

**CUB #13**

**December 2009**

## **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 2009 to the Credit Union Deposit Guarantee Corporation as required every month.
- A “13<sup>th</sup>” or “Final” F&S for the year ending October 31, 2009, including all adjustments made to the year end financial statements, to the Credit Union Deposit Guarantee Corporation by **January 31, 2010**.

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 85(2) of the Credit Union Act to provide:

- A copy of their October 31, 2009 year end financial statements, and

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

to both Alberta Finance and Enterprise and the Credit Union Deposit Guarantee Corporation by **January 31, 2010**. 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 84(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, per sections 83 and 89(1), to both Alberta Finance and Enterprise and the Credit Union Deposit Guarantee Corporation by **January 31, 2010**.

An internal operations report, as outlined in section 93(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, 2010**.

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Alberta Finance and Enterprise, Financial Sector Regulation and Policy is located at:

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

Telephone: (780) 427-5064  
Facsimile: (780) 420-0752

## ANNUAL RETURN

Accompanying this bulletin is an original [Annual Return, form AT4044](#) (Dec 2009). Forms are also available on our website: [http://www.finance.alberta.ca/publications/fin\\_inst/index.html](http://www.finance.alberta.ca/publications/fin_inst/index.html).

Complete the Annual Return with the following information:

- Full name of the credit union;
- Incorporation 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, 2009 and before March 31, 2010);
- The year the return pertains to, namely **2010**;

The full name and mailing address of each director and the full name, mailing address, business address, business telephone number and office held in the credit union of each officer who is not a director;

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 Enterprise 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 Ebenezer Frimpong at (780) 415-9234.