STATUTORY INSTRUMENTS

1983 No. 1768

BUILDING SOCIETIES

The Building Societies (Accounts and Annual Return) Regulations 1983

Made - - - -	*29th November* 1983
Laid before Parliament	*8th December* 1983
Coming into Operation	*31st December* 1983

The Chief Registrar of Friendly Societies, with the consent of the Treasury, in exercise of the powers conferred upon him by sections 78(2), 88(3) and 91(2) of the Building Societies Act 1962(**a**), and of all other powers enabling him in that behalf, hereby makes the following Regulations:—

Citation and Commencement

1. These Regulations may be cited as the Building Societies (Accounts and Annual Return) Regulations 1983, and shall come into operation on 31st December 1983.

Interpretation

2.—(1) For the purposes of these Regulations unless the context otherwise requires—

"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;

"long lease" means a lease in the case 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;

"provision" means, subject to paragraph (2) below, any amount written off or retained by way of providing for depreciation, renewals or diminution in value of assets or retained by way of providing 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;

(**a**) 1962 c. 37.

"reserve" does not, subject to paragraph (2) below, include any amount written off or retained by way of providing for depreciation, renewals or diminution in value of assets or retained by way of providing 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 its being used to prevent any undue fluctuations in charges for taxation;

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

"deferred shares" has the meaning given by paragraph 2 of Schedule 1 to the Building Societies (Authorisation) Regulations 1981(a);

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

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

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

(2) Where—

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

(b) any amount retained by way of providing 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.

(3) In the application of these Regulations to Scotland—

"land of freehold tenure" means land in respect of which the building society is the proprietor of the dominium utile or, in the case of land not held on feudal tenure, is the owner;

"land of leasehold tenure" means land of which the building society is the tenant under a lease.

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 society ending on or after 31st December 1983 shall, with such adaptations, additions or omissions as may be necessary to comply with section 78(1) of the Building Societies Act 1962, be in the forms set out in Schedule 1 to these Regulations and shall

(a) S.I. 1981/1488.

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 of these Regulations.

4.—(1) The accounting policies adopted by the 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.

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) of this regulation, 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.

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

(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) of the amount shown in respect of the item "Management expenses (including depreciation of fixed assets)" how much consists of—

(i) remuneration and expenses of staff (excluding any amounts required to be stated under regulation 7 below) 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 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 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 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 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) For the purposes of this regulation—

(a) the expression "emoluments" in relation to a member of an area board 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; and

(b) the expressions "pension", "pension scheme" and "contribution" have the same meanings as in Section 196(3) of the Companies Act 1948(a)

(4) The amount to be included under paragraph (1)*(b)*(ii) of this regulation 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.

(5) The amount to be included under paragraph (1)*(b)*(iii) of this regulation 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.

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 this regulation;

(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)* of this regulation—

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

(b) shall distinguish between the emoluments in respect of services as director of the society and other emoluments;

(a) 1948 c. 38.

and for the purposes of this regulation the expression "emoluments" in relation 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.

(3) The amount to be stated under paragraph (1)*(b)* of this regulation—

(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 society as are mentioned in the preceding paragraph of this regulation, 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 society and other pensions;

and for the purposes of this regulation the expression "pension", "pension scheme" and "contribution" have the same meanings as in section 196(3) of the Companies Act 1948.

(4) The amount to be stated under paragraph (1)(*c*) of this regulation—

(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 society, or for the loss, while director of the society or on or in connection with his ceasing to be a director of the society, of any other office in connection with the management of the society's affairs; and

(b) shall distinguish between compensation in respect of the office of director of the 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)* of this regulation—

(a) shall include all relevant sums paid by or receivable from the society or any other person except sums to be accounted for to the society; and

(b) shall distinguish in the case of the amount to be shown under paragraph (1)*(c)* of this regulation between the sums respectively paid by or receivable from the society and persons other than the 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 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.

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

(2) For the purpose of paragraph (1)*(a)*, *(b)*, *(c)* and *(d)* of this regulation 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 above required to be included in the amount stated under paragraph (1)*(a)* of that regulation.

(3) For the purpose of paragraph (1)*(e)* of this regulation—

(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.

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 society's employment (other than directors of the society) whose several emoluments exceeded the lower point but did not exceed the higher.

(2) For the purposes of this regulation a person's emoluments shall include any paid to or receivable by him from the society and any other person in respect of his services as a person in the employment of the society (except sums to be accounted for to the society) and "emoluments", in relation to a person, 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.

(3) The amounts to be brought into account for the purposes of complying with paragraph (1) of this regulation 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 as mentioned in paragraph (2) of this regulation, 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) of this regulation on the first occasion on which it is practicable to do so.

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

(a) in respect of the item "Deposits and loans" how much 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 society in respect of deposits, loans and overdrafts which are secured on the assets of the 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 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 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 stated in accordance with sub-paragraph *(m)* above—

(i) the aggregate of the costs of the assets contained in the category, (except that where an asset stands in the 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.—(1) Subject to paragraph (2) of this regulation the annual return of a building society relating to a financial year of the society ending on or after 31st December 1983 shall contain the information and be in the form set out in Schedule 2 to these Regulations.

(2) Where the annual return of a building society relates to a financial year ending on or before 30th June 1984 the information required to be contained therein in accordance with paragraph (1) of this regulation may be varied to the extent specified in Schedule 3 to these Regulations.

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 1981(**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 1983.

J. M. Bridgeman,
Chief Registrar of Friendly Societies.

Dated: 28th November 1983

We consent to these Regulations

T. Garel-Jones
Ian B. Lang,
Two of the Lords Commissioners of
Her Majesty's Treasury.

Dated: 29th November 1983

(**a**) S.I. 1981/1497.

Regulation 3

SCHEDULE 1

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		

BALANCE SHEET

LIABILITIES AND RESERVES

	£
Shares	
Deposits and loans	
Taxation and other liabilities	
Deferred taxation	
Special reserves	
General reserve	

ASSETS

Mortgages	
Investments and cash	
Fixed assets	
Other assets	

Regulation 11 SCHEDULE 2

To be submitted in duplicate

Form A.R.11
Building Societies Act 1962

Register Number_____

Annual Return for _____ Building Society

Registered Chief Office _____

Financial year ended _____

Date on which Annual General Meeting* was/will be held _____ **Delete as appropriate*

Details of Membership and Creditors as at the end of the financial year:

Number of—

1 Investing shareholders _____

2 Borrowers _____

3 Creditors for deposits and loans (excluding holders of transferable instruments) _____

Part 1 Directors, Staff and Offices

Section A Directors and Officers

Details of directors, etc., as at the end of the financial year: (See Section B for business occupations and other directorships)

Name	Address	Year of birth	Date first appointed*
Chairman†			
Manager†			
Secretary			

*In the case of any director(s) originally appointed to the board of a society now merged with the society, it is the date of that first appointment

†Delete and substitute correct designation if not known by this title Details should also be given of any change in Chairman since the end of the financial year

Part 1 continued

Section B Further particulars of Directors and Officers

Details of directors etc. continued from Section A:

Name	Business occupation and other directorships

Section C Directors' Emoluments, Pensions and Compensation

	For services as director	For other services	Total
	£	£	£
1 Directors' emoluments (excluding pension scheme contributions)			
2 Directors' pension scheme contributions			
3 Directors' emoluments (including pension scheme contributions) (as stated in Part 2B)			
4 Directors' or past-directors' pensions (to the extent not funded under a pension scheme)			
5 Compensation to directors or past-directors in respect of loss of office			

[Any specific fees etc., payable to main board directors in respect of their service on area boards, as detailed in Part 1E, are also to be included in this section under "For other services".]

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:

	Full-time	Part-time
Chief and administrative offices		
Branch offices		
Total		

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
†Excluding
} Interest on sterling certificates of deposit

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 advances from H M Government under the House Purchase and Housing Act 1959	£		
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 1981 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 Shares, Deposits and Loans

Section A Share transactions by category of funds and balances at end of year

Categories of shares	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							
Variable rates of interest:							
Ordinary shares							
Shares with a guaranteed differential rate of interest over ordinary shares							
Other shares*							
Total variable rates of interest							
Total shares (as per Part 3A)							
Of which: Shares							
Interest not credited to share capital							
Provision for bonus under contractual savings scheme							

*Shares at variable rates of interest not linked to the rate of interest on ordinary shares and shares under index-linked schemes

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	Total
	£	£	£	£	£	£	£
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	Total
	£	£	£	£
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 4 continued

Section F Shares, Deposits and Loans (excluding transferable instruments and bank overdrafts) analysed by account balances at end of year

Account balances	Number of accounts		Total balances	
	Shares	Deposits and loans	Shares	Deposits and loans
			£	£
Up to £5,000				
Over £5,000 up to £10,000				
Over £10,000 up to £30,000				
Over £30,000 up to £60,000				
Over £60,000				
Over £30,000 up to £50,000				
Over £50,000 up to £500,000				
Over £500,000 up to £1 million				
Over £1 million				
Total				

Section G Share and Deposit Holdings by Insurance Organisations related to linked life insurance schemes

	Number of holdings	Interest rates in force at end of year %	Amount £
Shares			
Deposits			

Section H Changes of Interest Rates for Shares, Deposits and Loans (other than for transferable instruments, time deposits and bank overdrafts)

Details of (i) changes made during the year in basic interest rates on shares, deposits and loans, and (ii) main changes in differential interest rates or terms applying to the significant categories of shares, deposits and loans (including all categories which represented more than 5% of total interest bearing liabilities at end of year and new issues in the year)

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 at A of item 1 includes amounts due

		Amount	Number of borrowers
		£	
i From persons other than bodies corporate indebted in a total amount exceeding £60,000	B		
ii From bodies corporate (other than housing associations where Section 8 of the Housing Act 1964 applies to the advance)	C		
Total of B and C	D		
iii From housing associations where Section 8 of the Housing Act 1964 applies to the advance			
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 1962. 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 other than to housing associations to which Section 8 of the Housing Act 1964 applies						Advances to housing associations to which Section 8 of the Housing Act 1964 applies	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			
*New mortgages	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 borrower 6	Other 7	8	9
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

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(7) of the Building Societies Act 1962		
*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(7) of the Building Societies Act 1962)

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 1948 or. indicate nature of body corporate		Type of property	Valuation of property £	Amount of advance £	
			Total			

Part 5 continued

Section F Advances made to Directors or Officers or to Companies or other corporate bodies in which they are interested

Particulars of:

1 Advances made during the financial year covered by the annual return to

i a company or other body corporate in which, when the advance was made, or at any later time in that financial year, a director or the manager or secretary of the society held, either directly or through a nominee, shares the nominal value of which exceeded two and a half per cent of the total paid-up share capital of the company or other body corporate, or

ii a company or other body corporate of which, when the advance was made, or at any later time in that financial year, a director or the manager or secretary of the building society was a director, general manager, secretary or other similar officer, distinguishing between

a new advances and

b transfers with the consent of the society of properties subject to mortgages in favour of the society.

2 Advances made during the financial year covered by the annual return to any director or the manager or secretary of the society or to any person who, after the making of the advance, became a director or manager or the secretary of the society in that year, distinguishing between

a new advances and

b transfers with the consent of the society of properties subject to mortgages in favour of the society

	Particulars of bodies corporate		Type of property	Valuation of property £	Amount of advance £	Whether new advance or transfer and any further observations	Interest rate in force at end of year %	Particulars of each officer's shareholdings which exceed 2½% of total paid-up share capital	
	Register Number (if any)	Either: state name of body corporate if a company within the meaning of the Companies Act 1948 or: indicate nature of body corporate						Officer's shareholdings in body corporate	Percentage of officer's shareholdings to total paid-up share capital
1 (Bodies corporate)									
			Total						
2 (Directors etc)	Roll number								
			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 1948 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

Investments made	from date of purchase
Investments realised	from date of realisation
Investments held at end of year	from end of financial year

† at mid-market prices adjusted for net accrued interest where appropriate

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

	Made during year		Held at end of year
1* **Repayable in not more than 6 months**			
Local and other relevant authorities	Purchase price		
*† 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**		Realised during year‡‡	
Local and other relevant authorities	(Totals of 1-3 above)	Proceeds of realisation	(Totals of 1-3 above)
*† 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

* The periods to date repayable or, in respect of temporary loans, the periods after which notice is permissible are to be counted as follows
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

‡ Realisations of temporary loans are not required to be classified according to notice

†† Excluding discount earned

** Includes £_____ where repayment in not more than 6 months is dependent upon the exercise of a stress clause

‡‡ 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)

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 1962 and the evidence of the manner in which the society complied therewith	Enter relevant date(s) (if any)

Part 10 Completion and Approval

1. The date of the meeting (if any) at which the board of directors approved the annual return for the financial year ended _____	Enter relevant date (if any)
2. Names of any directors who were specifically authorised by the board to sign the annual return	Enter names (if any)

Signature

Director _____

Director _____

Manager or Secretary _____

Auditors' Report in accordance with Section 91 of the Building Societies Act 1962

SCHEDULE 3 Regulation 11

VARIATION OF INFORMATION CONTAINED IN AN ANNUAL RETURN RELATING TO A FINANCIAL YEAR ENDING ON OR BEFORE 30th JUNE 1984

ANNUAL RETURN	EXTENT OF VARIATION
Part 4A	There may be omitted the amounts required to be entered in the columns under "Transactions during year" in respect of each of the first three sub-items under the heading "Variable rates of interest".
Part 5A item 1	There may be aggregated the amounts required to be separately shown in respect of the two sub-items under the heading "Repayments (capital, interest and insurance premiums)".
Part 5D	For the bands under the heading in column 1 "Advance agreed to"— "Over £25,000 up to £30,000 Over £30,000 up to £45,000 Over £45,000 up to £60,000" there may be substituted "Over £25,000 up to £37,500 Over £37,500 up to £60,000".

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 Chief Registrar and to make available to members.

The Regulations supersede the Building Societies (Accounts and Annual Return) Regulations 1981. The new Regulations apply to the accounts and annual return in respect of a building society's financial year ending on or after 31 December 1983. Where a building society's financial year ends on or before 30 June 1984 it is permitted, as a transitional measure, to adopt an alternative requirement for the information to be contained in the annual return in respect of the items, and to the extent, specified in Schedule 3 to the Regulations.

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) Regulations 1982 (SI 1982/1698); 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 1982 (SI 1982/1056).

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