

## Credit Unions of Alberta

# Monthly Financial & Statistical Report Completion Guidelines

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**GENERAL GUIDELINES**

**GENERAL GUIDELINES**

- Report in accordance with Generally Accepted Accounting Principles (GAAP) unless otherwise stated.
- All reporting is done on an unconsolidated basis. That is, report all investments in subsidiaries and joint ventures on line 134.
- Amounts are to be reported in Canadian dollars, rounded to the nearest dollar.
- Amounts are fiscal year to date unless stated otherwise.

Form Name	Schedule #	Filed By	Frequency
Certification		C	M,F
Monthly F & S Report		C	M,F
Statutory Liquidity	1	C	M
Statistical Report	2	C	M
Balance Sheet Details	3	L S	Q,F A,F
Income & Expense Details	4	L S	Q,F A,F
Allowance for Loan & Financial Lease Impairment: Continuity Schedule	5	L S	Q,F A,F
Capital Base & Risk Weighted Position	6	C	Q,F
Asset Liability Management Repricing Schedule	7	L	Q

Legend:

- A - Annually
- C - All Credit Unions
- L - Large Credit Unions only (as defined under 1(1)(gg) of the Act)
- M - Monthly
- Q - Quarterly
- F - Final F&S (See Completion Guideline - Final Monthly Financial and Statistical Report)
- S - Small Credit Unions only (as defined under 1(1)(zz) of the Act)

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**GENERAL GUIDELINES**

**“FINAL” MONTHLY FINANCIAL AND STATISTICAL REPORT**

All credit unions are required to submit a final or "13th" Monthly Financial and Statistical Report by January 31st of the next year. This final report is to include all adjustments made to the year end financial statements.

A reconciliation of the annual audited financial statements to the Final Monthly Financial and Statistical Report must be submitted with the Final Monthly Financial and Statistical Report where comparable figures in the two reports are different (i.e. audited financial statements are consolidated, Final Monthly Financial and Statistical Report is unconsolidated)."

**CERTIFICATION**

The Monthly Financial and Statistical Report and any required Schedules are to be reviewed by the Audit Committee at its next meeting, to ensure they are complete and accurate.

The Certification should be signed by the General Manager or other qualified person as designated by the Board of Directors.

**IMPLEMENTATION DATE**

The revised Schedule 1- Statutory Liquidity is to be implemented as at the month ending April 30, 1999, the Monthly Financial and Statistical Report and the remaining Schedules are to be implemented as at the month ending July 31, 1999.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>Lines 100-605</b>		
<b>ASSETS</b>		
<b>CASH</b>		
100	Cash on Hand	All cash holdings on premises including ATM cash. Include the Canadian dollar equivalent of foreign cash.
101	Cash in Deposit Taking Institutions & Central	Report balances in current accounts and demand deposit accounts with deposit taking institutions (per Principal Regulation, Schedule 2, section 1(1)(c)) and Central. Include items in transit and official orders.  Report negative amounts (overdrafts) on line 230 to 232 as appropriate.
109	Cash	Report all items referred to in the Completion Guidelines under lines 100 and 101.
<b>LOANS &amp; FINANCIAL LEASES RECEIVABLE</b>		
		Include syndicated loans and financial leases under the appropriate heading.  Number of accounts refers to the number of loans and financial leases outstanding for each category at the end of the reporting period.
110	Consumer – Loans and Financial Leases	Include overdrafts and advances on lines of credit on consumer accounts, personal credit card loans, student loans, loans for mobile homes and other demand and term consumer loans and financial leases.
112	Residential Mortgages	Report loans to individuals where the loan is secured by real property and is granted for the acquisition and/or refinancing of an owner occupied single family residence. This includes owner occupied structures up to and including four-plex homes.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
113	Commercial Loans and financial leases	Include overdrafts, loans , mortgages and financial leases which have been granted for business purposes except loans for agriculture regardless of whether the borrower is incorporated.
115	Agricultural Loans and Financial Leases	Include overdrafts, loans, mortgages and financial leases which have been granted for agricultural purposes.
116	Foreclosed Assets	Report the carrying value of assets acquired through foreclosure, including quit claims, held for resale. The carrying value reflects income and expense relating to the foreclosed assets. Include real estate, automobiles and other foreclosed assets held for resale.
126	Principal Outstanding	Report all items referred to in the Completion Guidelines under lines 110 to 116.
127	Allowance for Impairment	Report the allowance for impairment of loans and financial leases reported on line 126.  See the Completion Guidelines for line 949.
128	Net Accrued Income	Report total interest and other income receivable and accrued on all loans and financial leases reported on line 126. Interest on impaired loans and financial leases should not be accrued.
	<b>INVESTMENTS</b>	Investments should be reported at their cost net of any provisions for loss or amounts written off.
130	Central Shares	Report the cost of shares in Central owned by the credit union.
131	SC Financial Ltd. Debentures	Report the balance of all SC Financial Ltd. debentures held by the credit union.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
132	Other Investment Grade Securities	<p>Report the total investments in investment grade securities excluding any investments already recorded in lines 130, 131 or 134.</p> <p>Investment grade securities are those securities whose ratings meet or exceed the ratings set out in section 1(1)(i.01) of the Principal Regulations.</p>
133	Other Portfolio & Capital Investments	<p>Report the total investments in securities not already recorded in lines 130, 131, 132 or 134 and purchases and capital or sales type leases of all capital assets that are not used by the credit union for its own purposes, net of any accumulated amortization.</p> <p>Portfolio Investments are investments that are not investments in subsidiaries, joint ventures, partnerships or affiliates (CICA HB 4210.03).</p> <p>Capital assets obtained through foreclosure or not held for investment purposes should be reported on line 116 or lines 141 to 189 respectively.</p>
134	Subsidiaries, Joint Ventures & Affiliates	<p>Report the book value of all investments in subsidiaries, joint ventures, and affiliates including grants, loans and the purchase of bonds and shares.</p> <p>These items are to be accounted for using the cost or equity basis of accounting as appropriate.</p>
137	Net Investments	<p>Report all items referred to in the Completion Guidelines under lines 130 to 134.</p>
138	Net Accrued Income	<p>Report all interest and other income receivable and accrued for those investments on line 137. Include any income receivable and income accrued on off-balance sheet assets.</p>

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<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
	<b>CAPITAL ASSETS</b>	<p>Report purchases, and capital or sales type leases of all capital assets that are used by the credit union for its own purposes, any accumulated amortization and the current provision for amortization.</p> <p>Capital assets obtained through foreclosure or held for investment purposes should be reported on line 116 or 133 respectively.</p> <p>Capital assets not related to Occupancy should be recorded under General (lines 150 to 154 as appropriate).</p> <p>The totals of Column (3) is carried forward to the balance sheet.</p>
141	Land	Report land used by the credit union in carrying on its business.
142	Buildings	Report buildings used by the credit union for carrying on its business.
143	Leaseholds	Report costs of leasehold improvements on credit union premises.
144	Other Occupancy	Report any capital expenditure relating to occupancy that is not covered by the above descriptions.
150	Furniture, Fixtures & Equipment	Report furniture, fixtures and equipment that have been capitalized.
151	Vehicles	Include only vehicles owned by the credit union and used for credit union business.
152	Computer Hardware	Report expenditures for computer hardware owned by the credit union and used for credit union business.
153	Computer Software	Report expenditures for computer software acquired by and capitalized costs of software developed for the credit union and used for credit union business. Do not include investment in software through affiliate organizations, which should be reported on line 134.

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<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
154	Other General	Report any capital expenditures that are not included in lines 144 to 153.
169	Net Capital Assets	Report all items referred to in the Completion Guidelines under lines 141 to 159.
189	Other Assets	Include Goodwill and other intangibles, deferred assets (including deferred income tax recoveries), prepaid expenses and any other assets not reported elsewhere in the balance sheet.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>LIABILITIES</b>		
<b>DEPOSITS</b>		
200	Participatory Savings	Savings accounts referred to in the Credit Union Act, section 123.
201	Demand Deposits	Report certified cheques and amounts in chequing and savings accounts payable on demand. Exclude Registered Plans, ASBTAP, AFCSP, unclaimed and other deposits which are reported in Other Deposits.
202	Term Deposits	Report all deposits with a fixed term for maturity except Registered Plans, unclaimed and other deposits which are reported below.
203	Registered Plans	Include all Registered Retirement Savings Plans and Registered Retirement Income Fund deposits.
206	Unclaimed Balances	Inactive or dormant accounts as defined in the Credit Union Act, sections 116 and 117.
207	Other Deposits	This may include trust accounts, property tax accounts, dormant accounts under two years which are not reported elsewhere, and for small business loans under the Alberta Small Business Term Assistance Plan or for farm loans under the Alberta Farm Credit Stability Program.
217	Deposits	Report the sum of all items referred to in the Completion Guidelines under lines 200 to 207.
218	Net Accrued Interest	Report total interest payable and interest accrued on deposits on line 217 and on off-balance sheet liabilities.
<b>LOANS PAYABLE</b>		
230	Central: Term	Report the outstanding balances of all Central term loans.
231	Central: Line of Credit	Report the outstanding balances of all line of credit loans from Central, including overdrafts.

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<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
232	Other Loans	Report the outstanding balances of all loans payable (excluding Other Lines of Credit) to lenders other than Central. Attach a list detailing the nature, timing and amount of each item.
233	Other Lines of Credit	Report the outstanding balances of all lines of credit loans from lenders other than Central, including over drafts.
234	Net Accrued Interest	Report interest accrued and payable on loans on lines 230 to 233.
239	Loans Payable	Report the sum of all items referred to in the Completion Guidelines under lines 230 to 234.
249	Other Liabilities	Report accounts payable and accrued liabilities, including amounts declared but not paid for patronage rebates or bonus interest and common share dividends. Also include deferred income and deferred income tax.

**EQUITY**

270	Investment Shares	Report the total issued and outstanding shares of all series in this class.
271	Common Shares	Report the total issued and outstanding shares in this class.
272	Stabilization Preferred Shares	Report the total amount of outstanding deficit financing assistance repayable to SC Financial Ltd.
273	Retained Earnings	Carry forward the balance on line 609, Retained Earnings: End of Month.
274	Other Equity	Include Contributed Surplus and any other equity items not recorded above.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
<b>INCOME AND EXPENSE</b>		
<b>LOAN &amp; FINANCIAL LEASE INCOME</b>		
300 to 305	Loans, Financial Leases & Mortgages	Report interest and other income earned in each asset included on line 126. Include loan renewal fees and prepayment penalties. Only include income on impaired loans and financial leases in accordance with GAAP.
306	Gain (Loss) on Sale of Loans & Financial Leases	Report gains or losses on the sale of loans or financial leases.
309	Loan & Financial Lease Income	Report all items referred to in the Completion Guidelines under lines 300 to 306.
<b>INVESTMENT INCOME</b>		
310 to 314	Income on items on lines 130 to 134	Report investment income, excluding gains and losses on the sale of investments in each category of the investment section, included on line 139.
315	Gain (Loss) on Sale of Investments	Report the net gain or loss on the disposal of all investments referred to in the Completion Guidelines under lines 310 to 314.
319	Investment Income	Report all items referred to in the Completion Guidelines under lines 310 to 315.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
<b>INTEREST ON DEPOSITS</b>		
330 to 337	Member & Other Deposits	Report interest expense on deposits in each category included on line 219. Accrue interest to the date of the report, including interest on participatory savings, if a rate has been set by the credit union.
339	Interest on Deposits	Report all items referred to in the Completion Guidelines under lines 330 to 337.
<b>INTEREST ON BORROWINGS</b>		
340 to 343	Central & Other Borrowings	Report interest expense on borrowings in each category of loans payable included on line 239.
349	Interest on Borrowings	Report all items referred to in the Completion Guidelines under lines 340 to 343.
<b>OFF BALANCE SHEET</b>		
360	Income	Report all income attributable to off balance sheet items such as forward rate agreements, direct credit substitutes, and interest rate contracts.
361	Expense	Report all expenses relating to off balance sheet items.
367	<b>PATRONAGE BONUS/REBATE</b>	Report bonus interest paid and rebates of interest received on loans and financial leases based on patronage.

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<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
375	<b>NET CHARGE (CREDIT) FOR LOAN &amp; FINANCIAL LEASE IMPAIRMENT</b>	<p>Enter the adjustments to the general and specific provisions to be charged to expenses</p> <ul style="list-style-type: none"><li>- net of any write-offs or recoveries on loans and financial leases for which a charge for impairment had been made during the current period, or</li><li>- write-offs not provided for.</li></ul> <p>This total will agree with the line 939, column (3) (see Completion Guidelines for line 939).</p> <p>The amount of the charge for impairment must be calculated in accordance with section 3025 of the CICA Handbook.</p>

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<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>OTHER INCOME</b>		
377	Administration, Service Charge, NSF, etc.	Include deposit account service charges, ATM charges, utility bill commissions, safe deposit box rentals, safekeeping fees, NSF charges and commissions on sale of money orders, bus passes, etc.
378	Syndication/M.B.S.	Report any income from the administration of syndicated loans or pooled mortgages.
379	Insurance	Report any fees from sale of creditor group insurance, disability, travel or other insurance products.
380	Foreign Exchange Revenue (Expense)	Report the net of credits and debits to this account as a result of conversions between Canadian and foreign currencies.
381	Brokerage/Mutual Funds	Report fees and commissions derived from brokerage services, including mutual fund transactions.
382	Leasing - Net Income	Report the net income from leasing activities other than direct financing agreements and sales type agreements which are reported on lines 301 and 304.
383	Revenue Property	Report net income from property held as an investment. Income on foreclosed properties should be recorded on lines 300 to 305 as appropriate.
384	Miscellaneous Income	Report any fees or other income that does not fit in the above categories.
389	Total Other Income	Report all items referred to in the Completion Guidelines under lines 377 to 384.

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<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
	<b>PERSONNEL EXPENSES</b>	Report personnel expenses in the appropriate categories on lines 400 to 402.
403	Other Personnel	Report items such as retiring allowances, termination or recruitment expenses.
409	Personnel Expenses	Report all items referred to in the Completion Guidelines under lines 400 to 403.
	<b>OCCUPANCY EXPENSES</b>	
410	Rent	Report the cost of renting space for all locations of the credit union.
415	Other Occupancy	Report all occupancy costs other than rent.
419	Occupancy Expenses	Report all items referred to in the Completion Guidelines under lines 410 to 415.
	<b>MEMBER SECURITY EXPENSES</b>	
422	Bonding	Report all costs associated with bonding employees.
423	CUDGC Periodic Assessment	Report the quarterly assessment for deposit insurance from CUDGC.
424	Other Member Security	Report other costs of providing member security including insurance coverage on loans and life insurance on member's savings, but excluding amortization of security equipment. The amortization of security equipment should be reported in line 443, "Other General" expenses.
429	Member Security Expenses	Report all items referred to in the Completion Guidelines under lines 422 to 424.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
	<b>GENERAL EXPENSES</b>	
430	Marketing & Advertising	Report all costs of promoting and marketing credit union services, such as radio, television and print advertising, whether specific credit union advertising or part of system promotions. Include cost of promotional items such as pens, golf balls, etc. distributed to members and prospective members. Also include donations on this line.
431	Audit	Include fees paid to professional accounting firms for internal audit as well as year end financial statements. If internal audits are carried out by credit union employees, the salary costs should be reported on line 400.
432	Consulting	Report fees and costs associated with the use of external consultants except as it pertains to computer processing.
433	Computer Processing	Include fees paid to outside suppliers of computer services.
434	Legal	Report legal fees that are paid to external lawyers and not reimbursed to the credit union by members. Include legal costs incurred in loan collection activity unless it is appropriate to charge the legal costs to the carrying value of the asset. Legal fees relating to fees earned on lending activities should be netted and amortized.
438	Cash & Service Charges & Other Fees	Report service charges by Central or other financial institutions, including charges for the supply of cash, and any fees paid for banking services.
443	Other General	Report other general expenses not covered by lines 430 to 438 including business taxes and licenses, general amortization (including amortization of security equipment), equipment leases, repairs and maintenance, general offices expenses, insurance costs (other than those relating to premises, member security and director's liability), credit reports and staff travel.

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<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
449	General Expenses	Report all items referred to in the Completion Guidelines under lines 430 to 443.
<b>ORGANIZATION EXPENSES</b>		
460	Annual Meeting	Include all costs of organizing and conducting the annual meeting including hall rentals, refreshments, and annual reports.
461	Directors & Committee Remuneration	Report remuneration paid to directors and committee members on monthly, per diem or per meeting basis, in accordance with the by-laws.
462	Directors & Committee Travel	Report costs of travel to board meetings, Central Annual Meeting, chapter meetings, and seminars attended by directors and committee members.
463	Central Dues	Report dues assessed by Central on this line.
464	Other Organization	Report other organization expenses not referred to above including the amortization of buildings and leaseholds, and directors' liability insurance.
469	Organization Expenses	Report all items referred to in the Completion Guidelines under lines 460 to 464.
509	(Gain) Loss on Disposals of Capital & Other Assets	Report gains or losses on assets, other than loans, financial leases or investments, which should be reported on lines 306 or 315 as applicable. Show gains in brackets.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
	<b>OTHER EXPENSES</b>	
520	Prescribed/Special Assessment	Report only assessments as defined in sections 151 and 152 of the Act.
521	Corporate Income Tax-Current	Include the amount of corporate income taxes payable (recoverable) in respect of the current period.
522	Corporate Income Tax-Deferred	Include the amount of future income tax liabilities (future income tax assets) recognized in the current period.
528	Other Expenses	Report other expenses including extraordinary items as defined under GAAP. Attach a list detailing the nature and amount of all items included.
529	Total Other Expenses	Report all items referred to in the Completion Guidelines under lines 520 to 528.

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**MONTHLY FINANCIAL AND STATISTICAL REPORT**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
<b>RETAINED EARNINGS</b>		
600	Retained Earnings Beginning of Year	This figure is the sum of ending retained earnings and reserves per the previous fiscal year's financial statements. These figures must be adjusted to reflect changes from the preliminary to the final year-end financial statements.
601	Prior Year Adjustments	Report adjustments to previous fiscal years including tax adjustments with the exception of those reported on line 605.
603	Dividends on Investment Shares	Report dividends paid, payable and accrued for the reporting period, on this class of shares.
604	Dividends on Common Shares	Report dividends paid and payable in the reporting period on this class of shares.
605	Income Tax Recovery	Record any recoveries of income tax during the period including those arising from the declaration of dividends or the repayment of deficit financing.

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**SCHEDULE 1- STATUTORY LIQUIDITY**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>Lines 701-765</b>		
<b>CORE DATA</b>		
701 to 705	Liabilities - Two Months Ago	Enter Total Liabilities less the fiscal year to date accrual of Stabilization Preferred Shares Series B redemptions, if any, for each Wednesday from the calendar month occurring two months prior (e.g. use April figures for the reporting month of June).
707	Average Liabilities for the Month - Two Months Ago	Sum of the lines 701 to 705 divided by the number of Wednesdays in the calendar month occurring two months prior (e.g. use April figures for the reporting month of June).
709	Total Assets at Month End - Two Months Ago	Enter Total Assets from the calendar month end occurring two months prior (e.g. use April figures for the reporting month of June).
711 to 715	Liabilities - Current Month	Enter Total Liabilities less the fiscal year to date accrual of Stabilization Preferred Shares Series B redemptions, if any, for each Wednesday in the reporting month (e.g. use June figures for the reporting month of June).
717	Average Liabilities for the Month - Current Month	Sum of the line 711 to 715 divided by the number of Wednesdays in the reporting month (e.g. use June figures for the reporting month of June).
719	Total Assets at Month End - Current Month	Enter Total Assets for the reporting month (e.g. use June figures for the reporting month of June). This total will equal line 199.

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**SCHEDULE 1- STATUTORY LIQUIDITY**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>OVERALL LIQUIDITY TEST</b>		
<b>CUCA PRUDENT LIQUIDITY CALCULATION</b>		
720	Eligible Liquidity excluding Central Shares	<p><u>Credit union that is not a member of CUCA</u></p> <p>Under Central’s bylaw, eligible liquidity for a credit union that is not a member of Central, is the total liquid assets defined in the Credit Union (Principal) Regulation, section 38 (2)(b), at the end of the month.</p> <p><u>Credit union that is a member of CUCA</u></p> <p>Enter the average daily balance of those classes or types of deposits with Central that have been designated by Central as being an eligible deposit for liquidity purposes.</p> <p>The average daily balance is calculated as the total of the daily balances of eligible deposits divided by the number of days in the month.</p>
730	Central Shares (Average Daily Balance this Month)	<p>Enter the average daily balance of Central Shares held for the current month, if any.</p> <p>The average daily balance is calculated as the total of daily balances of Central Shares divided by the number of days in the current month.</p>
748	Requirement	<p>Current Liquidity Test – multiply line 707 by 9%.</p> <p>Estimated Future Liquidity Requirement (optional) – multiply line 717 by 9%. (This calculation is to facilitate the credit union’s liquidity planning only)</p>
<b>MINIMUM LIQUIDITY CALCULATION</b>		
750	Total Liquid Assets	<p>Enter the total of all Liquid Assets at the end of the month, as defined in the Credit Union (Principal) Regulation, section 38(2).</p> <p>Note line 750 may not equal line 720.</p>

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**SCHEDULE 1- STATUTORY LIQUIDITY**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
755	Requirement	Current Liquidity Test – multiply line 709 by 6%.  Estimated Future Liquidity Requirement (optional) – multiply line 719 by 6%. (This calculation is intended to facilitate the credit union’s liquidity planning only).

**SHORT TERM LIQUIDITY TEST**

**MINIMUM LIQUIDITY  
CALCULATION**

		Lines 761 to 769 are to be completed by credit unions that are not members of CUCA only.
761	Liquid Assets - Less than 90 Days	Enter the total of all Liquid Assets, as defined in the Credit Union (Principal) Regulation, section 38(2)(b), that mature or for which a legal right exists such that the issuer must redeem the asset within 90 days of a request by the holder.
765	Requirement	Current Liquidity Test – multiply line 709 by 2%.  Estimated Future Liquidity Requirement (optional) – multiply line 719 by 2%. (This calculation is intended to facilitate the credit union’s liquidity planning only).
779	Surplus Liquidity (Borrowing from Central)	In the case of a credit union that is a member of CUCA, enter the lesser of lines 749 and 759.  In the case of a credit union that is a not a member of CUCA, enter the lesser of lines 749, 759 and 769.

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**SCHEDULE 2- STATISTICAL REPORT**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>Lines 801-871</b>		
<b>STATISTICS</b>		
Figures are for the month only. They are not reported on a fiscal year to date basis.		
801	Number of Full Time Equivalent Employees	<p>This is the sum of full time employees on the payroll and part time employees expressed as equivalent full time positions.</p> <p>This is calculated using the formula <math>T</math> divided by <math>S</math> where:</p> <p><math>T</math> is the number of hours worked by full and part time employees in the month and</p> <p><math>S</math> is the number of hours one full time person works in a month.</p> <p>Round to one decimal point.</p>
802	Number of Volunteers	Report the number of volunteers including directors and committee members. If a director is also a committee member, do not double count.
810	Number of Members	Report the total number of individuals who are members. There may be two or more members with one membership and each individual member is to be counted.
811	Number of Memberships	Report the number of membership accounts. A membership with more than one member would be counted as one.
812	Number of Retail Branch Locations	Report all locations where core member services are provided by credit union employees or agents. The minimum number to be reported here is one.
813	Number of ATM's	Report the total number of Automated Teller or similar electronic machines in operation, provided that they are owned or leased by the credit union.
814	Number of Subsidiaries/ Joint Ventures/Affiliates	Report the number of credit union subsidiaries, joint ventures and affiliates corresponding to investments recorded on line 134.

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**SCHEDULE 2- STATISTICAL REPORT**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
817/818	Number & Amount of Insurable Losses Below the Deductible	Report the number of separate occurrences and the dollar amount of losses incurred that would normally be claimed under the Masterbond Program except that the loss amount is less than the deductible amount.
820/821	Number & Amount of Loans & Financial Leases Granted	Indicate the number and dollar value of loans and financial leases <b>disbursed</b> this month.
830/831	Number & Amount of Overdraft Accounts	Report the number and dollar value of overdrafts and the unauthorized portion of lines of credit over approved limits.
840/841	Number & Amount of Impaired Loans & Financial Leases	Report the number and the dollar value of impaired loans and financial leases as calculated in accordance with section 3025 of the CICA Handbook.
850 to 855	Number & Amount of Loans & Financial Leases Delinquent	Report the number and amount of delinquent loans & financial leases according to their age classification. Ensure that delinquent lines of credit and credit cards are included.
856	Delinquency Ratio	Calculate to 2 decimal places.
860	Total Unpaid Interest on Impaired Loans	Report the total interest unpaid and receivable on impaired loans reported on line 841.
861	Income on Impaired Loans	Report the amount of interest on impaired loans for this month, that is included on line 309.
865	Loans & Financial Leases to, & Investments in Other Credit Unions	Report the sum of all loans and financial leases to, and investments (including deposits) in other credit unions.
870	Foreign Currency Assets	Report the equivalent Canadian dollar value of cash, loans, financial leases, investments and other assets denominated in foreign currencies.
871	Foreign Currency Liabilities	Report the equivalent Canadian dollar value of deposits and other liabilities denominated in foreign currencies.

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**SCHEDULE 3 – BALANCE SHEET DETAILS**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
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See Guidelines relating to the “Monthly Financial and Statistical Report” (starting on page 1) of the Completion Guidelines.

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**SCHEDULE 4 - INCOME STATEMENT DETAILS**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
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See Guidelines relating to the “Monthly Financial and Statistical Report” (starting on page 8) of the Completion Guidelines.

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**SCHEDULE 5- ALLOWANCE FOR LOAN & FINANCIAL LEASE IMPAIRMENT:  
CONTINUITY SCHEDULE**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>Lines 909- 949</b>		
<b>CONTINUITY SCHEDULE</b>		
909	Beginning of Year	Enter the specific, general and total allowances in Columns (1), (2) and (3) for the end of the prior fiscal year.
919	Write-Offs	Enter the total specific write-offs of loans & financial leases made during the current period for which a charge for impairment had been made prior to the current period. Write-offs for which a charge for impairment had been made during the current period, or for which no charge has been made, should be netted against the charge for impairment recorded in line 939.
929	Recoveries	Enter the total amount of loans and financial leases "recovered" during the current period for which a charge for impairment had been made prior to the current period. Recoveries on loans or financial leases for which a charge for impairment had been made during the current period, should be netted against that charge for impairment as recorded in line 939.
939	Charge (Credit) for Impairment	<p><b>Specific:</b> Enter the adjustments to the loan and financial lease provisions to be charged (credited) to expenses as a result of specific changes in the financial condition of the borrower or the security underlying the loan or financial lease. Specific allowances should be determined by a thorough review of the loan and financial lease portfolios at least quarterly.</p> <p><b>General:</b> Enter the adjustments to the loan and financial lease provisions to be charged (credited) to expenses as a result of general changes in the industry or economy. The adjustment must be calculated in accordance with section 3025 of the CICA Handbook.</p>

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**SCHEDULE 5- ALLOWANCE FOR LOAN & FINANCIAL LEASE IMPAIRMENT:  
CONTINUITY SCHEDULE**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
949	End of Period	The amounts in this section of the Schedule represent Management's best estimates of the required Allowance for Impairment, both specific and general at the end of the reporting period.

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>Lines 1000-1149</b>		
Balances to be reported are net of accrued interest and allowances for impairment.		
For additional information see section 41.3 and Schedule 2 of the Principal Regulations.		
<b>CAPITAL AVAILABLE</b>		
	<b>PRIMARY CAPITAL</b>	See Principal Regulation, Schedule 2, section 2, subsections (1)(b),(2),(3),(4) for additional information.
1000	Investment Shares (Qualified as Primary)	Record the issue value of all investment shares qualifying as primary capital. Qualifying investment shares include those shares: <ul style="list-style-type: none"> <li>• with a remaining term to maturity/re-purchase that is greater than 5 years,</li> <li>• which are not redeemable beyond an amount equal to 10% of the outstanding shares of that series in a year,</li> <li>• which carry no cumulative dividend rights, and</li> <li>• that are not convertible into items that do not qualify as primary capital.</li> </ul> Shares with redemption rights may be limited. See section 2(1)(b)(ii) and (iii), and 2(2) of Schedule 2 to the Principal Regulations for more detailed information.
1001	Common Shares & Contributed Surplus	Enter the amount from line 271 plus the portion, if any, of line 274 - Other Equity, that represents contributed surplus.
1002	Stabilization Preferred Shares	Enter the amount reported on line 272.
1003	Retained Earnings & Reserves	Enter the amount reported on line 273.

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>																								
1004	Share of Central's Excess Retained Earnings	This is calculated by taking the amount of Central's retained earnings at the prior year end and deducting; dividends declared since then, the portion required by Central to meet statutory requirements, and the value of any transactions designated by the Minister for the purposes of this calculation. This adjusted amount of retained earnings is then multiplied by the number of Central shares held by the credit union at the prior year end, divided by total Central shares outstanding at that date.																								
	<b>SECONDARY CAPITAL</b>	See Principal Regulation, Schedule 2, section 2, subsections (1)(c),(5) for additional information.																								
1010	Invest. Shares (Qualified as Secondary)	Report investment shares that qualify as secondary capital. This includes investment shares <ul style="list-style-type: none"> <li>• whose initial term was more than 5 years but for which less than 5 years to re-purchase remain (adjusted for any redemption rights),</li> <li>• other investment shares not reported elsewhere reduced in accordance with the following</li> </ul> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Remaining Term to Re-Purchase or Maturity</th> <th style="text-align: left;">Adjustment (Deduction)</th> <th style="text-align: left;">Proportion to be Included in Secondary Capital</th> </tr> <tr> <td style="text-align: left;">-----</td> <td style="text-align: left;">-----</td> <td style="text-align: left;">-----</td> </tr> </thead> <tbody> <tr> <td>5 years or more</td> <td>R*</td> <td>100 - R% *</td> </tr> <tr> <td>4 to 5 years</td> <td>20%</td> <td>80%</td> </tr> <tr> <td>3 to 4 years</td> <td>40%</td> <td>60%</td> </tr> <tr> <td>2 to 3 years</td> <td>60%</td> <td>40%</td> </tr> <tr> <td>1 to 2 years</td> <td>80%</td> <td>20%</td> </tr> <tr> <td>less than 1 year</td> <td>100%</td> <td>0%</td> </tr> </tbody> </table> <p>*R is the maximum percentage of the series that may be redeemed during the year under the authorizing instruments.</p> <p>See section 2(1)(c) and (5) of Schedule 2 to the Principal Regulations for more detailed information.</p>	Remaining Term to Re-Purchase or Maturity	Adjustment (Deduction)	Proportion to be Included in Secondary Capital	-----	-----	-----	5 years or more	R*	100 - R% *	4 to 5 years	20%	80%	3 to 4 years	40%	60%	2 to 3 years	60%	40%	1 to 2 years	80%	20%	less than 1 year	100%	0%
Remaining Term to Re-Purchase or Maturity	Adjustment (Deduction)	Proportion to be Included in Secondary Capital																								
-----	-----	-----																								
5 years or more	R*	100 - R% *																								
4 to 5 years	20%	80%																								
3 to 4 years	40%	60%																								
2 to 3 years	60%	40%																								
1 to 2 years	80%	20%																								
less than 1 year	100%	0%																								

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
1011	Eligible Subordinated Debt	Report all subordinated notes, bonds, debentures or other subordinated debt instruments that had an initial term to maturity of more than five years adjusted according to the table under line 1010 - Investment Shares.
1012	Deferred Income Taxes Payable	Enter the amount of any deferred income taxes payable included in Other Liabilities on line 249.
1013	General Allowance for Credit Risk	Enter the general allowance for losses on loans and financial leases equal to the lesser of: <ul style="list-style-type: none"><li>• 0.625% of the total risk weighted assets of the credit union, and</li><li>• an amount approved by the Corporation.</li></ul>

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
	<b>DEDUCTIONS FROM CAPITAL</b>	See Principal Regulation, Schedule 2, section 2, subsection (1)(a) for additional information.
1030	Goodwill & Other Intangibles	Enter the book value of any of these intangibles included in Other Assets, line 189.
1031	Investments in Subsidiaries & Affiliates	Report the amount of investments in subsidiaries and affiliates using the method specified in the legislation.
1032	Securities Book Value Deficiency	Enter the amount by which the book value of each security exceeds its market value, except where the security is issued or guaranteed by the Government of Canada or a province.
1033	Land Book Value Deficiency	Enter the amount, if any, by which book value of any land held exceeds market value, other than land occupied as credit union premises.
1034	Deferred Income Tax Recoverable	Enter the amount of the deferred income tax recoverable account.

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
1035	First Loss Facilities	<p>Enter the total capital that must be deducted as a result of the first loss protection provided by the credit union to support the value of a securitized pool of assets.</p> <p>The total capital is calculated as the sum of the capital required for each securitized pool of assets, calculated on a pool by pool basis.</p> <p>The capital required for each pool is calculated as the lesser of:</p> <ul style="list-style-type: none"><li>• the amount of any first loss protection provided by the credit union for that securitized asset pool, and</li><li>• the amount of capital that would be required to support a direct credit substitute in an amount equal to the total loans supported by the first loss facility.</li></ul>

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
<b>BALANCE SHEET ASSETS</b>		
1040 to 1065		<ul style="list-style-type: none"> <li>• See Principal Regulation, Schedule 2, sections 1, 4(a), 5, 6, 7, 8 and Table 1 for additional information.</li> <li>• Enter amounts in Column (1) according to the descriptions listed under the Cash, Loans and Financial Leases Receivable, Investments and Capital Assets headings.</li> <li>• Complete the calculation as shown on the form (Column (1) times Column (2)).</li> </ul>
	Cash	Column (1) of line 1040 and 1041 should equal line 109.
	Loans & Financial Leases	<p>Loans and financial leases should be recorded at their cost net of the Allowance for Impairment, less any Land Book Value Deficiencies (line 1033) and plus any Net Accrued Income applicable to each category.</p> <p>Partial Guarantees – only that portion of the loan or financial lease that is fully guaranteed is to be risk weighted according to the risk weight of the guarantor or the asset whichever is lower. The remainder must be risk weighted according to the risk weight of the asset.</p> <p>The entire amount of any loans and financial leases with partial guarantees of their residual values only must be risk weighted according to the asset.</p>
1051	Residential Mortgages - Other	Record those residential mortgages that are not quality mortgages where they are part of the sale of foreclosed land <b>and</b> have received special loans approval.

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
	Investments	Record investments at their cost net of any provisions for loss or amounts written off, less any Investments in Subsidiaries & Affiliates (line 1031) and any Securities Book Value Deficiencies (line 1032) and plus any Net Accrued Income, as applicable to each category.  Investments in mutual funds and loan pools are to be risk weighted according to their underlying assets.  Column (1) of lines 1054 to 1062 plus lines 1031 and 1032 should equal line 139.
1063	Net Capital Assets	Column (1) of line 1063 should equal line 169.
1064	Deductions from Capital	This is carried forward from line 1037 on page 2 of the Schedule.
1065	All Other Assets	Enter the book value of all other assets not already included on lines 1040 to 1064.  Column (1) of line 1065 plus lines 1030 and 1034 should equal line 189.
1069	Total Balance Sheet Assets	The total per Column (1) of this line should equal line 199.

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
	<b>OFF BALANCE SHEET VALUES</b>	
1070 To 1078		<p>See Principal Regulation, Schedule 2, sections 1, 4(b), 8 and Tables 1 and 2 for additional information.</p> <p>Column (1):</p> <ul style="list-style-type: none"><li>• Enter the face amount or the unused or undrawn portion of all off balance sheet positions in each category under Column (1). See below for a description of each category.</li></ul> <p>Column (3):</p> <ul style="list-style-type: none"><li>• Enter the weighted average Risk Weighting Factor for that category in Column (3). Risk Weighting Factors are determined in the same manner as balance sheet items (see page 3 of 6, Column (2)). For example, the unused portion of a members personal Mastercard facility would be risk weighted at 0.8, the same rate as a consumer loan. Similarly, an unsecured letter of credit for a business would get a risk weighting of 1.0.</li></ul> <p>Include only the totals for each category. Where the category is made up of several items which have different risk weights associated with them, record the weighted average Risk Weighting for all items recorded in that category. For example, if the credit unions total commitments per line 1070 consist of a \$40,000 loan commitment for an insured mortgage (risk weighted at 0.0) and a \$60,000 loan commitment for commercial purposes (risk weighted at 1.0), the Face Amount will be \$100,000 and the Risk Weighting will be 0.6 (<math>[(40,000 \times 0) + (60,000 \times 1)]</math> divided by <math>[40,000 + 60,000]</math>).</p> <p>Column (4):</p> <p>Complete the calculation as shown on the form (Column (1) times Column (2) times Column (3)).</p>

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
1070	<p>Commitments with an original maturity of one (1) year or less, or that are unconditionally cancellable at any time.</p> <p>A commitment obliges the credit union to fund a customer in his normal course of business when he seeks to draw down the commitment. It normally involves a written contract or agreement, and a commitment fee or another form of consideration.</p> <p>Commitments with an original maturity of up to one year and undated or open-ended commitments that the credit union can unconditionally cancel any time are included in this category.</p> <p>Examples include:</p> <ul style="list-style-type: none"><li>- personal lines of credit and authorized overdrafts</li><li>- credit card lines</li><li>- committed but unfunded consumer loans and mortgages</li></ul>	
1071	<p>Commitments with an original maturity exceeding one (1) year.</p> <p>Commitments with an original maturity that is greater than one year and open-ended commitments (e.g. evergreen commitments) that the credit union can cancel any time subject to a notice period are included in this category. This category also includes lines of credit and authorized overdrafts for non-consumer type members (e.g. commercial, agricultural, societies, etc.), although a credit union may use the same form of agreement for these members that it uses for its consumer members.</p> <p>The presence of a "material adverse change clause" or similar clause does not affect the commitment's classification.</p> <p>Classify a commitment to provide a loan with a maturity greater than one year in the 0% category if:</p> <ul style="list-style-type: none"><li>(i) it must be drawn down in less than a year and the undrawn portion is automatically cancelled at the end of the draw down period, or,</li><li>(ii) the credit union conducts a formal review of the facility at least annually and the credit union can withdraw the commitment any time without notice (other than the notice required under the Consumer Credit Transaction Act or other court rulings which have required notice of at least 10 days).</li></ul> <p>Otherwise, include it in the 50% category.</p>	

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
	Other examples of items to be included in the 50% category are:	
	<ul style="list-style-type: none"><li>- commercial and agricultural: lines of credit; authorized overdrafts; other commitments</li><li>- feed lot lines of credit</li><li>- construction mortgages</li><li>- evergreen commitments</li><li>- New Home Warranty guarantee</li></ul>	
1072	Forward agreements (contractual obligations) to purchase assets.  This is any commitment to purchase a loan, security or other asset at a specified future date, usually on prearranged terms.  Examples include: <ul style="list-style-type: none"><li>- commitments to purchase blocks of mortgages</li><li>- lease (rent) to purchase where the asset is not recorded on credit union's balance sheet.</li></ul>	
1073	Sale and repurchase agreements:  These involve agreements where the credit union sells a loan (or other asset) but: <ul style="list-style-type: none"><li>(i) has an obligation to assume the credit risk if a default occurs, or</li><li>(ii) commits (at the time of sale) to repurchase the asset at a fixed price after a fixed period of time. (This category also includes an agreement to purchase an asset with a simultaneous commitment to resell the asset at a predetermined price after a fixed period.)</li></ul> The asset becomes an off-balance sheet asset once it is removed from the selling credit union's balance sheet or a contra-asset account reduces its net book value. If it remains on the selling credit union's asset side of the balance sheet at its full value with a liability account recording the other side of the transaction, it is not an off-balance account.  Examples include: <ul style="list-style-type: none"><li>- syndicated loans with recourse, and,</li><li>- mortgage pools with recourse.</li></ul>	

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<b><u>Line #</u></b>	<b><u>Description</u></b>	<b><u>Instructions</u></b>
1074	Direct credit substitutes	<p>The risk of loss is directly dependent upon the credit-worthiness of the counterparty. It involves a written undertaking by the credit union to settle an account for a third party or to allow a third party to call upon the credit union under specific circumstances. It includes guarantees or equivalent instruments that back financial claims. It also includes commitments where the draw-down is certain.</p> <p>Examples include:</p> <ul style="list-style-type: none"><li>- stand-by letters of credit</li><li>- letters of credit for A.L.C.B. or Alberta lotteries,</li><li>- oil company, sand &amp; gravel construction letters of credit</li><li>- utility guarantees</li><li>- guarantees to pay for lease, loan or mortgage payments or existing debt on merchandise purchased</li><li>- guarantees to remit tax to government</li></ul>
1075	Transaction-related contingencies.	<p>These instruments relate to the on-going business activities of the borrower and support the borrower's particular performance obligations, rather than their general financial obligations. These instruments normally have an expiry date not exceeding one year from the date of issue and could be renewed. The credit union's risk of loss depends on the likelihood of some future event by which the borrower is not able to meet its financial obligations due to reasons outside its control (e.g. a subcontractor default).</p> <p>Examples include:</p> <ul style="list-style-type: none"><li>- performance bonds, including arrangements backing subcontractors' and suppliers' performance</li><li>- warranties</li><li>- indemnities</li><li>- customs and excise bonds</li><li>- guarantees of repayment of deposits or prepayments in case of non-performance</li></ul>
1076	Short-term self-liquidating trade-related contingencies.	<p>This category includes items such as commercial and documentary letters of credit issued by the credit union that are (or will be) collateralized by the underlying shipment.</p> <p>Most Alberta credit unions will not deal in these facilities.</p>

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
1077	Acquisition of risk participation in Bankers' Acceptances and participation in direct credit substitutes.	
	Risk participation in Bankers' Acceptances and financial letters of credit means that the participating financial institutions will indemnify the selling financial institution for their portion of the full principal and interest payable if the underlying customer defaults.	
	Most Alberta credit unions will not deal in these facilities.	
1078	Revolving underwriting facilities, notes issuance facilities, etc.	
	A borrower arranges to issue short-term notes (usually three to six months in maturity) over an extended period and up to a prescribed limit, usually by repeated offerings to a tender panel. If the borrower cannot sell the notes at an acceptable price by tender, the credit union will buy them at a prescribed price.	
	Most Alberta credit unions will not deal in these facilities.	

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
		<b>DERIVATIVE CONTRACTS</b>
1080 to 1088	See Principal Regulation, Schedule 2, section 4(c) and Table 3 for additional information.	

- Enter a description of the contract indicating who it is with and the type of contract (i.e., Interest Rate, Swap, Future, Option).

Column (1):

- The "replacement cost" is the market value of the contract, as determined on a marked to market basis. The replacement cost can not be less than zero.

Column (2):

- The "Notional Principal" is the amount shown on the face of the contract.

For example, a credit union enters into a \$10 million swap with Credit Union Central on April 30, 1998 with a term to mature in 2.5 years. It guarantees a fixed interest rate of 8%, while it receives a variable rate of 9.2%, giving it net monthly cash inflows of \$10,000. At October 31, 1998, the valuation date, the credit union could receive a variable rate of 10% for a new contract with the same maturity date. The replacement cost of the contract is calculated as the net present value of the current monthly cash inflows of \$10,000 for 24 months, discounted at 10% which is approximately \$216,700. Note: if the original swap resulted in a net cash outflow to the credit union, then enter "0" in Column (1). The Notional Principal would be \$10 million, the face amount of the contract.

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**SCHEDULE 6 - CAPITAL BASE AND RISK WEIGHTED POSITION**

<u>Line #</u>	<u>Description</u>	<u>Instructions</u>
		<p>Columns (3) to (6):</p> <ul style="list-style-type: none"> <li>• Next, complete Columns (3) and (6) using Table 3 in the Principal Regulations, Schedule 2. "Financial Institutions" eligible for counterparty weighting of 0.2 includes those companies defined under Section 1(1)(x) of the Act. In the example used above, the Future Exposure Multiple would be <math>(0.5\% + 0.5\%) = 1.0\%</math>, and, the Counter Party Weight would be 0.5 because the counter-party is not a government or a deposit-taking institution.</li> </ul> <p>Column (7):</p> <ul style="list-style-type: none"> <li>• Finally, complete the calculations as shown on the form. In the example used above, the amount to be reported on the capital adequacy return for this contract is</li> </ul> <p style="padding-left: 40px;"><b>[\$216,700 + (\$10 million x 1.0%)] x 0.5 = \$158,350.</b></p> <p>Attach additional sheets where the number of interest rate contracts exceed the lines provided on the form.</p>
1090	Total Derivative Contracts	Carry forward line 1089, Column (7) on the next page.

**CALCULATION OF EXCESS (DEFICIENT) CAPITAL**

1109 to 1149	Calculation of Excess (Deficient) Capital	Complete the calculations of Capital Base and Risk Weighted Position as indicated on the form.
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## Lines 1200-1249

### STATIC GAP ANALYSIS

This Schedule is to be filed on a static gap basis only.

All assets, liabilities, equity and off balance sheet items are classified according to their interest rate characteristics; variable interest rate (Column (1)), fixed interest rate (Columns (2) through (6)), and non-interest sensitive (Column (7)). Those having a fixed rate commitment are then sorted into the time period into which they are scheduled to be repriced (Columns (2) through (6)). Note that this **may not** be their maturity date. The total of each line is placed in Column (8).

The "\$" lines are to indicate the dollar amount for each category. The amortized value should be used, where payment/repayment is made over a period of time. For example, where the principal of a \$4,000 fixed rate loan is repaid at \$500 per month, \$1,500 will be recorded in Column (2), \$1,500 in Column (3) and \$1,000 in Column (4).

The "%" lines are used to indicate the weighted average interest rate (WAIR) earned in each category. The annualized interest rate should be used when determining the WAIR of each category. All non-interest sensitive (NIS) items have a WAIR of 0%.

1200 to 1209	<b>ASSETS</b>	Report all assets (net of provisions) in the appropriate category on lines 1200 to 1205 and under the appropriate column (see general instructions above).
1200	Cash	Column (8) of line 1200 should equal line 109.
1201 1202	Residential Mortgage Loans, All Other Loans & Financial Leases	Loans and financial leases should be recorded at cost, net of any provision in the appropriate time frame.  The specific provisions should be recorded in the time column for which the provision relates. This information can be derived from the calculation used to determine the loan and financial lease impairment under GAAP.  General provisions should be recorded in the NIS column as the provision represents a portion that is not collectable and therefore not interest sensitive.

Accrued Income should be recorded in the NIS column.

Credit card loans are to be allocated between the 0-3 month column and NIS time frame based on the credit union's experience. Credit unions should calculate what percentage of credit card balances are paid when due, and therefore, represent an interest free loan to customers. This percentage is applied to the outstanding credit card balance at the reporting date and the product is recorded in the NIS column; other balances are then recorded in the 0-3 month column.

Column (8) of line 1201 should equal line 112, Column (2).

1203	Term Deposits	Include term deposits held at deposit taking institutions and Central.
1204	Other Investments	Include all investments other than Term Deposits.
1205	All Other Assets	This includes items such as Net Capital Assets and Prepaid Expenses which are generally recorded in the NIS column.
1209	Total Assets	The dollar amount of each column is totalled on line 1209 (\$). Column (8) of this line should equal line 199. The overall WAIR should be calculated and recorded in 1209 (%).

1210 to 1219	<b>LIABILITIES AND EQUITY</b>	Report all liabilities and equity in the appropriate category on lines 1210 to 1219 and under the appropriate column (see general instructions above).
	Demand Deposits & Term Deposits	<p>Participatory Savings accounts are generally recorded in the NIS column of Demand Deposits.</p> <p>Tiered accounts should be classified as variable rate and NIS depending on the terms of the deposit account. For simplicity, these accounts may be treated as variable.</p> <p>Unclaimed Deposits should be listed under Demand Deposits or Term Deposits as appropriate.</p> <p>Other Deposits should be listed under Demand or Term Deposits as appropriate. ASBTAP and AFCSP Deposits should be recorded in the same columns according to their related loans.</p>
	Registered Plans	Registered Plans, Column (8) of line 1212, should equal line 203, Column (2).
1213	All Other Liabilities	In general, accounts payable and deferred income are reported in the NIS column.
1214	Investment Shares	Column (8) of line 1214 should equal line 270.
1215	All Other Equity	Report in the NIS column.
1219	Total Liabilities & Equity	The dollar amount of each column is totalled on line 1219 (\$). Column (8) of this line should equal line 299. The overall WAIR should be calculated and recorded on line 1219 (%).
1229	<b>ON BALANCE SHEET GAP</b>	Line 1229 (\$) is equal to line 1209 (\$) - line 1219 (\$). Line 1229 (%) is equal to line 1209 (%) - 1219 (%).
	<b>OFF BALANCE SHEET ITEMS</b>	Record the notional principal of the off balance sheet item under the appropriate column (see general instructions above) on line 1230 (\$) or 1231 (\$) as applicable. The WAIR of all items contained in each time frame is calculated and is recorded on lines 1230 (%) or 1231 (%) as applicable.

1230	Notional Assets	<p>Forward Rate Agreements (FRA) and Futures would be reported as follows:</p> <p>An amount equal to the notional principal would be</p> <ul style="list-style-type: none"> <li>• Deducted from the column which corresponds to the starting date of the FRA or future</li> <li>• Added to the column which represents the ending date of the FRA or future.</li> </ul> <p>A SWAP asset arises when you receive a fixed rate interest stream and pay out a floating rate interest stream. Report an asset swap as follows:</p> <p>An amount equal to the notional principal would be</p> <ul style="list-style-type: none"> <li>• Added to the column which corresponds to the expiry or repricing of the fixed rate obligation</li> </ul> <p>Deducted from the variable rate column.</p>
1231	Notional Liabilities	<p>A SWAP liability arises when you receive a floating rate interest stream and pay out a fixed rate interest stream. To report a liability swap an amount equal to the notional principal would be</p> <ul style="list-style-type: none"> <li>• Added to the variable rate column</li> <li>• Deducted from the column which corresponds to the expiry or repricing of the fixed rate obligation.</li> </ul> <p>Column (8) of line 1231 (\$) will equal 0.</p>
1239	<b>NET GAP</b>	<p>Line 1239 is the net gap position showing the impact of any off balance sheet hedging activity. Line 1239 (\$) is calculated as line 1229 (\$) plus line 1230 (\$) minus line 1231 (\$). Line 1239 (%) should be recalculated for each column.</p>
1249	<b>CUMULATIVE NET GAP</b>	<p>Line 1249 is the sum of the net gap positions through the columns. For example, Row 1249 Column (1) is the same as Row 1239 Column (1); Row 1249 Column (2) is line 1239 Column (1) plus line 1239 Column (2), etc. Line 1249 Column (8) should be 0.</p>