**Annual Return (AR41) form**

Section 1 – About this form

An Annual Return must be completed by all working men’s clubs registered under the Friendly Societies Act 1974 (the Act). The Annual Return must include:

* this form;
* a set of the society’s accounts; and
* where required, an audit report or report on the accounts.

A club must submit the Annual Return within 7 months of the end of the society’s financial year. Failure to submit on time is a prosecutable offence.

* + - 1. Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register: <https://mutuals.fca.org.uk>. Our privacy notice explains how and why we use personal data: <https://www.fca.org.uk/privacy>.
      2. **This form is available on the Mutuals Society Portal:** <https://societyportal.fca.org.uk>
      3. Submitting through the Portal is the quickest way to get your accounts on the Mutuals Public Register.

Section 2 – About this return

|  |  |
| --- | --- |
| Society name |  |
| Register number |  |
| Registered address |  |
| Postcode |  |

2.1 What date did the financial year covered by these accounts end?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

**2.2 What date did/will the accounts and balance sheet be laid before the AGM of the Society?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

**Section 3 – People**

**3.1 Please provide details of people who were members of the committee of management of the society during the financial year this return covers.**

|  |  |  |
| --- | --- | --- |
| Name of committee member | Month and year of birth | |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

Continue on to a separate sheet if necessary.

**3.2 Please provide the details of people who were the trustees of the society during the financial year this return covers.** Every society must have one or more trustees. The same person may not be a secretary or treasurer of a society and also a trustee.

|  |  |  |
| --- | --- | --- |
| Name of trustee | Month and year of birth | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3.3 Please provide the name of the person who was secretary at the end of the financial year this return covers.** Societies must have a secretary.

|  |  |  |
| --- | --- | --- |
| Name of secretary | Month and year of birth | |
|  |  |  |

**3.4 Please provide the name of any organisation the society is affiliated to (promoting body)**

|  |
| --- |
|  |

Section 4 – Financial information

4.1 Please confirm that:

|  |  |
| --- | --- |
| accounts are being submitted with this form; and |  |
| the accounts comply with relevant statutory and accounting requirements; and |  |
| the accounts are signed by two members and the secretary (3 signatures in total) |  |

**4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.** Please do not leave any fields blank. Enter ‘NIL’ where applicable.

|  |  |  |
| --- | --- | --- |
| A | Members at end of year |  |
| B | Turnover for year | £ |
| C | Total income and expenditure (receipts and payments added together) | £ |
| D | Net surplus/(deficit) for year | £ |
| E | Fixed assets | £ |
| F | Current assets | £ |
| G | Total assets (E+F) (equal to amount in K below) | £ |
| H | Current liabilities | £ |
| I | Loans | £ |
| J | Reserves | £ |
| K | Total liabilities (H+I+J) (equal to amount in G above) | £ |
| L | Number of employees (if any) |  |

Section 5 – Audit

5.1 Please select the audit option the society has complied with:

|  |  |  |
| --- | --- | --- |
| Full professional audit |  | Go to section 6 |
| Auditor’s report on the accounts |  | Complete question 5.2, 5.3 and then go to Section 6 |
| Lay audit |  | Complete questions 5.2 and 5.3 and then go to section 7 |
| No audit |  | Complete questions 5.2 and 5.3 then go to section 7 |

5.2 Do the club's registered rules allow the club not to undertake a full professional audit?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

5.3 Has the membership passed at general meeting, in accordance with section 32A(2) of the Friendly Societies Act 1974, a resolution allowing the club not to undertake a full professional audit for the year of account in question?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Continue to section 7 if the society is submitting unaudited accounts.

Section 6 – Auditor’s Certificate

The auditor must complete this section if a full audit or accountants report has been produced.

**6.2 In your opinion, do the accounts comply with the disclosure requirements set out in 'Disclosures Requirements for the Accounts of Working Men's Club's (R/FS/AR41D) issued by the FCA?**

|  |  |  |
| --- | --- | --- |
| Yes |  | Go to question 6.4 |
| No |  | Go to question 6.3 |

**6.3 Please confirm you have completed and included a Supplementary Return Form R/FS/AR42 along with this annual return**

|  |  |
| --- | --- |
| Supplementary return completed and attached |  |

**6.4 Are you eligible for appointment as a statutory auditor under Part 42 of the Companies Act 2006?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**6.5 The auditor must complete the declaration below.**

|  |  |
| --- | --- |
| Auditor’s name |  |
| My signature below confirms I/We have examined the accounts submitted with and forming part of this return. In my/our opinion those accounts comply with disclosure requirements set out in 'Disclosure Requirements for the Accounts of Working Men's Clubs' (R/FS/AR 41D) issued by the FCA. | |
| Signature | |
| Date |  |
| Auditor’s address |  |

Section 7 – Declaration

**7.1 You must confirm that you have attached the accounts and the audit/accountant's report bearing the original signature of the auditor (if required by law), the secretary and two committee members.**

|  |  |
| --- | --- |
| The relevant signed documents are included with this return. |  |

**7.2 The secretary of the society must complete this section.**

|  |  |
| --- | --- |
| Name |  |
| My signature below confirms that the information in this form is accurate to the best of my knowledge | |
| Signature | |
| Position |  |
| Date |  |

Section 8 – Submitting this form

If you are unable to use the Mutuals Society Portal, please submit a signed, scanned version of this form along with your accounts and any auditor’s report by post to:

1. Mutual Societies
2. Financial Conduct Authority
3. 12 Endeavour Square
4. London

E20 1JN

Registered as a Limited Company in England and Wales No. 1920623. Registered office as above.