total		(149)	_____
Less: Payments Jan - Dec	(150)	_____	
Adjustments	(151)	_____	
Write off's	(152)	_____	
Total		(153)	_____
<b>Balance December 31<sup>st</sup></b>		<b>(154)</b>	_____

**MORTGAGE**

Balance January 1st		(155)	_____
Plus: Advances Jan - Dec	(156)	_____	
Adjustments	(157)	_____	
Total		(158)	_____
Less: Payments Jan - Dec	(159)	_____	
Adjustments	(160)	_____	
Write off's	(161)	_____	
Total		(162)	_____
<b>Balance December 31<sup>st</sup></b>		<b>(163)</b>	_____

**ALLOWANCE FOR IMPAIRED LOANS**

Balance January 1st		(164)	_____
Plus: Provision Jan - Dec	(165)	_____	
Loans recovered	(166)	_____	
Other	(167)	_____	
Total		(168)	_____
Less: Loans written off	(169)	_____	
Adjustments	(170)	_____	
Total		(171)	_____
<b>Balance December 31<sup>st</sup></b>		<b>(172)</b>	_____

**RETAINED EARNINGS**

Balance January 1st		(173)	_____
Plus: Net income	(174)	_____	
Adjustments	(175)	_____	
Total		(176)	_____
Less: Net loss	(177)	_____	
Transfer to reserves	(178)	_____	
Total		(179)	_____
<b>Balance December 31<sup>st</sup></b>		<b>(180)</b>	_____

**LOANS IN ARREARS  
(Including Lines of Credit)**

PERSONAL

Months	Secured by Real Estate	Secured by Other	Unsecured
3 less than 6			
6 less than 12			
12 less than 18			
18 less than 24			
24 and over			

COMMERCIAL

Months	Secured by Real Estate	Secured by Other	Unsecured
3 less than 6			
6 less than 12			
12 less than 18			
18 less than 24			
24 and over			

**UNAUTHORIZED ADVANCES**

PERSONAL

	Secured by Real Estate	Secured by Other	Unsecured
Excess exceeding LOC			
Overdrafts			

COMMERCIAL

Months	Secured by Real Estate	Secured by Other	Unsecured
Excess exceeding LOC			
Overdrafts			

**MEMBERSHIP**

Number of shareholders December 31st	
Minimum share membership requirement December 31st	\$

**BORROWERS**

Number of borrowers	
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**TYPE OF CREDIT UNION**

Full time operation	
Part time operation	
Number of branches - excluding main branch	
List location of branches	

**NUMBER OF STAFF**

Full time - salaried	
Part time - salaried	
Voluntary - excluding directors and committee members	

**LOANS AND LINES OF CREDIT**

Total amount outstanding to staff and officers (Including directors and committee members) \$ \_\_\_\_\_

List **FIVE** largest non-mortgage loans, or related groups of loans

Account #(s)	Name	Total of Balances
		\$
		\$
		\$
		\$
		\$
		\$

THIS RETURN MUST BE SIGNED BY THE MANAGER AND FORWARDED TO THE ADDRESS NOTED ON THE FRONT PAGE NO LATER THAN THE LAST DAY OF APRIL.

\_\_\_\_\_  
MANAGER