

CUB #12

November 2001

ANNUAL FILINGS

The following outlines the year end filing requirements of credit unions.

FINANCIAL AND STATISTICAL REPORT

All credit unions must send:

- A Monthly Financial and Statistical Report (“F&S”) for October 2001 to the Credit Union Deposit Guarantee Corporation, by the **20th of November**, as required every month.
- A “13th” or “Final” F&S for the year ending October 31, 2001, including all adjustments made to the year end financial statements, to the Credit Union Deposit Guarantee Corporation by **January 31, 2002**.

Please ensure the required Schedules, as outlined on page one of the Completion Guidelines, are enclosed with the F&S.

YEAR END FINANCIAL STATEMENTS

All credit unions are required under section 84(2) of the Credit Union Act to provide:

- A copy of their October 31, 2001 year end financial statements, and

- Copies of the year end financial statements of all of their subsidiaries, if any.

to both Alberta Finance and the Credit Union Deposit Guarantee Corporation by **January 31, 2002**. The financial statements must be signed by two or more directors to evidence approval of the statements by the board of directors of the credit union (as required under section 83(1)(a) of the Act).

AUDITOR’S REPORT AND INTERNAL OPERATIONS REPORT (MANAGEMENT LETTER)

A copy of the Auditor’s Report must be provided by all credit unions, except those with less than \$5 million in assets **and** that have a resolution in force specifying that they do not need an auditor and an auditor has not been appointed, to both Alberta Finance and the Credit Union Deposit Guarantee Corporation by **January 31, 2002**.

An internal operations report, as outlined in section 92(1)(b) of the Act, must be provided by all credit unions with assets of \$2 million or greater to the Credit Union Deposit Guarantee Corporation by **January 31, 2002**.

(over)

Alberta Finance, Financial Institutions is located at:

402 Terrace Building
9515 – 107 Street
EDMONTON, AB T5K 2C3

Telephone: (780) 427-5064
Facsimile: (780) 422-2175

ANNUAL RETURN

Accompanying this bulletin is an original Annual Return, form AT4044 (Nov-94).

Complete the Annual Return with the following information:

- Full name of the credit union;
- Registration number (charter number);
- Address of the Registered Office, the Mailing Address and the Records Office. The Registered Office and the Records Office addresses will be the same for most credit unions;
- The date of the annual general membership meeting (the annual general membership meeting must be held within five months of the fiscal year end, i.e., after November 1, 2001 and before March 31, 2002);
- The year the return pertains to, namely **2002**;
- A complete listing of all directors, their full residential address including postal code, their business and residential telephone numbers and their position on the board (i.e., president, vice-president, director, officer, etc.);
- A complete listing of all officers who are not directors (officers as defined by section 1(1)(mm) of the Credit Union Act and the by-laws of the credit union); and
- The full name of any subsidiaries of the credit union.

The Annual Return is to be signed by the President and Secretary of the credit union.

The original copy of the Annual Return is required to be provided to Alberta Finance and a photocopy sent to the Credit Union Deposit Guarantee Corporation **within 30 days** after the annual general meeting.

There is no fee associated with the filing of your Annual Return.

If you have any questions concerning completion of the form, please contact Dennis Davis at (780) 415-9237.