

# The Registry of Friendly Societies

FRIENDLY SOCIETIES ACTS, 1896 TO 2018

## FORM A.R. 3

### ANNUAL RETURN PRESCRIBED BY THE REGISTRAR OF FRIENDLY SOCIETIES FOR A REGISTERED BRANCH OF A REGISTERED FRIENDLY SOCIETY UNDER THE ABOVE ACTS FOR THE YEAR ENDED 31 DECEMBER 20\_\_

This Return is to be sent to the Registrar as soon as possible after 31 December 20\_\_, and in any event not later than 31 May 20\_\_. It should be accompanied by:

- (1) A copy of the Audited Accounts
- (2) A copy of the Auditor's Special Report (if any)
- (3) The appropriate filing fee

PLEASE COMPLETE IN BLOCK CAPITALS IN BLUE OR BLACK INK

Name of Society: .....

Registered Number:

Registered Office: .....

Telephone No.: ..... Fax No.: .....

e-mail Address: ..... Website Address: .....

RETURN AS TO MEMBERS	YEAR TO WHICH RETURN REFERS ( )*	FIGURES FROM PREVIOUS YEAR'S RETURN ( )*
Number of members at beginning of year		
Number of members admitted during year		
Number of members whose membership ceased during year		
Number of members at end of year		

<b>FOR OFFICE USE ONLY</b>	
RECEIVED: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	FILED: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

\* Insert year



# DONATIONS FOR POLITICAL PURPOSES

The Electoral Act, 1997 (as amended) requires Friendly Societies, among other bodies, to declare in their Annual Returns certain donations made for political purposes (see note below). Detail of donations, as defined in the note, made during the year ended 31 December 20\_\_\_\_\_ should be entered in the table below. If no such donations were made please state 'NONE'.

Name of person, political party or third party to whom donation was made (BLOCK CAPITALS)	Address (BLOCK CAPITALS)	Value of donation €

## Note

**Returns made up to 7th November 2013 or later:** S26 Electoral Act 1997, as amended by S17 Electoral (Amendment) (Political Funding) Act 2012, requires details of contributions for political purposes, **in excess of €200 in the aggregate**, to any political party, member of the Dáil or Seanad, MEP or candidate in any Dáil, Seanad or European election or to any third party (a 'third party' is a person who accepts a contribution for political purposes which exceeds €100 in the year concerned), made by the society in the year to which the annual return relates (i.e. the period since the effective date of the previous year's annual return, up to and including the effective date of the current return), in respect of that year.

**Returns made up to 6th November 2013 or earlier:** S26 Electoral Act 1997 requires details of contributions for political purposes, **in excess of €5,079 in the aggregate**, to any political party, member of the Dáil or Seanad, MEP or candidate in any Dáil, Seanad or European election or to any third party (a 'third party' is a person who accepts a contribution for political purposes which exceeds €100 in the year concerned), made by the society in the year to which the annual return relates (i.e. the period since the effective date of the previous year's annual return, up to and including the effective date of the current return), in respect of that year.

The particulars in the Annual Return must be sufficient to identify the value of each political donation and to whom the donation was made. A wide definition of "donation" is set out in s.22 of the Electoral Act 1997 (as amended by s.49 Electoral (Amendment) Act) 2001 and s7 Electoral (Amendment)(Political Funding) Act 2012) and s.46 Electoral Act 1997 and includes, **in addition to donations of money**, services supplied without charge, a donation of property or goods or the free use of same.

# DECLARATION

The information contained in this Annual Return and appended pages are to the best of our knowledge and belief correct and in accordance with the law.

**Signed:**

Secretary:..... Block Capitals:.....

Treasurer: ..... Block Capitals:.....

Trustee: ..... Block Capitals:.....

Date:   /   /

*[all signatures must be in blue or black ink]*

## BALANCE SHEET AS AT 31 DECEMBER 20 \_\_\_\_

	YEAR TO WHICH RETURN REFERS (        )* €	FIGURES FROM PREVIOUS YEAR'S RETURN (        )* €
<b>ASSETS</b>		
TANGIBLE FIXED ASSETS		
INVESTMENTS, BANK AND CASH		
STOCK		
DEBTORS AND PREPAYMENTS		
OTHER ASSETS		
<b>TOTAL ASSETS</b>		
<b>LIABILITIES</b>		
MANAGEMENT FUND		
BENEFIT FUND		
OTHER FUNDS		
RESERVES		
BANK AND OTHER LOANS		
BANK OVERDRAFT		
CREDITORS AND ACCRUALS		
OTHER LIABILITIES		
<b>TOTAL LIABILITIES</b>		

\* Insert year

# INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 20\_\_

**INCOME**

FROM BENEFITS

FROM SOCIAL FUNCTIONS

OTHER INCOME

**TOTAL INCOME**

**EXPENDITURE**

ON BENEFITS

ON SOCIAL FUNCTIONS

OTHER EXPENSES

**TOTAL EXPENDITURE**

**EXCESS OF INCOME OVER EXPENDITURE**

**APPROPRIATED TO :**

MANAGEMENT FUND

BENEFIT FUND

OTHER FUNDS

RESERVES

**TOTAL EXCESS APPROPRIATED**

YEAR TO WHICH RETURN REFERS (            )* €	FIGURES FROM PREVIOUS YEAR'S RETURN (            )* €

\* Insert year

# ACCOUNTANT'S REPORT<sup>(1)</sup>

In my opinion the information in the balance sheet as at 31 December 20\_\_\_\_ on page 4 of this Return and in the income and expenditure account for the period ended 31 December 20\_\_\_\_ on page 5 is in agreement with the books and records of the Society and is consistent with the Audited Accounts.

Name: .....

Address: .....

Telephone No.: ..... Fax No.: .....

**I am a member of:**

(State which body of Accountants you are a member of)

Membership Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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I hold a valid Practising Certificate

Yes  No  (tick as appropriate)

SIGNATURE <sup>(4)</sup>

	BLOCK CAPITALS .....
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DATED:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**NOTES:**

- (1) The Reporting Accountant **must** be the Auditor of the Society.
- (2) Where the Reporting Accountant:
  - (a) is unable to form an opinion as to whether pages 4 and 5 of this Return are in agreement with the books and records of the Society and are consistent with the Audited Accounts, or
  - (b) is unable to give an unqualified opinion on the information contained in this Annual Return he/she should prepare a Special Report to be enclosed with this Annual Return.
- (3) Is a Special Report referred to at note (2) above attached? Yes  No
- (4) All signatures must be in blue or black ink.

*Every Society is supplied with two copies of the Annual Return Form. Additional copies may be obtained from the Registry of Friendly Societies at the Address below.*

**The prescribed fee for filing an Annual Return is €40.00**

*The address to which Returns, Annual Accounts, Rules, Filing Fees and other documents should be sent is:*

**Registry of Friendly Societies, PO Box 12858, Dublin 1.  
Public Office: Bloom House, Gloucester Place Lower, Dublin 1  
Telephone: 01~804 5499 Lo-Call: 1890 220225 eMail: rfs@dbei.gov.ie**