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Send your completed form(s) to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@societies.govt.nz

Cover sheet – Financial statement for an incorporated society

Incorporated Societies Act 1908

Society name

Society number

Financial year *

* For example if the financial statement is for the period 1 April 2017 to 31 March 2018, the financial year will be 31 March 2018.

Important

- > An officer of the society **must certify** that the financial statement has been submitted to, and approved by, the members of the society at a general meeting.
- > If your society is also registered under the **Charities Act 2005** it does not have to file an annual financial statement with the Registrar of Incorporated Societies but does need to file an annual return with Charities Services – www.charities.govt.nz.
- > You do not need to supply a copy of the minutes of the annual general meeting (AGM).

Checklist

All items on the following checklist are requirements under section 23 of the Incorporated Societies Act 1908. Your annual financial statement **must include** the following.

Enter page no(s)

1. Statement of income and expenditure
2. Statement of financial position (*assets and liabilities*)
3. Details of all mortgages, charges, and securities of any description affecting any of the property of the society (*where applicable*)
4. Audit or review report (*where applicable*)
The financial statement must be audited or reviewed where the rules of the society specify that an auditor or reviewer must be appointed.

Change of contact details

Attached is a completed **Change of Contact Details** (Form IS3) *Only if the contact details for the society have changed.*

AGM

The annual general meeting is usually held in the month of:

Certification

I certify that the annual financial statement has been submitted to, and approved by, the members at a general meeting held on:

Date of meeting

Signed:

Name

Position held

Form completed by

Name

Postal address

Email

Telephone