

1984 No. 334

BUILDING SOCIETIES**The Building Societies (Accounts and Annual Return) Regulations
(Northern Ireland) 1984***Made* 14th September 1984*Coming into operation* 3rd December 1984

The Registrar, in exercise of the powers conferred upon him by sections 78(2), 88(3) and 91(2) of the Building Societies Act (Northern Ireland) 1967(a), and of every other power enabling him in that behalf, with the consent of the Department of Economic Development(b), hereby makes the following regulations:

Citation and commencement

1. These regulations may be cited as the Building Societies (Accounts and Annual Return) Regulations (Northern Ireland) 1984 and shall come into operation on 3rd December 1984.

Interpretation

2.—(1) In these regulations—

“area board” includes any regional or local board or committee of the building society other than one consisting wholly of main board directors of the building society and/or full-time employees of the building society;

“emoluments” in relation to a member of an area board or to a director includes fees and percentages, any sums paid by way of expenses allowance in so far as those sums are charged to United Kingdom income tax, any contribution paid in respect of him under any pension scheme and the estimated money value of any other benefits received by him otherwise than in cash;

“emoluments” in relation to a person in a building society’s employment includes fees and percentages, any sums paid by way of expenses allowance in so far as those sums are charged to United Kingdom income tax, and the estimated money value of any other benefits received by him otherwise than in cash paid to or receivable by him from the building society or any other person in respect of his services as a person in the employment of the building society (except sums to be accounted for to the building society);

“emoluments” in relation to a person other than a member of an area board or a director or a person in the employment of a building society includes fees and percentages, any sums paid by way of expenses allowance in so far as those sums are charged to United Kingdom income tax and the estimated money value of any other benefits received by him otherwise than in cash.

“listed investment” means an investment as respects which there has been granted a listing on the Stock Exchange, or bonds issued by a local authority in whole or in part to a bank, discount house, issuing house or broker in the City of London and “unlisted investment” shall be construed accordingly;

(a) 1967 c. 31 (N.I.)

(b) Consent function transferred from Department of Commerce by S.I. 1982/846 (N.I. 11) Art. 4

“long lease” means a lease in respect of which the portion of the term for which it was granted remaining unexpired at the end of the financial year is not less than 50 years;

“short lease” means a lease which is not a long lease;

“lease” includes any agreement for a lease;

“Mortgages” under the heading “Balance Sheet” in Schedule 1 means the amount due or outstanding in respect of advances secured on mortgage less any provision for anticipated losses thereon;

“pension”, “pension scheme” and “contribution” have the same meanings as in section 187(3) of the Companies Act (Northern Ireland) 1960(a);

“pension costs” includes any contributions other than contributions falling within the meaning of “social security costs” by the building society for the purposes of any pension scheme established for the purpose of providing pensions for persons employed by the building society, any sums set aside for that purpose and any amounts paid by the building society in respect of pensions without first being so set aside;

“provision” means, subject to paragraph (2), any amount written off or retained by way of provision for depreciation, renewals or diminution in value of assets or retained by way of provision for any known liability (including any liability in respect of expenditure contracted for, and any disputed or contingent liability) of which the amount cannot be determined with substantial accuracy;

“reserve” shall not, subject to paragraph (2), include any amount written off or retained by way of provision for depreciation, renewals or diminution in value of assets or retained by way of provision for any known liability (including any liability in respect of expenditure contracted for, and any disputed or contingent liability) or any sum set aside for the purpose of providing against any undue fluctuations in charges for taxation;

“deferred shares” has the meaning given by paragraph 2 of Schedule 1 to the Building Societies (Authorisation) Regulations (Northern Ireland) 1982(b);

“social security costs” means any contributions by the building society to any state social security or pension scheme, fund or arrangement;

(2) Where—

(a) any amount written off or retained by way of provision for depreciation, renewals or diminution in value of assets, or

(b) any amount retained by way of provision for any known liability (including any liability in respect of expenditure contracted for, and any disputed or contingent liability)

is in excess of that which in the opinion of the board of directors is reasonably necessary for the purpose, the excess shall be treated for the purposes of these regulations as a reserve and not as a provision.

Revenue and appropriation account and balance sheet

3. The revenue and appropriation account and the balance sheet of a building society as respects a financial year of the building society ending on or after 31st December 1984 shall, with such adaptations, additions or omissions as may be necessary to comply with section 78(1) of the Building Societies Act (Northern Ireland) 1967, be in the forms set out in Schedule 1 and shall contain the particulars therein set out (except that any heading therein may be omitted if the entries in respect of such heading would be “Nil”) and the particulars specified in regulations 4 to 10.

(a) 1960 c. 22 (N.I.) as substituted by S.I. 1978/1042 (N.I. 12) Art. 17

(b) S.R. 1982 No. 155

Accounting policies and statement of date of approval of accounts, etc.

4.—(1) The accounting policies adopted by a building society in determining the amounts to be included in respect of items shown in the balance sheet and in determining the income and expenditure for the year shall be stated by way of separate note on the balance sheet.

(2) The date on which the revenue and appropriation account and balance sheet are approved by the board of directors shall be stated on the balance sheet.

Particulars to be distinguished in the revenue and appropriation account

5. The following particulars shall be shown separately in the revenue and appropriation account—

- (a) the amounts respectively charged to revenue by way of provision for depreciation, renewals or diminution in value of fixed assets;
- (b) the amount, if material, of any surplus or deficit on realisation of investments; and to the extent that such amount is not shown under the heading "Income" in the case of a surplus (or "Expenditure" in the case of a deficit) in the said revenue and appropriation account it shall be shown after the item "Excess of income over expenditure" and before the item "Corporation tax";
- (c) the amount, if material, of any pension costs not included under the heading "Expenditure"; and such amount shall be shown after the item "Excess of income over expenditure" and before the item "Corporation tax" in the said revenue and appropriation account;
- (d) if any amount is separately shown after the item "Excess of income over expenditure" in accordance with either paragraph (b) or paragraph (c), the aggregate of such amount or amounts and the amount of the item "Excess of income over expenditure";
- (e) the amount transferred from general reserve; and
- (f) the amount transferred to or from any reserve set aside for a particular purpose.

Particulars which may be shown by note on the revenue and appropriation account

6.—(1) The following particulars if not otherwise shown shall be shown by way of note on the revenue and appropriation account—

- (a) the amount of the remuneration of auditors, including any sums paid to the auditors in respect of their expenses;
- (b) the aggregate amount of—
 - (i) emoluments of members of area boards;
 - (ii) pensions of members or past members of area boards; and
 - (iii) any compensation to members or past members of area boards in respect of loss of office

and, in respect of main board directors or employees who are or have been members of area boards, there shall be included only such amounts as are payable by virtue of their membership of such boards in addition to amounts payable to them in respect of other services to the society;

- (c) how much of the amount shown in respect of the item "Management expenses (including depreciation of fixed assets)" consists of—
 - (i) remuneration and expenses of staff (excluding any amounts required to be stated under regulation 7) stating separately salaries and wages, social security costs incurred by the society on behalf of staff and other pension costs so incurred;
 - (ii) office accommodation and office expenses;

- (iii) advertising;
- (iv) commission and agency fees;
- (v) depreciation of fixed assets;
- (vi) other expenses;

and in relation to the amount of remuneration and expenses of staff there shall also be stated as at the end of the financial year the numbers of staff employed by the building society at chief and administrative offices and at branch offices respectively, distinguishing between full-time staff and part-time staff;

- (d) if the amount charged to revenue by way of provision for depreciation or diminution in the value of assets has been determined otherwise than by reference to the amount of those assets as determined for making up the balance sheet, that fact shall be stated;
- (e) if depreciation or replacement of fixed assets is provided for by some method other than a depreciation charge or provision for renewals, or is not provided for, the method by which it is provided for or the fact that it is not provided for, as the case may be;
- (f) the financial year of the building society, or the part of such year, in which the interest accrued in respect of which the amount shown in relation to the heading "Income tax" is computed;
- (g) the basis on which the charge for corporation tax is computed;
- (h) the amount, if material, of any transaction of an exceptional or non-recurrent nature;
- (i) any material respects in which any items shown in the revenue and appropriation account are affected—
 - (i) by transactions of a sort not usually undertaken by the building society or otherwise by circumstances of an exceptional or non-recurrent nature; or
 - (ii) by any change in the basis of accounting;
- (j) any special circumstances which affect liability in respect of taxation of surplus, income or capital gains for the financial year or liability in respect of taxation of surplus, income or capital gains for succeeding financial years; and
- (k) any amount applied in writing up or down the amount at which investments are determined for making up the balance sheet.

(2) The corresponding amounts for the immediately preceding financial year shall be stated for all items shown in the revenue and appropriation account.

(3) The amount to be included under paragraph (1)(b)(ii) shall not include any pension paid or receivable under a pension scheme if the scheme is such that the contributions thereunder are substantially adequate for the maintenance of the scheme, but save as aforesaid shall include any pension paid or receivable in respect of any such services of a member or past member of an area board under any pension scheme whether to or by him or, on his nomination or by virtue of dependence on or other connection with him, to or by any other person.

(4) The amount to be included under paragraph (1)(b)(iii) shall include—

- (a) any sums paid to or receivable by a member or past member of an area board by way of compensation for the loss of office as member of an area board; and
- (b) any sums paid as consideration for or in connection with a person's retirement from office as member of an area board.

Particulars which must be shown by note on the revenue and appropriation account

7.—(1) Subject to and in accordance with the provisions of this regulation there shall be stated by way of note on the revenue and appropriation account—

- (a) the aggregate amount of the directors' emoluments; and in respect of that amount there shall also be shown how much consists of—
 - (i) any contributions paid in respect of directors under any pension scheme; and
 - (ii) all other emoluments within the meaning of these regulations;
- (b) the aggregate amount of directors' or past directors' pensions; and
- (c) the aggregate amount of any compensation to directors or past directors in respect of loss of office.

(2) The amount to be stated under paragraph (1)(a)—

- (a) shall include any emoluments paid to or receivable by any person in respect of his services as director of the building society or in respect of his services, while director of the building society, in connection with the management of the affairs of the building society; and
- (b) shall distinguish between the emoluments in respect of services as director of the building society and other emoluments;

(3) The amount to be stated under paragraph (1)(b)—

- (a) shall not include any pension paid or receivable under a pension scheme if the scheme is such that the contributions thereunder are substantially adequate for the maintenance of the scheme, but save as aforesaid shall include any pension paid or receivable in respect of any such services of a director or past director of the building society as are mentioned in paragraph (2), whether to or by him or, on his nomination or by virtue of dependence on or other connection with him, to or by any other person; and
- (b) shall distinguish between pensions in respect of services as director of the building society and other pensions.

(4) The amount to be stated under paragraph (1)(c)—

- (a) shall include any sums paid to or receivable by a director or past director by way of compensation for the loss of office as director of the building society, or for the loss, while director of the building society or on or in connection with his ceasing to be a director of the building society, of any other office in connection with the management of the building society's affairs; and
- (b) shall distinguish between compensation in respect of the office of director of the building society and compensation in respect of other offices;

and for the purposes of this regulation references to compensation for loss of office shall include sums paid as consideration for or in connection with a person's retirement from office.

(5) The amounts to be stated under paragraph (1)(a), (b) and (c)—

- (a) shall include all relevant sums paid by or receivable from the building society or any other person except sums to be accounted for to the building society; and
- (b) shall distinguish in the case of the amount to be shown under paragraph (1)(c) between the sums respectively paid by or receivable from the building society and persons other than the building society.

(6) The amounts to be stated under this regulation for any financial year shall be the sums receivable in respect of that year, whenever paid, or in the case of sums not receivable in respect of a period, the sums paid during the year, so, however, that where—

- (a) any sums are not included in the amounts to be stated by way of note to the revenue and appropriation account for the relevant financial year on the ground that the person receiving them is liable to account for them to the

building society, but the liability is thereafter wholly or partly released or is not enforced within a period of two years; or

- (b) any sums paid by way of expenses allowance are charged to United Kingdom income tax after the end of the relevant financial year;

those sums shall, to the extent to which the liability is released or not enforced or they are charged as aforesaid, as the case may be, be included in the amounts to be stated by way of note to the first revenue and appropriation account in which it is practicable so to include them and shall be distinguished from the sums to be stated therein apart from the provisions of this paragraph.

Additional particulars respecting emoluments of the Chairman and directors which must be shown by note on the revenue and appropriation account

8.—(1) Where the amount stated by way of note on the revenue and appropriation account under regulation 7(1)(a) exceeds the sum of £60,000, there shall also be so stated—

- (a) the amount of the Chairman's emoluments, or, if more than one person has been Chairman during the financial year, the amount with respect to each such person of his emoluments so far as attributable to the period during which he was Chairman;
- (b) the emoluments of the part-time director (if any) whose emoluments exceeded the amount or the aggregate of the amounts stated under (a); or, if the emoluments of each of two or more of the part-time directors exceeded the said amount or said aggregate, the emoluments of him (or them in the case of equality) who had the greater or, as the case may be, the greatest;
- (c) the number (if any) of—
 - (i) full-time directors who had no emoluments or whose several emoluments amounted to not more than £5,000 and by reference to each pair of adjacent points on a scale on which the lowest point is £5,000 and the succeeding ones are successive integral multiples of £5,000, the number (if any) of full-time directors whose several emoluments exceeded the lower point but not the higher;
 - (ii) part-time directors who had no emoluments or whose several emoluments amounted to not more than £5,000 and by reference to each pair of adjacent points on a scale on which the lowest point is £5,000 and the succeeding ones are successive integral multiples of £5,000, the number (if any) of part-time directors whose several emoluments exceeded the lower point but not the higher;
- (d) the amount of the highest paid full-time director's emoluments;
- (e) the number of directors who waived rights to receive emoluments which, but for the waiver, would have fallen to be included in the amounts to be stated under regulation 7(1)(a) and the aggregate amount of the emoluments so waived.

(2) For the purpose of paragraph (1)(a), (b), (c) and (d) there shall be brought into account as emoluments of any person all such amounts, other than contributions paid in respect of him under any pension scheme, as in his case are by virtue of regulation 7 required to be included in the amount stated under paragraph (1)(a) of that regulation.

(3) For the purpose of paragraph (1)(e)—

- (a) it shall be assumed that a sum not receivable in respect of a period would have been paid at the time at which it was due to be paid;
- (b) a sum not so receivable that was payable only on demand, being a sum the right to receive which has been waived, shall be deemed to have been due for payment at the time of the waiver.

Statement of emoluments of employees to be given

9.—(1) By way of note on the revenue and appropriation account there shall be stated by reference to each pair of adjacent points on a scale on which the lowest point is £30,000 and the succeeding ones are successive integral multiples of £5,000 beginning with that in the case of which the multiplier is 7, the number (if any) of persons in the building society's employment (other than directors of the building society) whose several emoluments exceeded the lower point but did not exceed the higher.

(2) The amounts to be brought into account for the purposes of complying with paragraph (1) as respects a financial year shall be the sums receivable in respect of that year, whenever paid, or, in the case of sums not receivable in respect of a period, the sums paid during that year, so, however, that where—

- (a) any sums are not brought into account for the relevant financial year on the ground that the person receiving them is liable to account therefor, but the liability is wholly or partly released or is not enforced within a period of two years; or
- (b) any sums paid to a person by way of expenses allowance are charged to United Kingdom income tax after the end of the relevant financial year;

these sums shall, to the extent to which the liability is released or not enforced or they are charged as aforesaid, as the case may be, be brought into account for the purpose of complying with paragraph (1) on the first occasion on which it is practicable to do so.

Particulars which must be noted on the balance sheet

10.—(1) The following particulars shall be stated by way of note on the balance sheet, if not otherwise shown—

- (a) how much of the item "Deposits and loans" consists of—
 - (i) certificates of deposit and other transferable instruments (to be described);
 - (ii) deposits and loans from banks;
 - (iii) time deposits;
 - (iv) other deposits and loans;
- (b) in respect of each of the items "Shares" and "Deposits and loans" the amounts repayable from the date of the balance sheet in the ordinary course of business and whether by virtue of the giving of a period of notice or otherwise—
 - (i) in not more than one month;
 - (ii) in more than one month but not more than 6 months;
 - (iii) in more than 6 months but not more than 12 months;
 - (iv) in more than 12 months;
- (c) the amount owing by the building society in respect of deposits, loans and overdrafts which are secured on the assets of the building society;
- (d) the general nature of any contingent liability not provided for, and, where practicable, the amount or estimated amount, if material, of that contingent liability;
- (e) where practicable, the aggregate amount or estimated amount, if material, of—
 - (i) contracts for capital expenditure, so far as not provided for, and
 - (ii) capital expenditure authorised by the directors which has not been contracted for;

- (f) the amount of any reserve or provision and where the amount compared with the amount at the end of the immediately preceding financial year shows an increase or decrease, the source from which the increase has been derived or how the amount derived from any decrease has been applied;
- (g) the year or years of assessment for which any amount included in the balance sheet represents income tax and, if any amount so included representing income tax for the current year of assessment is less than the amount of the building society's liability for income tax for the year, the proportion of such liability represented by the amount;
- (h) the basis upon which the amount, if any, set aside for corporation tax is computed;
- (i) the nature and amount of the major elements of which any amount of deferred taxation shown in the balance sheet is composed and a description of the method of calculation adopted;
- (j) the amount due or outstanding in respect of advances secured on mortgage and the amount of any provision for anticipated losses thereon;
- (k) of the amounts shown in respect of the item "Investments and cash" in the balance sheet how much consists of—
 - (i) listed investments;
 - (ii) unlisted investments;
 - (iii) cash at bank and in hand;
 - (iv) interest accrued;

and there shall also be shown in respect of listed investments how much consists of investments in the case of which the final redemption date is not more than 5 years from the date of the balance sheet, and in respect of unlisted investments and cash at bank how much consists in each case of amounts which are repayable in not more than one month, amounts which are repayable in more than one month but not more than 6 months, and amounts which are repayable in more than 6 months from the date of the balance sheet;

- (l) the aggregate market value of the building society's listed investments;
- (m) of the amounts shown in respect of the item "Fixed assets" in the balance sheet how much consists of—
 - (i) office premises;
 - (ii) office and computer equipment;
 - (iii) other fixed assets;
- (n) in respect of each of the categories of fixed assets shown in accordance with sub-paragraph (m)—
 - (i) the aggregate of the costs of the assets contained in the category, (except that where an asset stands in the building society's books at a valuation, the amount of the valuation shall be taken for this purpose instead of its cost);
 - (ii) the aggregate of the amounts provided or written off since the date of acquisition or valuation, as the case may be, for depreciation or diminution in value;
- (o) the method of arriving at the amount at which any fixed assets are shown;
- (p) where the replacement of fixed assets has been provided for wholly or partly—
 - (i) by making provision for renewals and charging the cost of replacement against the provision so made, or
 - (ii) by charging the cost of replacement direct to revenue,

the means by which their replacement is provided for and the aggregate amount of the provision (if any) made for renewals and not used;

- (q) where the amount of fixed assets is arrived at by reference to a valuation, the years (so far as they are known to the directors) in which the assets were severally valued and the several values, and in the case of assets that have been valued during the financial year, the names of the persons who valued them or particulars of their qualifications for doing so and (whichever is stated) the bases of valuation used by them;
- (r) of the amount of fixed assets consisting of land how much is ascribable to land of freehold tenure and how much to land of leasehold tenure and, of the latter, how much is held on long lease and how much on short lease; and
- (s) if there are included as fixed assets any assets that have been acquired during the financial year ending with the date of the balance sheet, the aggregate amount of the assets acquired as determined for the purpose of making up the balance sheet, and if during that year any fixed assets included in the balance sheet made up with respect to the immediately preceding financial year have been disposed of, the aggregate amount thereof as determined for the purpose of making up that balance sheet.

(2) The corresponding amounts at the end of the immediately preceding year shall be stated for all items shown in the balance sheet.

Annual return

11. The annual return of a building society as respects a financial year of the society ending on or after 31st December 1984 shall contain the information and be in the form set out in Schedule 2.

Particulars not required to be dealt with in the auditors' report on the annual return

12. The auditors of a building society shall not be required to deal in their report on the annual return with the details of membership and creditors preceding Part 1 and with the particulars contained in sections A, B and G of Part 1, section H of Part 4, sections B and D of Part 5 and item 4 of Part 7.

Revocation

13. The Building Societies (Accounts and Annual Return) Regulations (Northern Ireland) 1982(a) are hereby revoked, but not so as to affect their operation in relation to the revenue and appropriation account, the balance sheet or the annual return of a building society as respects a financial year ending before 31st December 1984.

Dated 14th September 1984.

H. C. Lysk
Registrar of Building Societies

The Department of Economic Development hereby consents to the foregoing regulations.

Sealed with the Official Seal of the Department of Economic Development for Northern Ireland on 14th September 1984.

(L.S.)

W. T. McCrory
Assistant Secretary

REVENUE AND APPROPRIATION ACCOUNT

INCOME

Interest on mortgages
Interest on investments and bank deposits

Other income
.....

£

EXPENDITURE

Interest on shares, deposits and loans:

Payable net
Add: Income tax

Payable gross

Management expenses (including
depreciation of fixed assets)
Mortgage losses
Other expenditure
.....

£

EXCESS OF INCOME OVER EXPENDITURE
CORPORATION TAX
SURPLUS

Add:
.....

Deduct:
.....

NET SURPLUS TRANSFERRED TO GENERAL RESERVE
GENERAL RESERVE AT BEGINNING OF YEAR
GENERAL RESERVE AT END OF YEAR AS SHOWN
IN THE BALANCE SHEET

Part 1 continued**Section D** Further particulars of Directors' Emoluments

Section D is not required to be completed if the directors' emoluments entered against item 3 of Section C do not exceed £60,000	Scale of successive integral multiples of £5,000 (Insert appropriate steps as necessary)	Number of directors	
		Full-time	Part-time
1 Number of directors whose several emoluments (excluding pension scheme contributions) fall within each step of the stated scale.	£ 0 – 5,000 5,001 – 10,000		
2 Emoluments (excluding pension scheme contributions) of:		£	
a. the Chairman, or, if more than one person has been Chairman during the financial year, the several emoluments of each such person so far as attributable to the period during which he was Chairman.			
Total			
b. the part-time director (if any) whose emoluments exceed the total amount entered in item a of this Section or, if the emoluments of each of two or more such directors exceed the said amount, the emoluments of him (or them, in the case of equality) who had the greater, or, as the case may be, the greatest.			
c. the highest paid full-time director.			
3 Directors' emoluments (including pension scheme contributions) the rights to receive which have been waived and which, but for the waiver, would have fallen to be included in the amount entered against item 3 of Section C.		Number of directors	Aggregate amount of waived emoluments
			£

Section E Area Boards†

Number of area boards at end of year				
Number of members of area boards at end of year:				
Main board directors				
Employees (other than main board directors)				
Other				
Total number of members				
	Main board directors*	Employees (other than main board directors)*	Other	Total
Emoluments, pensions and compensation during year in respect of area boards:	£	£	£	£
1 Members' emoluments (excluding pension scheme contributions):				
2 Members' pension scheme contributions				
3 Members' emoluments (including pension scheme contributions)				
4 Members' or past-members' pensions (to the extent not funded under a pension scheme)				
5 Compensation to members or past-members in respect of loss of office				
†Area boards includes any regional, local area board or committee of the society other than one consisting wholly of main board directors and/or full-time employees.				
*In so far as specific fees etc., are payable for membership of area boards. Such emoluments etc., of main board directors are also to be included in Part 1C.				

Part 1 continued**Section F Emoluments (excluding pension scheme contributions) of higher paid employees**

	Scale of successive integral multiples of £5,000 (Insert appropriate steps as necessary)	Number of employees
Number of persons employed by the society (other than directors of the society) whose several emoluments exceed £30,000 and fall within each step of the stated scale	£ 30,000 – 35,000 35,001 – 40,000	

Section G Staff and Offices

The following details should be as at the end of the financial year:

Number of staff employed by the society:

Chief and administrative offices

Branch offices

Total

Full-time	Part-time

Number of branch offices staffed by employees of the society:

Open full-time

Open part-time

Total

Number of appointed agencies

Part 2 Analysis of Income and Expenditure**Section A Income**

	£	£
Interest on mortgages		
Interest on investments and bank deposits:		
Interest on listed investments (gross)		
*Interest on unlisted investments (gross)		
†Interest on bank deposits		
Other income:		
Rents from letting office premises		
Entrance fees and other amounts paid by borrowers as consideration for advances		
Commission (insurance, etc.)		
Other fees and fines		
	Sub-total	
Surplus less deficits on realisation of investments		
	Sub-total	
Other items:		
Surplus on realisation of office premises		
(after tax attributable thereto of £		
.....		
.....		
	Total income	

*Including } Interest on sterling certificates of deposit
 †Excluding }

Part 2 continued
Section B Expenditure

Interest on shares, deposits and loans and income tax on interest for year ended	£	£
Shares		
Deposits and loans (interest payable net)		
Sub-total		
Income tax on interest		
Sub-total		
†Deposits and loans (interest payable gross)		
Bank overdrafts		
Provision for bonus under contractual savings scheme		
Management expenses (including depreciation of fixed assets):		
Directors' emoluments (for analysis see Part 1C)		
Remuneration and expenses of staff—		
Wages and salaries		
Social security costs		
Other pension costs		
Other expenses		
Remuneration of auditors		
Office accommodation and office expenses		
Advertising		
Commission and agency fees		
Other management expenses:		
.....		
Sub-total		
Exceptional pension costs		
Sub-total		
Depreciation of fixed assets:	£	
Office premises		
Office and computer equipment		
Other fixed assets		
Mortgage losses		
Other expenditure:		
.....		
Sub-total		
Deficit less surpluses on realisation of investments		
Sub-total		
Corporation tax (including £..... tax attributable to realisation of investments)		
Sub-total		
Other items:		
Deficit on realisation of office premises		
(after tax attributable thereto of £.....)		
.....		
Total expenditure		
Total income less total expenditure transferred to general reserve		

†Other than bank overdrafts

Part 3 Balance Sheet
Section A Liabilities and Reserves

		£
Shares (for analysis see Part 4)		
Deposits and loans (excluding bank overdrafts) (for analysis see Part 4)		
Bank overdrafts		
Taxation and other liabilities:		£
Liabilities falling due within the six months immediately following the end of the financial year:		
Taxation: Corporation tax for period ended payable		
Income tax for		
Other:		
Total within 6 months		
Other Liabilities:		
Taxation: Corporation tax for period ended payable		
Income tax for		
Other:		
Deferred taxation		
Special reserves:		
..... Reserve		
..... Reserve		
General reserve		
Total		

Section B Assets

		£	£
Mortgage assets:			
Balance due or outstanding on mortgages (for analysis see Part 5)			
Less provision for anticipated losses on mortgages			
Investments and cash (for analysis see Part 6)			
Fixed assets (for analysis see Part 7):			
Office premises:	Chief and admin. offices	Branch offices	Total
Freehold			
Leasehold (50 or more years unexpired)			
Leasehold (less than 50 years unexpired)			
Total			
Office and computer equipment			
Other fixed assets:			
.....			
Other assets:			
.....			
Total			

Part 3 continued**Section C** Balance Sheet Ratios

1. Assets (total from Part 3 Section B)		£	
	£		
Less amount by which the book value of the society's investments exceeds their market value			
Assets (as adjusted) A			
Less amount of any reserve set aside for a particular purpose			
Assets (as adjusted) B			
2. Reserves (general reserve from Part 3 Section A)			
Add amount of any provision against depreciation of or losses on investments			
Less amount by which the book value of the society's investments exceeds their market value			Proportion of reserves (as adjusted) and/or deferred shares to assets (as adjusted)
amount (if any) recommended for distribution as interest, dividend or bonus, in respect of any part of the period covered by the annual return and not charged as expenditure			
Reserves (as adjusted) C			C:B %
Deferred shares (if any) D			D:B %
Total reserves (as adjusted) and deferred shares E			E:B %
3. Investments and cash (from Part 3 Section B)			
Less amount by which the book value of the society's investments exceeds their market value			Proportion of liquid funds to assets (as adjusted)
taxation and other liabilities payable within 6 months			
Liquid funds F			F:A %

Explanatory Note:

1. The ratio C:B is the reserve ratio for the purposes of the Schedule to the Building Societies (Designation for Trustee Investment) Regulations 1972 (as amended).
2. The amount at E and the ratio E: B are those for the purposes of Schedule 1 to the Building Societies (Authorisation) Regulations (Northern Ireland) 1982 in relation to reserves and deferred shares.
3. The ratio F:A is the liquid funds ratio for the purposes of the Schedule to the Building Societies (Designation for Trustee Investment) Regulations 1972 (as amended).

Part 3 continued

Section D Contingent Liabilities and Future Capital Expenditure

1. Details of any contingent liability(ies) not provided for and, where practicable, the amount(s) or estimated amount(s) in respect thereof:	
Description of contingent liability	Amount* £
2. The aggregate amount or estimated amount, where practicable, of future capital expenditure which has been.	
i. Contracted for but not provided for	
ii. Authorised by directors but not contracted for	
*Where it is not practicable to enter an amount or estimated amount a statement to that effect should be made.	

Part 4 continued**Section B** Deposits and Loans (excluding bank overdrafts) transactions by category of funds and balances at end of year

Categories of deposits and loans	Balance at start of year	Transactions during year					Balance at end of year
		Capital received	Capital repaid	Interest for year	Interest paid out	Other debits and credits (net)	
Fixed rates of interest:	£	£	£	£	£	£	£
Transferable instruments—							
Certificates of deposit							
Transferable bonds							
Total transferable instruments							
Time deposits							
Other fixed rate							
Total fixed rate deposits and loans							
Variable rates of interest:							
Variable related to Market Rates							
Variable at instance of society							
Total variable rate deposits and loans							
Total due on deposits and loans (as per Part 3A)							
Of which: Deposits and loans							
Interest not credited to deposit and loan accounts							

Part 4 continued**Section C** Residual maturity in ordinary course of business of Liabilities at end of year**1. Shares, deposits and loans (other than transferable instruments and bank overdrafts) analysed by earliest repayment date**

	Minimum period from end of year in which repayable, whether by virtue of the giving of a period of notice or otherwise					
	Up to 1 month	Over 1 month up to 3 months	Over 3 months up to 6 months	Over 6 months up to 12 months	Over 12 months up to 2 years	Over 2 years
	£	£	£	£	£	£
Shares (as per Part 3A)						
Deposits and loans:						
Time deposits						
Corporate bodies (other than by time deposits)						
Other deposits and loans						
Total deposits and loans						

2. Deposits and loans by way of transferable instruments

	Period to run from end of year to maturity		
	Up to 3 months	Over 3 months up to 6 months	Over 6 months
	£	£	£
Certificates of deposit			
Transferable bonds			
Total			

Section D Bank Overdrafts

	Amount £
Maximum indebtedness on overdraft at any time during financial year	
Total indebtedness on overdraft at end of financial year	
Total number of days during financial year when the society was indebted on overdraft	Days

Part 4 continued
Section E Analysis of Interest Rates on Liabilities at end of year

	Balances at end of year				Weighted average interest rate at end of year	
	Residual maturity in ordinary course of business			Total	Interest payable	
	Up to 1 year	Over 1 year up to 3 years	Over 3 years		Net	Gross
	£	£	£	£	%	%
Shares						
Fixed rates of interest						
Variable rates of interest:						
Ordinary shares						
Shares with a guaranteed differential rate of interest over ordinary shares						
Other shares*						
Total variable interest rate shares						
Total shares (as per Part 3A)						
Deposits and loans (excluding bank overdrafts)						
Fixed rates of interest:						
Transferable instruments—						
Certificates of deposit						
Transferable bonds						
Total transferable instruments						
Time deposits						
Other fixed rate						
Total fixed rate deposits and loans						
Variable rates of interest:						
Variable related to Market Rates						
Variable at instance of society						
Total variable rate deposits and loans						
Total deposits and loans (as per Part 3A)						
*Shares at variable rates of interest not linked to the rate of interest on ordinary shares and shares under index-linked schemes						

Part 5 Mortgages

Section A Mortgage transactions, balances and arrears at end of year

	£	£
1. Transactions and balances		
Amount due or outstanding on mortgage at start of year		
ADD: Advances made in year (for analysis see Part 5D)		
Interest on mortgages		
Insurance premiums		
Other debits		
	Sub-total	
DEDUCT: Repayments (capital, interest and insurance premiums)—		
on premature redemption (of mortgages)		
other repayments		
Losses on mortgages		
Other credits		
Amount due or outstanding on mortgage at end of year	A	
2. Further particulars of balance at end of year		
The amount due or outstanding on mortgage at end of year	Amount	Number of borrowers
at A of item 1 includes amounts due:	£	
i. From persons other than bodies corporate indebted in a total		
amount exceeding £60,000	B	
ii. From bodies corporate	C	
Total of B and C	D	
Amount at D as a proportion of amount at A of item 1	E	
	%	
Ascertained proportion (if appropriate)*	%	
*The percentage at E is an approximation of the ascertained proportion as prescribed in Section 22(2)(b) of the Building Societies Act (Northern Ireland) 1967. If the percentage entered at E is greater than 7½% then the ascertained proportion calculated in accordance with Section 22(2)(b) shall be entered in the box provided.		
3. Arrears		
The amount due or outstanding on mortgage at end of year at A of item 1 includes amounts due:	Number of mortgages	Amount £
On mortgages on property of which the society has been more than 12 months in possession		
On mortgages on property of which the society is not in possession or has been in possession for not more than 12 months, where the payments are more than 12 months in arrear		
On mortgages on property for which Receivers or Managers have acted for more than 12 months		

Part 5 continued

Section B Mortgage Interest Rates (excluding special arrangements with staff)

1 Criteria by which interest rates for repayment mortgages were determined during the year (other than by reference to size of advance):	Interest rates in force at end of year %
2 If interest rates stated above were varied according to the size of the advance state the basis on which alternative rates were determined:	
3 If interest rates stated above were varied for mortgages other than repayment mortgages (e.g. endowment mortgages) state the variation(s):	
4 Changes of interest rates for mortgages Details of changes made during the year in normal interest rates:	
5 Particulars of any charges made to borrowers as consideration for advances in addition to normal interest charges:	

Section C Amount due or outstanding on mortgage at end of year classified according to interest rates charged at end of year

	Gross interest rates	Amount
	%	£
Interest rate categories which individually represent less than 5 per cent of the total amount due or outstanding on mortgages may be aggregated provided that the aggregate does not exceed 10 per cent of the total amount due or outstanding.		
Total amount due or outstanding at end of year		
Weighted average gross interest rate at end of year		

Part 5 continued

Section D Analysis of amounts advanced on mortgage during the financial year

	Advances							Total
	Type of property on which advance is secured and, to the best of the society's knowledge and belief, its intended use							
	Dwellings (including sites for such dwellings and buildings under construction)					Business and other properties		
	Number of mortgages 1	Wholly to be occupied by borrower 2	Partly to be occupied by borrower 3	Wholly to be let by borrower 4	Under construction and to be put up for sale by borrower 5	Incl. some dwelling accommodation to be occupied by 6 borrower	Other 7	
*New mortgages								
Advance agreed to:		£	£	£	£	£	£	£
Up to £10,000								
Over £10,000 up to £15,000								
Over £15,000 up to £20,000								
Over £20,000 up to £25,000								
Over £25,000 up to £30,000								
Over £30,000 up to £45,000								
Over £45,000 up to £60,000								
Over £60,000								
Total								
Instalment mortgages where the first advance was made before commencement of the financial year								
†Existing mortgages other than instalment mortgages								
Total: All mortgages								
Advances on new properties (included in 'Total: All mortgages' above)								

*Excluding } Further advances in respect of property

† Including } already mortgaged to the society

‡ Includes £..... in respect of advances on mortgages with an initial term of 26 years or more

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Part 5 continued
Section E Special Advances

				Number of advances	Amount £	
1. Special advances made during the financial year:						
i. to bodies corporate* ii. to persons other than bodies corporate* (a) advance of more than £60,000 (b) advance not exceeding £60,000 whereby borrower's total indebtedness to the society is more than £120,000 immediately after the making of the advance (c) advance not exceeding £60,000 whereby borrower's total indebtedness to the society is more than £60,000 at the end of a period of three months beginning with the date of the advance or (if sooner) at the end of the financial year, and not being an advance which falls to be included in (b) above iii. transfers of mortgages where no new advance is made but which rank as special advances by virtue of section 21(6) of the Building Societies Act (Northern Ireland) 1967. *excluding transfers of mortgages to be included in item iii.						
Total						
2. Particulars of special advances made during the year to bodies corporate (excluding special advances by virtue of section 21(6) of the Building Societies Act (Northern Ireland) 1967.						
Particulars of bodies corporate to which advances made in year		Total amount outstanding at end of year on all advances from the society in respect of bodies corporate to which advances were made during year £	Advances made during year			Observations
Register Number (if any)	Either: state name of body corporate if a company within the meaning of the Companies Act (Northern Ireland) 1960 or: indicate nature of body corporate		Type of property	Valuation of property £	Amount of advance £	
			Total			

Part 5 continued**Section G** Advances outstanding to Directors etc.

Amounts (if any) outstanding at end of year in respect of advances which, in the year in which they were made, fell within the categories described in Section F (except where the person concerned was not a director or the manager or secretary of the society at the end of the year)					
Particulars of bodies corporate		Number of mortgages	Amount outstanding at end of year £	Interest rate in force at end of year %	Observations
Register Number (if any)	Either: state name of body corporate if a company within the meaning of the Companies Act (Northern Ireland) 1960 or: indicate nature of body corporate				
1 (Bodies corporate)					
Total					
2 (Directors etc)	Roll number				
Total					

This margin is not to be written on

Part 6 Investments and Cash

Section A Analysis of Transactions and Holdings of Listed Investments

	Made during year	Realised during year	Held at end of year		
	Purchase price	Proceeds of realisation	Book amount	Market value †	Nominal value
1* Latest date of redemption In not more than 5 years British Gov't and British Gov't guaranteed securities	£	£	£	£	£
Local authority negotiable bonds.....					
Other local authority securities					
Other listed securities.....					
Total					
2* Latest date of redemption After 5 years but within 15 years British Gov't and British Gov't guaranteed securities					
Other local authority securities					
Other listed securities.....					
Total					
3* Latest date of redemption After 15 years but within 25 years British Gov't and British Gov't guaranteed securities					
Other local authority securities					
Other listed securities.....					
Total					
4* Latest date of redemption After 25 years (including undated) British Gov't and British Gov't guaranteed securities					
Other local authority securities					
Other listed securities.....					
Total					
5 Total listed (Totals of 1-4 above)					
British Gov't and British Gov't guaranteed securities					
Local authority negotiable bonds.....					
Other local authority securities					
Other listed securities.....					
Total					
The period to latest date of redemption is to be counted as follows:			† at mid-market prices adjusted for net accrued interest where appropriate		
Investments made	from date of purchase				
Investments realised	from date of realisation				
Investments held at end of year	from end of financial year				

Part 6 continued Section B Analysis of Transactions and Holdings of Unlisted Investments

1* Repayable in not more than 6 months		Made during year	Held at end of year
Purchase price			
Local and other relevant authorities.		£	£
†† i. Temporary loans at not more than 7 days notice			
Period after which notice is permissible:			
a Not exceeding 3 months			
b Exceeding 3 months but not 6 months			
ii. Bonds and other loans			**
iii. Local authority bills			
Treasury bills			
Bills of exchange			
Sterling certificates of deposit: Banks			
Building societies			
Other unlisted securities			
Total...			
2* Repayable after 6 months but within 2 years			
Local and other relevant authorities.			
i. Temporary loans at not more than 7 days notice			
Period after which notice is permissible exceeding 6 months but not one year			
ii. Bonds and other loans			
Sterling certificates of deposit Banks			
Building societies			
Other unlisted securities			
Total...			
3* Repayable after 2 years but within 5 years			
Local and other relevant authorities			
Bonds and other loans			
Sterling certificates of deposit. Banks			
Other unlisted securities			
Total...			
4* Total unlisted			
Local and other relevant authorities:		(Totals of 1-3 above)	Realised during year††
			Proceeds of realisation
			£
			†
†† i. Temporary loans at not more than 7 days notice			
Period after which notice is permissible:			
a Not exceeding 3 months			
b Exceeding 3 months but not 6 months			
c Exceeding 6 months but not one year			
ii. Bonds and other loans			
iii. Local authority bills			
Treasury bills			††
Bills of exchange			
Sterling certificates of deposit: Banks			
Building societies			
Other unlisted securities			
Total...			
Notes		†† Excluding discount earned	
* The periods to date repayable or, in respect of temporary loans, the periods after which notice is permissible are to be counted as follows:		** Includes £..... where repayment in not more than 6 months is dependent upon the exercise of a stress clause	
Investments made from date of purchase			
Investments held at end of year from end of financial year			
† Where there is a change in the interest rate of an investment within this category and the other conditions remain the same the transaction need not be shown in the 'Made' and 'Realised' columns.		‡ Loans to a local or other authority realised by the exercise of a 'stress clause' (ie on the society's demand for payment before maturity due to exceptional circumstances)	
‡ Realisations of temporary loans are not required to be classified according to notice		Name of authority	
		Amount repaid	
		£	
		Total	

Part 6 continued**Section C** Reconciliation of Investment transactions during year and Investment and Cash balances at end of year

	£	£
Investments:		
Investments (excluding interest accrued) at start of year		
Add: Investments made (for analyses see Parts 6A and B)		
.....		
	Sub-total	
Deduct: Investments realised (for analyses see Parts 6A and B)		
Depreciation.....		
.....		
	Sub-total	
Adjust: Net surplus (deficit) on realisation of investments		
Investments (excluding interest accrued) at end of year:		
Listed (for analysis see Part 6A)		
Unlisted (for analysis see Part 6B)		
Interest accrued at end of year		
Cash:		
On deposit or loan with banks (for analysis see Part 6D)		
On current account and in hand		
Total investments and cash at end of year (as per Part 3B)		

Section D Maturity of moneys held with banks (other than on current account and Sterling Certificates of Deposit) and of unlisted investments held at end of year

	Amount	
	Banks	Unlisted investments
	£	£
Available with or without notice:		
In not more than 7 days		
In more than 7 days but not more than one month		
In more than one month but not more than 6 months		
In more than 6 months		
Total		
*Including £..... held overseas by banks		

Part 6 continued**Section E** Particulars of Banks

1. Names of banks in which society's funds were held during year on current account or otherwise by way of loan
(identify any banks dealt with overseas)

2. Names of any authorised nominees who held investments on behalf of the society during the year

Part 7 Analysis of Fixed Assets

	Office premises			Office and computer equipment	Other fixed assets		
	Freehold	Leasehold					
		50 or more years unexpired £	Less than 50 years unexpired £				
	£			£	£		
1. Cost or valuation:							
At beginning of year							
Add Additions during year							
.....							
.....							
Less Disposals during year							
.....							
.....							
At end of year							
2. Depreciation:							
At beginning of year							
Add Charged in year							
.....							
.....							
Less Adjustments on disposals							
.....							
At end of year							
3. Book amount at end of year:							
At cost or valuation:							
At cost							
At valuation (state year)							
.....							
.....							
.....							
Total (as at 1 above)							
Less Depreciation at end of year (as at 2 above)							
Net book amount of fixed assets							
4. Where the market value of office premises is substantially different from the net book amount disclosed at item 3 state:							
a. where office premises have been valued during the year:							
i. The net book amount of the premises so valued				£			
ii. The value attributed to the premises				£			
iii. The bases of valuation used							
iv. The names of the valuers or particulars of their qualifications							
.....							
or b. where office premises have not been valued during the year:							
i. The value attributed by the directors to the premises				£			
ii. The bases on which the value has been arrived at							
.....							

Part 8 Accounting Policies

Accounting policies should be stated in respect of the following:

Accounting convention

Income tax

Corporation tax

Deferred tax

Fixed assets and depreciation

Repairs and renewals

Investments (asset values and determination of income)

Pension costs

Part 9 Accounting Systems

The date(s) of meeting(s) (if any) at which the board of directors considered the requirements of section 76 of the Building Societies Act (Northern Ireland) 1967 and the evidence of the manner in which the society complied therewith.	Enter relevant date(s) (if any)
--	---------------------------------

Part 10 Completion and Approval

<p>1. The date of the meeting (if any) at which the board of directors approved the annual return for the financial year ended _____</p> <p>2. Names of any directors who were specifically authorised by the board to sign the annual return.</p>	<p>Enter relevant date (if any)</p> <p>Enter names (if any)</p>
<p style="text-align: center;">Signature</p> <p>Director _____</p> <p>Director _____</p> <p>Manager or Secretary _____</p>	

Auditors' Report in accordance with section 91 of the Building Societies Act (Northern Ireland) 1967.

EXPLANATORY NOTE

(This note is not part of the regulations.)

These regulations prescribe the form of, and the particulars to be contained in, the revenue and appropriation account and the balance sheet of a building society. They also prescribe the form of, and the particulars to be contained in, the annual return which a building society is required to make to the Registrar of Building Societies and to make available to members.

The regulations supersede the Building Societies (Accounts and Annual Return) Regulations (Northern Ireland) 1982 (S.R. 1982 No. 124) and apply to the accounts and annual return in respect of a building society's financial year ending on or after 31st December 1984.

The main changes from the previous requirements include increases in the thresholds for disclosure of additional particulars of directors' and employees' emoluments so as to correspond with the equivalent disclosure requirements for companies prescribed by the Companies (Accounts and Directors' Report) Regulations (Northern Ireland) 1983 (S.R. 1983 No. 136); the introduction of disclosure of particulars of area boards including emoluments of members thereof; a breakdown of the remuneration and expenses of staff so as to show wages and salaries, social security costs and pension costs; and a revised analysis of deposit and loan liabilities. The annual return has also been revised in respect of these matters and additionally includes new analyses of share, deposit and loan transactions, balances and interest rates; and changes consequent upon the increase in the special advances limit prescribed by the Building Societies (Special Advances) Order (Northern Ireland) 1982 (S.R. 1982 No. 296).