



www.companies.govt.nz  
Ph 0508-COMPANIES  
0508-266-726

## ANNUAL RETURN FRIENDLY SOCIETY

Friendly Societies and Credit Unions Act 1982



\*10057931059\*

This Return is to be completed and sent within three months of the end of the financial year to the Registrar of Friendly Societies and Credit Unions, Private Bag 92061, Auckland Mail Centre, Auckland 1142.

The purpose of the Return is to obtain up-to-date information, and to present certain details in a consistent manner for all friendly societies for ease of analysis. It is also used to compile overall friendly society statistics. Please complete all sections. This Return may be typed or neatly handwritten.

Organisation Number:

~~1816338~~ 1802929

Name of Friendly Society:

Manchester Unity Friendly Society

Name of Branch (Where applicable):

Banks Peninsula Branch

Registered Office:

363 Colombo Street, Christchurch

Postal Address:

P O Box 883, Christchurch

Financial Year Ended (DD/MM/YYYY):

31/05/2009

### NAMES AND ADDRESSES OF OFFICERS (as at the date of the Return; continue of separate sheet if necessary).

	Name	Residential Address
Committee of Management	Mr G McNicholl	4 Riverlaw Terrace, Christchurch
	Mr P S Hopewell	2/27 Eastling, Christchurch
	Mr B Bremner	407 Long Bay Road, R D 3, Akaroa
	Mrs G L Wright	5/18 Rutherford Street, Christchurch
Trustees	Mr J W Drummond	11 Woodbank Street, Christchurch
	Mr C P Langrope	68a Winters Road, Christchurch
Secretary	Mr I R Fitchett	10 Hanmer Place, Palmerston North
Treasurer	Mr I R Fitchett	10 Hanmer Place, Palmerston North

### MEMBERSHIP

Total number of members at beginning of year	261
Number who joined during year	1
Number who died during year	6
Number who left during year	1
Total number of members at end of year	255

# STATEMENT OF FINANCIAL PERFORMANCE ("REVENUE ACCOUNT")

(in respect of all business undertaken by the society/branch during the financial year)

(Whole dollars only)

Total Members' Equity at beginning of year

\$ 120982

**INCOME**

\$

Contributions or levies	4692
Funeral benefits repaid by central body	46350
Other transfers from a central body or branch	
1 Investment Income	7927
2 Other income (specify significant items)	
Commissions	1126
Other	40

**Total Income \$** 60135

**EXPENDITURE**

\$

Sickness benefits	
Annuity benefits	
Funeral benefits	46350
3 Assurance	
Medical benefits	
Management expenses	10042
Expenses incurred on properties	
Levies to central body	
Other transfers to a central body or branch	
4 Other expenditure (specify significant items)	
Benevolent	765

**Total Expenditure \$** 57157

Total Members' Equity at beginning of year

\$ 123960

- 1 Include all interest, dividends (including United Friendly Societies Dispensary dividends), rents, etc.
- 2 Include separately any significant items, such as profit on sale of assets, commissions, donations, etc.
- 3 Include all benefits paid from a Life Assurance Fund, whether upon death, maturity or surrender.
- 4 Include separately any significant items, such as depreciation, loss on sale of assets, social expenses, etc.

# STATEMENT OF FINANCIAL POSITION ("BALANCE SHEET")

(Whole dollars only)

**ASSETS**

Land and buildings	
Mortgages	
Government securities	10000
Local Authority and SOE securities	75000
Term deposits	
Bank accounts and cash on hand	7103
Furniture, fittings & other fixed assets	
Sundry debtors / Accounts receivable	2464
5 Society investment fund	35549
5 District investment fund	
Other assets (specify significant items)	
<b>Total Assets \$ 130116 ✓</b>	
Less credit union investment fund	
6 Less branch investment fund	
Less funds held on behalf of a central body or branch	
<b>Total Members Assets \$ 130116 ✓ (A)</b>	

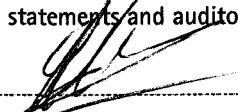
**7 LIABILITIES & EQUITY**

Sickness and funeral fund	
Assurance fund	
Medical fund	
Surplus fund	
Benevolent fund	19342
Distress fund	
Management fund	78066
Other funds (specify) <u>Education</u>	1065
Sundry creditors / Accounts payable	
Bank loans / Overdraft	
Reserves (specify)	25487
PAYE / GST / Tax payable	
Other liabilities (specify significant items)	
Creditors	6156
<b>Total Liabilities &amp; Equity \$ 130116 ✓ (B)</b>	

**NOTE: TOTALS (A) & (B) MUST BE IDENTICAL**

- 5 Applicable only to a branch of a central body
- 6 Applicable only to a central body
- 7 Include any funds in deficit as negative liabilities - e.g. "( \$ X )"

I hereby certify that this Return is in accordance with the audited financial statements of the society/branch. A signed copy of the annual financial statements and auditor's report are enclosed. Fee enclosed \$ 805.00

  
 \_\_\_\_\_ Secretary

13/8/09 Date

**BANKS PENINSULA BRANCH 4356  
MANCHESTER UNITY FRIENDLY SOCIETY  
FINANCIAL STATEMENTS FOR YEAR ENDED  
31 ST MAY 2009**

**INDEX**

	Page No.
<b>ACCOUNTS</b>	
Management Account	1
Funeral Clearing	2
Education Sponsorship Fund	2
Benevolent Fund	2
Interest	3
Discretionary Fund	3
 <b>FINANCIAL POSITION</b>	
Balance Sheet	4
 <b>NOTES TO THE ACCOUNTS</b>	5-6
 <b>AUDITORS REPORT</b>	7

**BANKS PENINSULA BRANCH NO. 4356**

**MANAGEMENT ACCOUNT  
FOR THE YEAR ENDED 31 MAY 2009**

	This Year	Last Year
<b>REVENUE</b>		
Commission - Insurance	219	204
Commission - Society	907	869
Contributions	4692	5321
Interest	6628	8274
Sundry Income	40	-
<b>TOTAL INCOME</b>	<u>12486</u>	<u>14668</u>
<b>LESS EXPENSES</b>		
Audit Fee	640	500
Bank Charges	30	201
Branch Functions (Note 8)	1290	855
Filing Fees	71	80
General Expenses	14	61
Grants & Donations	487	469
M.C.& Special Conference Expenses	712	1941
Meeting Expenses	2121	2412
Printing, Stationery & Postage	80	-
Secretarial Expenses	4500	4500
Subsidies	-	254
Transfer to Education Sponsorship Fund	-	1000
Travel	-	497
Welfare	97	-
<b>TOTAL EXPENSES</b>	<u>10042</u>	<u>12770</u>
<b>SURPLUS</b>	<u>2444</u>	<u>1898</u>
Balance brought forward 1st June 2008	75622	113675
Transfer to Share Funds	-	39951
<b>BALANCE CARRIED FORWARD 31 MAY 2009</b>	<u><u>78066</u></u>	<u><u>75622</u></u>

**BANKS PENINSULA BRANCH NO. 4356**

**ACCOUNTS  
FOR THE YEAR ENDED 31 MAY 2009**

		This Year	Last Year
<b>Funeral Clearing Account</b>			
Opening balance as at 1st June 2008		-	-
Plus			
Funeral Benefits Reimbursed	<u>46350</u>		<u>46345</u>
Less		46350	46345
Funeral Benefits Paid	<u>46350</u>		<u>46345</u>
		<u>46350</u>	<u>46345</u>
Closing balance as at 31st May 2009		<u>0</u>	<u>0</u>
<b>Education Sponsorship Fund</b>			
Opening balance as at 1st June 2008		997	780
Plus			
Transfer from Management	-		1000
Interest	<u>68</u>		<u>57</u>
		68	1057
Less			
Payments	<u>-</u>		<u>840</u>
		0	840
Closing balance as at 31st May 2009		<u>1065</u>	<u>997</u>
<b>Benevolent Fund</b>			
Opening balance as at 1st June 2008		18111	16997
Plus			
Repayment	-		-
Interest	<u>1231</u>		<u>1254</u>
		1231	1254
Payments to Members	<u>-</u>		<u>140</u>
		0	140
Closing balance as at 31st May 2009		<u>19342</u>	<u>18111</u>

**BANKS PENINSULA BRANCH NO. 4356**

**ACCOUNTS  
FOR THE YEAR ENDED 31 MAY 2009**

		This Year	Last Year
<b>Interest Account</b>			
ANZ Banking Group (NZ) Ltd Bonds	-		105
Banks	19		14
BBI Networks NZ Limited	4125		2272
Bums Philip - Capital Notes	526		975
Mighty River Power Bonds	836		707
MUFS	1604		4417
PINs Bonds	-		229
Rabobank	817		625
TrustPower Bonds	-		241
	<u>          </u>	7927	<u>9585</u>
Less			
Transfers to Benevolent Fund	1231		1254
Transfers to Educational Fund	68		57
Transfers to Management Fund	6628		8274
	<u>          </u>	7927	<u>9585</u>
Closing balance as at 31st May 2009		<u>          0</u>	<u>          0</u>

**Discretionary Fund (Note 7)**

Opening balance as at 1st June 2008		26252	26252
Plus			
Interest	-		-
	<u>          </u>	0	<u>          0</u>
Less			
Payments	765		-
	<u>          </u>	765	<u>          0</u>
Closing balance as at 31st May 2009		<u>25487</u>	<u>26252</u>

**BANKS PENINSULA BRANCH NO. 4356**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 MAY 2009**

	This Year	Last Year
<b>CURRENT ASSETS</b>		
Bank of New Zealand - Current Account	7103	-
Interest Accrued	2453	2547
GST Recoverable	<u>11</u>	<u>11</u>
	9567	2558
<b>INVESTMENTS</b>		
MUFS Deposits - Note 5	35549	26549
Burns Philip - Capital Bonds	-	10000
Mighty River Power Bonds	10000	10000
BBI Networks NZ Limited - Bonds	50000	50000
PINs Securities	15000	15000
Rabobank	<u>10000</u>	<u>10000</u>
	<u>120549</u>	<u>121549</u>
<b>TOTAL ASSETS</b>	<b>130116</b>	<b>124107</b>
<b>CURRENT LIABILITIES</b>		
Bank of New Zealand	-	2625
Accounts Payable	<u>6156</u>	<u>500</u>
Total Current Liabilities	<u>6156</u>	<u>3125</u>
<b>NET ASSETS</b>	<b><u><u>123960</u></u></b>	<b><u><u>120982</u></u></b>
<b>REPRESENTED BY:</b>		
Education Sponsorship Fund	1065	997
Benevolent Fund	19342	18111
Management Account	78066	75622
Discretionary Fund (Note 7)	<u>25487</u>	<u>26252</u>
	<u><u>123960</u></u>	<u><u>120982</u></u>

Trustee 

Trustee \_\_\_\_\_

Secretary 

## BANKS PENINSULA BRANCH NO. 4356 M U F S

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MAY 2009

#### (1) STATEMENT OF ACCOUNTING POLICIES

##### a. REPORTING ENTITY

Banks Peninsula Branch 4356 Manchester Unity Friendly Society is registered wider the Friendly Societies and Credit Unions Act 1982. It is a reporting entity for purposes of the Financial Reporting Act 1993. The Financial Statements have been prepared in accordance with the Financial Reporting Act 1993.

##### b. MEASUREMENT BASE

The Accounting Principles recognised as appropriate for the measurement and reporting of earnings and financial position on a Historical Cost Basis, are followed by the Branch.

##### c. DIFFERENTIAL REPORTING

The Banks Peninsula Branch 4356 qualifies for differential reporting as it is not publicly accountable and not large. The Branch has taken advantage of all available reporting exemptions.

##### d. SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied.

**Income Recognition.** Interest Income is recognised on an accrual basis. Other income is accounted for when received.

**Investments.** Investments are valued at cost.

**Income Taxation.** The Branch is exempt from Income Taxation.

**Financial Instruments.** All financial instruments are recognised in the Balance Sheet. The Branch has not entered into any off Balance Sheet instruments. All Financial instruments, including cash, bank and accounts payable are recognised at cost.

**Credit Risk.** Financial instruments which potentially subject the Branch to credit risk consist of Bank balance, receivables and Investments. There are no bad debts and no provision has been made for bad debts.

**Accounts Receivable.** Accounts receivable have been valued at expected realised value.

**GST.** Items of income and expenditure are stated exclusive of GST.

##### e. CHANGES IN ACCOUNTING POLICIES

There have been no changes to accounting policies. All policies have been applied on bases consistent with those used in previous years.

#### (2) CAPITAL COMMITMENTS

There were no capital commitments at balance date (2008 - Nil)

#### (3) CONTINGENT LIABILITIES

There were no contingent liabilities at balance date (2008 - Nil)

#### (4) SUBSEQUENT EVENTS

No known events have occurred subsequent to balance date which could materially affect these financial statements.

(5) INVESTMENTS

Investments held at 31 May 2009 were as follows:

Type	Cost \$	Interest Rate %	Term
MUFS	35549	4.78	At Call

(6) LONG TERM INVESTMENTS

	Interest Rate %	Maturity	May 2009 Book Value	May 2009 Market Value	May 2008 Book Value	May 2008 Market Value
Burns Philip	-	-	-	-	10000	10091
Mighty River Power	8.36	15/05/13	10000	10460	10000	9785
BBI Networks NZ Limited	8.00	30/11/12	50000	22545	50000	44800
PINs Securities		31/01/13	15000	8250	15000	8250
Rabobank	7.45		<u>10000</u>	<u>7900</u>	<u>10000</u>	<u>10140</u>
			<u>85000</u>	<u>49155</u>	<u>95000</u>	<u>83066</u>

These investments are generally unsecured, subordinated notes or bonds and present a credit risk. The maximum exposure at balance date is \$85,000 (2008 - \$95,000). The market value is based on market yield at balance date. The market value for PINs Securities has been written down as interest payments have been suspended. This investment is guaranteed at maturity by ABN Amro Craig. The Society intends to hold all investments until maturity to obtain full face value.

In line with general financial market conditions that have existed over the 2008/09 year, the market value of investments held at balance date has declined by \$23,820 from \$72,975 to \$49,155.

(7) DISCRETIONARY FUND

The surplus from the sale of the Banks Peninsula Branch property (at Lyttelton) in 1998 is held in the Discretionary Fund.

(8) BRANCH FUNCTIONS

	2009	2008
Children's Christmas Party	-	40
50 Year Certificates	-	69
Akaroa Dinner	625	-
Grand Masters Celebrations	-	567
Indoor Bowls	<u>665</u>	<u>179</u>
	<u>1290</u>	<u>885</u>

**AUDIT REPORT**

**TO THE MEMBERS OF THE MANCHESTER UNITY FRIENDLY SOCIETY  
BANKS PENINSULA BRANCH 4356**

We were appointed in accordance with Section 122 of the Friendly Societies and Credit Union Act 1982 to act as auditors of Branch 4356. We are qualified in accordance with Section 123 of that Act to act as auditor.

We have audited the attached financial statements of the Branch. The financial statements provide information about the past financial performance of the Branch and its financial position as at 31 May 2009. The information is stated in accordance with the accounting policies set out on the accompanying pages.

**BRANCH 4356 MANAGEMENT COMMITTEE RESPONSIBILITIES**

The Branch Management Committee is responsible for the preparation of a Financial Report which fairly reflects the financial position of the Branch as at 31 May 2009 and of the results of operations for the year ended on that date.

**AUDITOR'S RESPONSIBILITIES**

It is our responsibility to express an independent opinion on the financial statements presented by the Branch Management Committee and report our opinion to you.

**BASIS OF OPINION**

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing the significant estimates and judgements made by the Branch Management Committee in the preparation of the financial statements and whether the accounting policies are appropriate to the Branch's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with generally accepted auditing standards in New Zealand. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in our capacity as auditors we have no relationship with, or interests in the Banks Peninsula Branch 4356.

**UNQUALIFIED OPINION**

We have obtained all the information and explanations we have required. In our opinion -

- The Branch has kept proper accounting records throughout the period; and has maintained a satisfactory system of control over transactions.
- The attached financial statements
  - have been prepared in accordance with generally accepted accounting practice;
  - comply with requirements of the Friendly Societies and Credit Unions Act;
  - are in agreement with the accounting records of the Branch and
  - give a true and fair view of the financial position of the Banks Peninsula Branch 4356 Manchester Unity Friendly Society as at 31 May 2009 and the results of its operations for the year ended on that date.

Our audit was completed on 28th July 2009 and our unqualified opinion is expressed as at that date.

*Crowhen White & Associates.*

**Crowhen White & Associates,  
Chartered Accountants  
Christchurch**

Level 4, Insignis House,  
192 Cashel Street, Christchurch  
Phone 0064 3 3746216  
Fax 0064 3 3746245

Partners  
Peter Gordon Crowhen CA (PP) Cellphone 0275 613 793  
David John White B Comm, CA Cellphone 021 392 400  
Email peter@cwa.net.nz.net.nz