



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

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

[processing@companiesoffice.govt.nz](mailto:processing@companiesoffice.govt.nz)

Form IS4

## Cover sheet – Financial statement for an incorporated society

Incorporated Societies Act 1908

### 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](http://www.charities.govt.nz).
- > You do not need to supply a copy of the minutes of the annual general meeting (AGM).

### Society name

### Society number or NZBN

### Financial year

If the financial statement is for the period 1 April 2018 to 31 March 2019, the financial year would be 2019.

### Annual General Meeting (AGM) month

The month the society will hold its Annual General Meeting (AGM) each year. This should be recorded in your society's rules.

Month:

### Balance date

The society's financial statement balance date. This date should be recorded in your society's rules.

Day:  Month:

### Certification

I certify that the attached 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:

Date signed:

**Society name**

**Society number or NZBN**

**Is an audit or review report attached to the statement?**

Please confirm if the audit or review report is included with the financial statements.

**Note** — This is required only if the society's rules specify that an auditor or reviewer must be appointed.

Yes  No

**Summary of the attached financial statement**

**Note** - If any of the totals for income, expenses, assets or liabilities is 'Nil', you must enter \$0.00. The fields can't be left blank.

**Total income**

Enter the society's total income as recorded in the attached financial statement.

 \$
**Total expenses**

Enter the society's total expenditure/expenses as recorded in the attached financial statement.

 \$
**Total assets**

Enter the society's total assets as recorded in the attached financial statement.

 \$
**Total liabilities**

Enter the society's total liabilities as recorded in the attached financial statement.

 \$

**I confirm that all mortgages, charges, and securities are included in the attached financial statement**

The financial statements must include all mortgages, charges, and securities of any description affecting any of the society's property at the close of that year.

**Addresses of the society**

Please search the Incorporated Societies Register to check which address details are recorded.

I confirm that the address details recorded on the Incorporated Societies Register are ALL still current, or

The address details have changed and the new address details are provided on Form IS3 attached.

**Officers of the society**

Please search the Incorporated Societies Register to check which officer details are recorded, if any.

**Note** — It's not mandatory to provide officer details on the register.

I confirm that the officer details recorded on the Incorporated Societies Register are ALL still current, or

Officer details have changed and the new details are provided on Form IS3 attached.

**Presenter details**
 Name:

 Email address:

 Telephone number:

 Postal address: