

Annual Report – Small Co-Operative

Co-operatives National Law (South Australia)

Email enquiries: associations@agd.sa.gov.au

Web: cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/

Postal: GPO Box 1719 Adelaide SA 5001

Telephone: 131 882

How to complete this form

- You can complete the form onscreen and print it out or print and complete by hand.
- You can complete the form by hand, using a blue or black pen and print clearly using block letters.
- Post your form and any attachments to GPO Box 1719 Adelaide SA 5001.

If you have made any changes to the Co-operative, you are required to complete and attach and Change of Details form to this return. Refer to the document checklist at question 7.

Definition of a small co-operative

A co-operative is defined as a small co-operative for a particular financial year if:

- **it does not issue shares to more than 20 prospective members** during that year; or, if it has done this, the amount raised by the issue of those shares does not exceed \$2 million

and

- it does not have securities on issue to non-members during that year, other than:
- shares in the co-operative; and
- securities issued in respect of the co-operative's obligations under section 163 of the Co-operatives National Law

and

it satisfies **at least 2** of the following criteria:

- The consolidated revenue of the co-operative and the entities it controls (if any) is **less than \$8 million** for the previous financial year.
- The value of the consolidated gross assets and the entities the co-operative controls (if any) is **less than \$4 million** at the end of the financial year.
- The co-operative and the entities it controls (if any) had **fewer than 30 employees** at the end of the financial year. In counting employees, part-time employees are to be taken into account as an appropriate fraction of a full-time equivalent. For example, four half-time employees should be counted as two employees.

Consolidated revenue and the value of consolidated gross assets are to be calculated in accordance with accounting standards in force at the relevant time (even if the standard does not apply to the financial year of some or all of the entities concerned). If the co-operative does not meet the criteria for a small co-operative, lodge a large co-operative annual report instead of this form. For further information go to www.cbs.sa.gov.au/wcm/licensing-and-registration/co-operatives/.

Providing incorrect information

It is a serious offence for a person to knowingly or recklessly make a false or misleading statement or omit information in relation to an annual return. Fines apply.

Fee

The fee to lodge a small co-operative annual return must be paid at the time of lodgement.



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Annual Return – Small Co-Operative

Financial year

1. This statement is for the co-operative’s financial year ending

The date must match the financial year end date in the rules (insert end of financial year date as dd/mm/yyyy – for example 30/06/2011).

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Details of co-operative

2. Provide details of the co-operative

Co-operative registration number	
Name of co-operative	

Annual general meeting and membership details

3. What date was the annual general meeting held? (dd/mm/yyyy)

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4. What date were financial reports provided to members? (dd/mm/yyyy)

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5. What is the total number of co-operative members at the end of the co-operative’s financial year? This should include all members in your register, except the cancelled members.

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Additional report directions from members

6. During this financial year, were there any directions by the co-operative’s members to prepare additional reports under section 271 of the *Co-operatives National Law (South Australia)*? (Mark with an X)

No		Go to question 7.
Yes		What were the terms of these directions? What did they cover? Provide details, including the dates, of any directions to audit or review reports.

Changes to co-operative details

7. Consumer and Business Services SA (CBS) requires up-to-date information about the co-operative including registered office address or postal address; secretary; directors; contact telephone numbers and email.

Are the particulars of the co-operative's details recorded on the publicly available register correct? (Mark with an X)

Yes		Go to question 8.
No		You must also complete and lodge an 'Application for Change of Co-operative Details' form. This form is electronically available at the consumer.vic.gov.au/co-operatives . Go to question 8.

Declaration and signature

I declare that:

- The board has resolved that it is satisfied that the co-operative is a small co-operative under section 4 of the *Co-operatives National Law (South Australia)*.
- The board has resolved that it is satisfied that the co-operative is solvent.
- I am authorised to lodge this annual return for this co-operative.
- The financial reports were provided to members at the annual general meeting.
- The particulars contained in this annual return are true and correct and I acknowledge that it is an offence under section 514 of the *Co-operatives National Law (South Australia)* to give to the Registrar a document containing false or misleading information.
- No director of the proposed co-operative is disqualified under sections 181 and 182 of the *Co-operatives National Law (South Australia)*.
- At least two directors of the co-operative are ordinarily resident in Australia in accordance with s172 of the *Co-operatives National Law (South Australia)*
- The co-operative has the prescribed number of active members in accordance with the *Co-operatives National Law (South Australia)*.

Signature	X
Printed name	
Relationship to co-operative	
Date (dd/mm/yyyy)	
Daytime telephone number	
Email address	

Document checklist

8. You do not need to attach any documents unless you are notifying of any changes to the co-operative's details listed in question 7. If notifying of changes, you must attach a completed 'Application for Change of Co-operative Details' form. (Mark with an X if applicable)

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How to lodge and pay

The lodgement fee must be paid at the time of submission. There is no GST payable.

- Use paperclips and not staples for all documents.
- A signature must be included in question 8.
- If paying by credit card fill in the details on the next page or attach a cheque or money order made payable to 'Consumer and Business Services' to the application form.

What happens when you lodge your annual return

- If the form is completed correctly and all necessary documents are attached, your annual return is deemed to be lodged and you will not be contacted by CBS. If you are required to provide further information, you will be notified in writing.
- If any change occurs in the information you have provided in your annual return, you must notify CBS as soon as possible.

Credit card details

Please debit my (choose one of two credit card types. Mark the choice with an X, then complete the rest of the card details)

Visa	
Mastercard	
Amount	\$
Card number	
Expiry date	
CCV number (3 numbers)	
Name of cardholder	
Signature of cardholder	X
Date	
Daytime telephone number of cardholder	

The *Co-operatives National Law (South Australia)* can be found on the South Australian Legislation website.

Privacy – CBS is committed to responsible and fair handling of your personal information, consistent with the laws we administer and the *Freedom of Information Act 1991*. Some information on this form will be placed on a public register in accordance with the *Co-operatives National Law (SA)*. We may be unable to process this application if you do not provide the required information. You can contact us at any time to request access to the personal information we hold about you. In exceptional circumstances, you may apply to have public access to your personal information restricted. Our privacy statement and other privacy information are available at the **Consumer and Business Services** website or on request.