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Post your completed form to: Registrar of Friendly Societies and Credit Unions, Private Bag 92061, Victoria Street West, Auckland 1142

## Annual return – Friendly society

Friendly Societies and Credit Unions Act 1982

**Name of friendly society**

**Organisation number**

**Financial year ended**

**Name of branch** *(where applicable)*

### IMPORTANT

- › *This form is used for friendly societies, benevolent societies and fidelity insurance societies, registered under Part II of the Friendly Societies and Credit Unions Act 1982 ('the Act'). A separate form is available for UFS dispensaries and working men's clubs registered under the Act.*
- › *Section 70 of the Act requires you to file the annual return, duly completed, together with a copy of your financial statements and audit report (where applicable), within 3 months of the end of your society's or branch's financial year.*

## A. Names and addresses of officers

*As at the date of the return; continue on a separate sheet if necessary.*

	Name	Residential address
<i>Committee of management</i>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<i>Trustees</i>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<i>Secretary</i>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<i>Treasurer</i>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

## B. Membership

*Total number of members at beginning of year*

*Number who joined during year*

*Number who died during year*

*Number who left during year*

*Total number of members at end of year*

Name of friendly society

Organisation number

**C. Organisation addresses**

**Address of registered office**

*This must be a physical address in New Zealand and must not be a PO Box or Private Bag address.*

**Postal address for communication**

*Postal address (e.g. PO Box) to which communications from the Registrar may be sent.*

**Email address for communication**

*The Registrar may contact the society via email – this email address will not be publicly available.*

**D. Financial statements and auditor’s report**

*Please select one of the following options.*

- A signed copy of the financial statements and auditor’s report (where applicable) are enclosed because the society/branch is;
  - an FMC reporting entity/ issuer (section 61); or
  - a specified not-for-profit (section 62).
- OR**
- Financial statements have not been prepared because the society/branch has opted out in accordance with section 64.
- OR**
- Financial statements and auditor’s report (where applicable) have been prepared in accordance with this society’s rules.

**E. Certification**

I certify that the particulars of this annual return are correct.

.....  
Signature of Secretary or Treasurer

Date:

**Form completed by:**

Name:

Address:

Email address:

Telephone number:

Fax number (if any):

Name of friendly society

Organisation number



### Payment details

Amount

	Companies Office fee GST excl	FMA Levy GST excl	XRB Levy GST excl	Total GST excl	GST	Total GST incl
<input type="checkbox"/> Financial statements filing fee (if filing under Friendly Societies and Credit Unions Act 1982)	\$175.00	\$0.00	\$0.00	\$175.00	\$26.25	<b>\$201.25</b>
<input type="checkbox"/> Financial statements filing fee (if filing under Financial Markets Conduct Act 2013)	\$175.00	\$65.22	\$0.00	\$240.22	\$36.03	<b>\$276.25</b>
<input type="checkbox"/> Annual return fee	\$34.78	\$17.39	\$6.00	\$58.17	\$8.73	<b>\$66.90</b>

### Method of payment

Choose your payment method from the options below. **Please do not send cheques, cash or a purchase order**

**Credit card**

Credit card type:

Visa

Amex

Mastercard

Diners

Expiry date

 / 

Name of cardholder

Card number

Card Security Code

Signature of cardholder: .....

**OR**

**Direct debit**

Your (or your organisation) name

**OR**

Your 9-digit User ID No

Signature: .....

**Card Security Code**

Your Card Security Code number is the 3 or 4-digit number printed on your card.

For Visa, Mastercard & Diners cards this is typically found printed on the signature panel on the back of your card.

On Amex cards this is a 4-digit number printed on the front of the card, above the main credit card number.

*Section 70 of the Friendly Societies and Credit Unions Act 1982 (the Act) requires you to file the annual return, duly completed, together with a copy of your financial statements and audit report (where applicable).*

## **Financial statements**

Annual financial statements must be prepared unless the society or branch has opted out, by way of a resolution of a majority of the members at a meeting of the society or branch, held within 6 months from the start of the financial year, in accordance with section 64 of the Act.

### **Opting out**

A society or branch cannot opt out where:

- › the rules expressly provide that section 64 does not apply (section 64(1)); or
- › in respect of a financial year if, in each of the 2 preceding financial years, the total operating expenditure of the society or branch is \$30 million or more (section 64(2)).

Where financial statements are prepared, the statement of financial position in the annual financial statements should include all items which the society, or branch, owns on behalf of its members. In respect of consolidated funds administered by a central body, and for which a branch acts only as an agent for the transfer of levies and benefits between members and the central body, the central body should fully account for all of the funds and revenue, and the branch should exclude all such items.

## **Audit of financial statements**

Section 64A of the Act requires a society or branch to appoint an auditor to audit its financial statements where the society or branch:

- › is a specified not-for-profit (NFP) entity (section 64A(1)); or
- › is not a specified NFP and the rules of the society require (section 64A).

### **Not-for-profit (NFP) entities**

An entity is a specified NFP entity in respect of an accounting period if, in each of the 2 preceding accounting periods of the entity, the total operating payments of the entity are \$125,000 or more.

## Societies with separately registered branches

For societies with branches there are 2 acceptable ways of filing annual returns:

1. A separate annual return may be completed for each society and for each branch. The basic filing fee for each return would be determined separately (see below); or
2. One annual return may be completed, under section 70(4) of the Act, covering the society and all or some of its registered branches. What this means is that, for the branches so comprised in the society return, the membership, statement of financial performance and statement of financial position details are added together and included with those for the society itself, as a consolidated group.

A separate sheet of paper for each branch so comprised should be included showing details of the place of the registered office, the postal address, and a list of the names and addresses and designations of officers. The separate financial statements and audit report (where applicable) for each branch are also required.

Please state in an accompanying letter which branches have been comprised in the society (or district) annual return. If the financial statements of some branches are not available when the society annual return is being completed, those branches may be omitted and filed separately at a later date (and a separate filing fee would apply).

At times in this note, the terms 'central body' and 'branch' are used to encompass the relationships of a society and a lodge, a society and a district, and a district and a lodge, as appropriate.

Membership figures in the annual return should avoid double counting, where members belong to both a central body and a branch. Only members covered for any financial benefits should be included in the membership count – social members should not.

Branch assets are frequently invested in a society or district investment fund. Where this occurs, the statement of financial performance in the annual return(s) should avoid double counting the investment income (i.e. in the central body as well as the branch). Where separate annual returns are filed for a society and a branch, the society should exclude investment earnings to the extent they are paid to branches; and the branch should include those earnings in its own annual return.

Any transfers of funds to and from a central body investment fund should be excluded from both the central body and branch statements of financial performance, because they are not revenue or expenditure.

### **Other updates to the register**

You should notify the Registrar in writing of a change of trustees, change of name and amendments to registered rules.

[Help guide — Keeping your friendly society details up to date](#)

Please contact us on 0508 266 726 for further assistance.