

[www.societies.govt.nz](http://www.societies.govt.nz) | 0508 SOCIETIES | 0508 762 438

Post your completed form to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142

## Cover sheet – Financial statements for an incorporated society

Section 23 Incorporated Societies Act 1908



Use this form to file the annual financial statement for your society. 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 incorporated society is also registered under the Charities Act 2005 it does not have to file annual financial statements with the Registrar of Incorporated Societies but does need to file an Annual Return with the Charities Commission.

Failure to file the annual financial statement may indicate that the society is no longer operating and the Registrar may then take steps to remove it from the register.

The annual financial statement does **not** need to be audited unless the rules of the society require that an auditor be appointed to audit the financial statements.

### 1. Name of society

### 2. Society number

I certify that the annual financial statement has been submitted to and approved by the members at a general meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signed .....

Name

Position held

3. The attached annual financial statement is for the financial year

4. The society's annual general meeting is usually held in the month of

### 5. Checklist before filing

- Is the financial statement clearly legible on A4 white paper?
- Have the contact details for the society changed? If so, you should also file a **Change of Contact Details** form, available online at [www.societies.govt.nz](http://www.societies.govt.nz).
- Does the annual financial statement detail:
- The income and expenditure for the relevant year?
  - The assets and liabilities of the society at the close of the financial year?
  - All mortgages and secured loans of any description, affecting any property of the society, as at the close of the financial year?

**Note** | You do not need to supply a copy of the minutes of the annual general meeting (AGM).

### 6. Your contact details

Name and postal address

Email (optional)

Telephone