

# 2019 | 2020 REPORTS & FINANCIAL STATEMENTS



## UPSA CO-OPERATIVE CREDIT UNION LTD



**UPSA**

UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA  
Scholarship with Professionalism

# C O N T E N T S

Notice of Annual General Meeting (AGM) and Agenda.....2

Programme of Activities.....4

Interim Management Committee.....5

Newly Elected Management Board and Committee.....6

Management Staff Profile.....7

Interim Management Board Chair Report.....8

Auditors Report and Financial Statements.....10

Budget for the Year 2020/2021.....26

Credit Union Song.....27

Notes.....28

---

---

## NOTICE OF ANNUAL GENERAL MEETING (AGM)

---

---

Notice is hereby given that the 2019/2020 Annual General Meeting (AGM) of the UPSA Co-operative Credit Union Ltd. Will be held virtually on Wednesday 2nd December, 2020 at 12.30 pm prompt to transact the following business:

- Receiving and adopting the Report of the chairperson of the Interim Management Board
  - Presentation of Auditor's Report
  - Presentation of 2020/2021 Financial Year Budget
  - Handing Over to Newly elected Board and Committee Members
  - Any Other Business
- 
-

# VISION

To be the first option in financial service provider for its members.

# MISSION

To provide competitive and quality financial services to its members at a reasonable cost and to raise the standard of living of its members and their families.





## PROGRAMME OF ACTIVITIES

12.30 – 12.45	Registration
12.45 – 12.50	Opening Prayer
12.50 – 12.55	Credit Union Song
12.55 – 1.00	Introduction of Invitees
1.00 – 1.10	Interim Board Chairperson's Report
1.10 – 1.20	Addresses and Felicitations (CUA, DOC & UPSA)
1.20 – 1.30	Presentation/Adoption of Auditor's Reports for 2019/2020 Financial Year
1.30 – 1.40	Presentation and Approval of 2020/2021 Budget Statement
1.40 – 1.50	Discussion of Reports
1.50 – 2.00	Citation and dissolution of Interim Management Board
2.00 – 2.10	Swearing-in of New Management Board and Committee Members
2.10 – 2.25	Any Other Business
2.25 – 2.30	Closing Prayer

---

---

# INTERIM MANAGEMENT BOARD

---

---



**Dr. Mrs. Philomena Dadzie – Chairman**

Dr. Dadzie is a Senior lecturer and a Vice Dean of Students of UPSA. She holds a PhD in Higher Education Administration from the University of Phoenix, Arizona-USA. She also holds an EMBA in Finance from the University of Ghana Business School and a Chartered Governance Professional-UK. A lecturer with the Banking and Finance Department of the Faculty of Accounting and Finance. A consultant with over 2 decades experience in Credit Unionism.



**Mr. Lawrence Asare Boadi – Vice Chairperson**

Mr. Asare Boadi is a lecturer with the Department of Banking and Finance. He holds a Master of Philosophy degree in Risk Management and Insurance from the University of Ghana Business School, Master of Arts degree in Ministry from the Trinity Theological Seminary, Accra, a Professional Certificate in Marketing from the Chartered Institute of Marketing (CIM-UK) and a Bachelor of Science degree in Banking and Finance from University of Professional Studies, Accra.



**Mr. Robert Gyeke - Darko - Secretary**

Mr. Gyeke-Darko holds an MBA in Marketing and a Chartered Professional Administrator (ChPA) from Chartered Institute of Administration and Management Consultants (CIAMC). He is the Deputy Director of UPSA – Business Development Centre. He is also an appointee at Ga East Municipal Assembly – Abokobi and a member of LA Nkwantanang Madina Municipal Assembly Scholarship Committee.



**Mr. Nathaniel Nii Ahene Quao - Treasurer**

Mr. Quao is an Assistant Accountant at the Finance Directorate (Payroll) of the University of Professional Studies, Accra with experience in Finance, Accounting and payroll issues. He holds a Masters degree in Business Administration (Finance Option) from the University of Ghana and a Bachelors degree in Banking and Finance from the University of Professional Studies, Accra. He is the Organizing Secretary of the Ghana Association of University Administrators (GAUA).



**Mr. Ken Yelibo Puotiere – Assistant Treasurer**

Mr. Ken Yelibo holds a degree in Business Administration and a Chief Administrative Assistant at the Quality Assurance Department of UPSA. He is also the Vice National Chairman – FUSSAG and Chairman FUSSAG – UPSA and Chairman of Disability Fund Disbursement Committee – Ayawaso North Municipal District Assembly.



**Mr. Israel K Nyatuame - Member**

Mr. Israel Nyatuame holds Ordinary and Advance level Certificate from St. Paul's Secondary School and a staff at UPSA Security Services Directorate. He is a member of UPSA Governing Council and the Chairman of Teachers and Educational Workers Union (TEWU -UPSA). A member also of the Committee of Universities Local Union Executives (CULUE-TEWU).

---

---

# INCOMING BOARD AND COMMITTEE MEMBERS

---

---

## BOARD MEMBERS

- |                                 |       |        |
|---------------------------------|-------|--------|
| 1. Dr. Mrs. Philomena Dadzie    | ..... | UTAG   |
| 2. Mr. Nathaniel Nii Ahene Quao | ..... | GAUA   |
| 3. Mr. Puotiere Ken Yelibo      | ..... | FUSSAG |
| 4. Mr. Israel Kwame Nyatuame    | ..... | TEWU   |
| 5. Mr. Robert Gyeke-Darko       | ..... | UPSA   |

## LOANS COMMITTEE

- |                            |       |        |
|----------------------------|-------|--------|
| 1. Dr. Mrs. Mary Essiaw    | ..... | UTAG   |
| 2. Mr. Samuel Lartey Larbi | ..... | GAUA   |
| 3. Mrs. Matilda Anagampoka | ..... | FUSSAG |
| 4. Mr. Seth Akakpo         | ..... | TEWU   |

## SUPERVISORY COMMITTEE

- |                              |       |        |
|------------------------------|-------|--------|
| 1. Mr. Rester Togormey       | ..... | UTAG   |
| 2. Ms. Emelia Ofori          | ..... | GAUA   |
| 3. Mrs. Nana Yaa Obeng       | ..... | FUSSAG |
| 4. Mr. Fuseini Wundow Yidana | ..... | TEWU   |

---

---

## STAFF PROFILE

---

---



**Mrs. Joyce Asare-Boadi**

Administrator of the Credit Union Office. Senior Administrative Assistant at the University seconded to the credit union. She holds a degree in Accounting from the Wisconsin University and currently pursuing a Masters degree in Accounting and Finance at the University of Professional Studies, Accra. She has eight years of banking experience.



**Ms. Rosemary Afia - Benie Agyili**

Marketing Officer of the Credit Union Office. Junior Assistant Registrar at the University seconded to the Credit Union Office. She has working experience with Ecobank Gh. Ltd. and Universal Merchant Bank Ghana. She holds a first degree in Industrial Art from Kwame Nkrumah University of Science and Technology and an Executive Masters degree in Finance from University of Ghana Business School. She has a certificate in anti-money laundering and part 3 of Chartered Institute of Banking.



**Mr. Yousiph N. Lanquaye**

Operations Officer of the Credit Union Office. Junior Assistant Registrar at the University and seconded to the Credit Union Office. He holds a Masters degree in Auditing from University of Professional Studies, Accra.

---

---

# INTERIM CHAIRMAN'S REPORT

---

---

## **INTRODUCTION**

Fellow Co-operators I appreciate your presence here this afternoon and I wish to submit a report on our activities from August 2018 to date. On my own behalf and that of the Interim Management Board I present this report.

## **INCEPTION OF THE UNION**

After submitting a paper to management about how to inculcate a savings habit into our students, the Vice Chancellor had another assignment for me. He made his intentions known of me setting up a credit union for the university. The Director of Business Development and his deputy then approached me to put the necessary mechanism in place to bring it into fruition.

## **INTERIM MANAGEMENT COMMITTEE**

I then put together a team of members I know could be of assistance in the establishment of the union. The following persons were then approached: Mr. Lawrence Asare Boadi, Mr Nicholas Agyei who was later replaced with Mr. Nathaniel Nii Ahene Quao, Mr Puotiere Ken Yelibo, Mr Israel Nyatuame and Mr. Robert Gyeke-Darko who was from the Business Development Centre. A fair representation of all the groups on campus. We held series of meetings of course with my background with credit unions we put together the bye-laws, loans policy and other policies. After about a year in existence UPSA Credit Union was affiliated to Credit Union Association (CUA) and our affiliation number is CUA/248. The University was very gracious to us and provided us an office and the necessary infrastructure and logistics to operate in comfort.

## **STAFFING**

Mrs. Joyce Asare-Boadi was then engaged by the IMC to assist in recruiting members by visiting offices and talking to students. As at date the university has given a permanent working status to Joyce and has transferred two additional junior assistant registrars to the office to augment the staff strength.

## **PERFORMANCE**

During the first year of operation ending June 2019, we made a loss because of the initial capital outlay and low income as granting of loans had just began. In our quest to handover a profitable and viable venture we opted to go another year and then we recorded a modest surplus. Having successfully registered our Union with CUA we are hopeful of registering with the Department of Co-operatives.

## **ACHIEVEMENTS**

- Recruited a total staff strength of 325 and students of 176



---

---

# INTERIM CHAIRMAN'S REPORT

---

---

- Current active loans granted to 25 persons amounting to GHS465,000.00
- Current Invested excess funds of GHS120,000.00 in Treasury Bills with Fidelity Bank IPS Branch
- Documented operational policies as a guide for the Union's operations
- Successful in rolling members who opt for controller deductions

## **CHALLENGES**

- Some staff members still in a “wait and see” posture and have not yet joined as members
- Some members do not want controller deductions because of not meeting the affordability ratio
- Members are quick to request for loans but do not want to go through the savings period
- Newly appointed staff should be encouraged to join as soon as they are employed

## **WAY FORWARD**

It is our collective commitment of regular savings and accessing loans that would build the Union to the level we want as joint owners. The union is ours and governed by us and so we should all make a conscious effort to contribute to it by saving regularly and taking loans and that is how the union would grow.

## **GRATITUDE**

I wish to thank the Lord Almighty for the grace and level of achievement believing that He who has begun this beautiful venture will sustain it.

Special thanks goes to the Vice Chancellor and management of UPSA for the total support they continually give to us and providing the necessary logistics for the smooth running of the Union.

To all my colleagues on the IMC I say Ayekoo for your commitment and dedication to duty to tis level of handing over to a substantive board and committee.

To the staff of UPSA Credit Union particularly Joyce Asare-Boadi who has been with us since inception, I say well done. You made our dreams and aspirations a reality.

The biggest thanks goes to you fellow co-operators who believed in us and trusted us with your savings as you also enjoy our loans at the lowest interest rates.



---

---

# INDEPENDENT AUDITOR'S REPORT TO MEMBERS OF UPSA CO-OPERATIVE CREDIT UNION LIMITED

---

---

## Report on the Financial Statements

We have audited the accompanying financial statements of **UPSA Co-operative Credit Union Limited**, which comprise the Statement of Financial Position as at 30th June, 2020 and the Income Statement, Statement of Changes in Equity and Cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

## Director's Responsibility for the Financial Statements

As stated in the credit union's bye law the Board of Directors is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards, Cooperative Societies Decree 1968 (NLCD 252) and other regulations. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

## Auditor's Responsibility

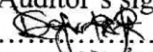
Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Generally Accepted International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements give a true and fair view of the financial position of **UPSA Co-operative Credit Union Limited** as of 30th June, 2020, and of its financial performance and its cash flows for the year then ended in accordance with Cooperative Decree 1968 (NLCD 252) and industry Standard.

Auditor's signature

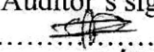
  
.....

Date: 23/10/2020

CUA Ltd

P.O. Box 12148, ACCRA-North

Auditor's signature

  
.....

Date: 23/10/2020

Department of Co-operative

## FINANCIAL HIGHLIGHTS | AS AT 30TH JUNE 2020

### OPERATING STATEMENT

In % on Average Assets, base = 286,425.80

PARTICULARS	ACTUAL AMOUNT	%	STANDARD AMOUNT	%		REMARKS
<b>INTEREST EARNINGS</b>						
Interest on Loans	33,882.66	11.8	57,285.16	20		
Interest on Financial Invest	10,451.46	3.6	5,728.52	2		
Interest on Other Investments	35.00	0.0	2,864.26	1		
<b>TOTAL FINANCIAL INCOME</b>	<b>44,369.12</b>	<b>15.5</b>	<b>65,877.93</b>	<b>23</b>	min.	Unfavourable
<b>LESS: COST OF FUNDS</b>						
Interest on Members Savings	11,404.37	4.0	14,321.29	5		
Interest on Borrowings	-	0.0	5,728.52	2		
<b>TOTAL COST OF FUNDS</b>	<b>11,404.37</b>	<b>4.0</b>	<b>20,049.81</b>	<b>7</b>	max.	Favourable
<b>GROSS FINANCIAL MARGIN</b>	<b>32,964.75</b>	<b>11.5</b>	<b>45,828.13</b>	<b>16</b>	min.	Unfavourable
Less: Increase in Provision for Loan Losses	2,061.00	0.7	11,457.03	4	max.	Favourable
<b>NET FINANCIAL MARGIN</b>	<b>30,903.75</b>	<b>10.8</b>	<b>34,371.10</b>	<b>12</b>		
Add Non-Operating Income	4,616.43	1.6	2,864.26	1	min.	Favourable
<b>GROSS MARGIN</b>	<b>35,520.18</b>	<b>12.4</b>	<b>37,235.35</b>	<b>13</b>	min.	Unfavourable
<b>LESS: OPERATING EXPENSES</b>						
Personnel	11,105.64	3.9	7,160.65	2.5		
Occupancy	-	0.0	2,864.26	1		
Organizational	1,700.00	0.6	2,864.26	1		
Security	3,557.38	1.2	2,864.26	1		
Administration	6,724.80	2.3	4,296.39	1.5		
<b>TOTAL OPERATING EXPENSES</b>	<b>23,087.82</b>	<b>8.1</b>	<b>20,049.81</b>	<b>7</b>	max.	Unfavourable
<b>NET OPERATING MARGIN</b>	<b>12,432.36</b>	<b>4.3</b>	<b>17,185.55</b>	<b>6</b>	min.	Unfavourable

**Result:**

**Favourable = 3**

**Unfavourable = 5**





## INCOME STATEMENT FOR THE YEAR ENDED 30TH JUNE 2020

	<u>NOTES</u>	<u>2020</u>	<u>2019</u>
<u>INCOME</u>		<u>GH ¢</u>	<u>GH ¢</u>
Interest on Loans	2.	33,882.66	3,783.91
Interest on Liquid Investments	3.	10,451.46	2,883.51
Other Financial Income	4.	35.00	-
		44,369.12	6,667.42
Non- Operating Income	5.	4,616.43	6,424.00
<b>TOTAL INCOME</b>		<b>48,985.55</b>	<b>13,091.42</b>
<b><u>LESS EXPENDITURE:</u></b>			
Cost of Funds	6.	11,404.37	-
Personnel Cost	7.	11,105.64	11,921.04
Occupancy	8.	-	302.00
Organizational	9.	1,700.00	610.00
Security	10	3,557.38	989.44
Administration	11	6,724.80	11,084.24
Provision for Loan Losses	12 / 23	2,061.00	477.00
<b>TOTAL OPERATING EXPENSES</b>		<b>36,553.19</b>	<b>25,383.72</b>
<b>Net Surplus</b>		<b>12,432.36</b>	<b>(12,292.30)</b>
<b><u>SURPLUS APPROPRIATION</u></b>			
Net Surplus c/f		<b>12,432.36</b>	<b>(12,292.30)</b>
Statutory Reserve	25%	3,108.09	-
Operating Reserve	75%	9,324.27	(12,292.30)
		<b>12,432.36</b>	<b>(12,292.30)</b>
The Notes 1-24 form an intergral part of these financial statements			

# STATEMENT OF FINANCIAL POSITION AS AT 30TH JUNE 2020

	<u>NOTES</u>	<u>2020</u> <u>GH ¢</u>	<u>2019</u> <u>GH ¢</u>
<b><u>ASSETS</u></b>			
Liquid Funds	13	66,211.50	6,141.42
Liquid Investments	14	92,622.65	81,908.95
Other Investments	15	500.00	500.00
Net Loans To Members	16 / 23	251,259.03	47,261.33
Other Current Assets	17	-	210.00
/ Non Current Assets	21	<u>13,043.46</u>	<u>13,193.26</u>
<b>TOTAL ASSETS</b>		<b>423,636.64</b>	<b>149,214.96</b>
<b><u>Current Liabilities</u></b>			
Other Current Liabilities	18	3,798.03	989.44
Members Savings	19	<u>385,793.55</u>	<u>142,617.82</u>
		<b>389,591.58</b>	<b>143,607.26</b>
<b><u>EQUITY</u></b>			
Members Shares	20	33,905.00	17,900.00
Reserves (incl. Net Surplus)	22	<u>140.06</u>	<u>(12,292.30)</u>
		<b>34,045.06</b>	<b>5,607.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>423,636.64</b>	<b>149,214.96</b>

Approved by Management Board on *20th October 2020* .....

The Notes 1-24 form an intergal part of these financial statements



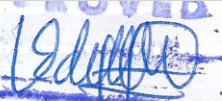
Dr. Mrs. Philomena Dadzie  
**Chairman**



Mr. Nathaniel Nii Ahene Quao  
**Treasurer**

Approved by Department of Co-operatives:

Date:

**APPROVED**  
  
*27/10/2020*  
**REGIONAL DIRECTOR**  
**DEPT. OF CO-OPERATIVES**  
**GREATER ACCRA REGION**  
**ACCRA**



## STATEMENT OF CHANGES IN EQUITY

	Members Share Capital	Operating Reserve	Statutory Reserve	Other Reserves	Total Equity
Balance b/f	17,900.00	- 12,292.30	-	-	5,607.70
Ajustments		-	-	-	-
Net Shares Subscribed	16,005.00				16,005.00
Surplus for the year (Appropriation)		9,324.27	3,108.09	-	12,432.36
Dividend paid		-			-
<b>Total</b>	<b>33,905.00</b>	<b>- 2,968.03</b>	<b>3,108.09</b>	<b>-</b>	<b>34,045.06</b>

<b><u>NOTES TO THE FINANCIAL STATEMENTS</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
	<b><u>GH ¢</u></b>	<b><u>GH ¢</u></b>
<b>1. BASIS OF PREPARATION</b>		
<b>1.1. Statement of Compliance</b>		
The financial statements of UPSA CO-OPERATIVE CREDIT UNION has been prepared in accordance with International Financial Reporting Standards (IFRS). Additional information required under the Co-operative Decree 1968(NLCD 252) except as disclosed in the accounting policies below.		
<b>1.2. Basis of Measurement</b>		
The financial statements have been prepared under the historical cost convention.		
<b>1.3. Use of Estimates and Judgements</b>		
The preparation of financial statements is in conformity with IFRS which requires the Union's Board and Management to make Judgments, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses.		
<b>1.4. Functional and Presentational Currency</b>		
The Financial statements are presented in Ghana Cedis (GH¢), which is the Credit Union's functional and Presentational Currency.		
<b><u>1.5.0 Significant Accounting Policies</u></b>		
The significant accounting policies adopted by the Credit Union which have been used in preparing these financial statements are as follows:		
<b><u>1.5.1. Revenue Recognition</u></b>		
<b>i.) Interest on Loans</b>		
Interests on members' loans are recognized in the statement of comprehensive income and when payment is received (on cash basis).		
<b>ii.) Investment Income</b>		
Investment income is recognized in the statement of Comprehensive income on accrual basis or when investments are rolled over instead of receiving it as cash		
<b>iii.) Other Financial Income</b>		
Other Financial Income comprises interest earned on the Union's bank accounts, other investments and dividend received on shares owned. They are measured at amortized		
<b>iv.) Non - Financial Income</b>		
Revenue from the provision of services to members is recognized when earned', specifically when amounts are fixed or can be determined and the ability to collect is reasonably assured.		
<b><u>1.6. Expenses</u></b>		
Expenses are recognised when incurred, without regard to receipt or payment of cash.		

<b><u>1.7. Interest on Members' Savings</u></b>				
Interest on Members' Savings is paid on quarterly balance.				
<b><u>1.8. Provision of Loan Loss</u></b>				
The Credit Union has determined the likely impairment loss on loans, which have not maintained the loan repayments in accordance with that loan contract. An estimate of the collective provision is based on the age of the loans. Any adjustments made in loan loss provision are recognized in the statement of comprehensive income. However, any reduction in provision for loan losses is not recognised as income thus, GH¢ 2,538.00				
<b><u>1.9. Bad Debts Written Off / Loans Set aside.</u></b>				
Bad Debt are written off from time to time as determined by management and approved by Board of Directors when it is reasonable to expect that the recovery of the debt is unlikely. Bad debts are written off against the accumulated provisions for loan losses, if a provision for loan loss had previously been recognized. If no provision had been recognized, the write offs are recognized as expense in the statement of comprehensive income.				
<b><u>1.10. Members Shares</u></b>				
Members' shares subscribed by members are classified as equity only to the extent that they do not meet the definition of a financial liability or financial asset.				
<b><u>1.11. Members Loans</u></b>				
All members' loans are non – derivative financial assets with fixed or determinable payments that are not quoted in an active market and have been classified as loans and receivables.				
Members' loans are reported at their recoverable amount representing the aggregate amount of principal, less any provision for impaired loans.				
Dividends on ordinary shares are recognized in the period in which they are approved by the members.				
Dividend proposed which is yet to be approved by members, is disclosed by way of notes.				
<b><u>1.12. Members Savings</u></b>				
Members' savings are measured at amortized cost.				

<b>1.13. Employee Benefits</b>			
(a) Post - Employment Benefits			
(i) Social Security and National Insurance Trust (SSNIT)			
Under a National Deferred Benefit Pension Scheme, the Credit Union contributes 13% of employees basic Salary to SSNIT for employee pensions.			
The Credit Union's obligation is limited to the relevant contributions, which were settled on due date. The pension liabilities and obligations, however, rest with SSNIT.			
<b>1.14. Property, Plant and Equipment</b>			
An item of Property, Plant and Equipment is initially recognized at cost and subsequently measured at cost less accumulated depreciation and any accumulated impairment losses, with the exception of land which is not depreciated.			
Depreciation is recognized in the statement of comprehensive income and is provided for on a straight - line basis over the estimated useful life of the assets. The current annual depreciation rates for each class of property, plant and equipment are as follows:			
Building	2%		
Motor Vehicle	20%		
Office Equipment	25%		
Furniture and Fittings	10%		
Computers and Accessories	33.33%		
Software	33.33%		
Gains or losses on disposal of property, plant and equipment are recognized in the statement of comprehensive income.			
<b>1.15. Intangible assets</b>			
<b>Computer software licenses</b>			
Intangible assets include computer software licenses.			
Software acquired by the credit union is measured at cost less accumulated amortization			
Subsequent expenditure on software is capitalized only when it increases future economic benefits in material form in the specific asset to which it relates All other expenditure are expense			
Software is amortized on a straight line basis and recognized in the Income Statement over its estimated useful life, from the date that it is available for use.			
The estimated useful life of software for the current and comparative periods is three years.			

<b><u>2. Interest on Loans</u></b>			
Interest on Normal Loans		33,882.66	3,783.91
		<b><u>33,882.66</u></b>	<b><u>3,783.91</u></b>
<b><u>3. Interest on Liquid Investments</u></b>			
Interest on Fidelity fixed deposit		873.81	1,298.47
Interest on Fidelity T'Bill deposit		9,297.85	1,375.87
Interest on CUA CFF Savings		<u>279.80</u>	<u>209.17</u>
		<b><u>10,451.46</u></b>	<b><u>2,883.51</u></b>
<b><u>4. Other Financial Income</u></b>			
Dividend On CUA Shares		<u>35.00</u>	<u>-</u>
		<b><u>35.00</u></b>	<b><u>-</u></b>
<b><u>5. Non-Operating Income</u></b>			
Entrance Fee		1,680.00	6,280.00
Sale Of Membership Form		161.00	144.00
Commission on LPP		301.09	-
Other Income		<u>2,474.34</u>	<u>-</u>
		<b><u>4,616.43</u></b>	<b><u>6,424.00</u></b>
<b><u>6. Cost of Funds</u></b>			
Interest on Member Savings		11,404.37	-
		<b><u>11,404.37</u></b>	<b><u>-</u></b>
<b><u>7. Personnel Cost</u></b>			
Staff Salaries		8,405.04	11,408.00
SSNIT contribution, part of CU		1,326.84	313.04
Service Personnel Allowance		-	200.00
GRA		882.36	-
Enterprise (Tier 2)		491.40	-
		<b><u>11,105.64</u></b>	<b><u>11,921.04</u></b>
<b><u>8. Occupancy</u></b>			
Repairs and Maintenance		-	302.00
		<b><u>-</u></b>	<b><u>302.00</u></b>
<b><u>9. Organizational Cost</u></b>			
Publicity and Promotions		-	460.00
Education & Training		1,600.00	-
Affiliation		-	150.00
Honorarium		100.00	-
		<b><u>1,700.00</u></b>	<b><u>610.00</u></b>

<b>10. Security</b>			
CUA Stabilization Fund		1,157.38	359.44
Audit Fees		2,400.00	630.00
		<b>3,557.38</b>	<b>989.44</b>
<b>11. Administration</b>			
Travelling and Transport		1,171.00	993.00
Bank Charges		1,110.00	625.00
Repairs & Maintenance of Equipment		-	302.00
Technical Support Services		1,200.00	-
Refreshments		345.00	103.50
Communication Expense		170.00	626.00
Office Expenses		186.00	28.00
Printing and Stationery		463.00	1,820.00
Depreciation on Non Current Assets		2,079.80	6,586.74
		<b>6,724.80</b>	<b>11,084.24</b>
<b>12. Provision for Loan Losses and Write Off</b>			
<i>Please see also note 24. Accumulated Provision For Loan Losses</i>			
Increase in Provision for Loan Losses		2,061.00	477.00
		<b>2,061.00</b>	<b>477.00</b>
<b>13. Liquid Funds</b>			
Petty Cash		380.00	9.00
<b>Subtotal Cash Balance</b>		<b>380.00</b>	<b>9.00</b>
Fidelity Current AC		65,831.50	6,132.42
<b>Subtotal Bank Current Balance</b>		<b>65,831.50</b>	<b>6,132.42</b>
		<b>66,211.50</b>	<b>6,141.42</b>
<b>14. Liquid Investments</b>			
Treasury Bill - Fidelity		40,000.00	50,000.00
Fixed Deposit - Fidelity		45,398.90	25,000.00
Central Finance Facility (CFF) Savings		7,223.75	6,908.95
		<b>92,622.65</b>	<b>81,908.95</b>



<b><u>15. Other Investments</u></b>			
CUA Shares		500.00	500.00
		<b><u>500.00</u></b>	<b><u>500.00</u></b>
<b><u>16. Net Loans To Members</u></b>			
Loans to Members		253,797.03	47,738.33
<b>Subtotal: Total Loan Balance</b>		<b>253,797.03</b>	<b>47,738.33</b>
<b>Subtotal: Total Loan Balance</b>		<b>253,797.03</b>	<b>47,738.33</b>
less: accum. Provision For Loan Losses		<u>2,538.00</u>	<u>477.00</u>
		<b><u>251,259.03</u></b>	<b><u>47,261.33</u></b>
<b><u>17. Other Current Assets</u></b>			
Staff Salary Advance		-	210.00
		<u>-</u>	<b><u>210.00</u></b>
<b><u>18. Other Current Liabilities</u></b>			
Audit Fees Payable		2,400.00	630.00
Stabilization Fund payable		1,398.03	359.44
		<b><u>3,798.03</u></b>	<b><u>989.44</u></b>
<b><u>19. Members Savings</u></b>			
Regular Savings		385,793.55	142,617.82
<b>Subtotal: Total Regular Savings</b>		<b>385,793.55</b>	<b>142,617.82</b>
		<b><u>385,793.55</u></b>	<b><u>142,617.82</u></b>
<b><u>20. Members Shares</u></b>			
Members Shares		33,905.00	17,900.00
		<b><u>33,905.00</u></b>	<b><u>17,900.00</u></b>

## 21. Non Current Assets Schedule

Description	Cost as at 1st July 2018	Disposal Cost	Additions	Balance/Cost as at 30th June 2019/1st July 2019	Disposal Cost	Additions	Balance as at 30th June 2020
<b>Property, Plant &amp; Equipment</b>							
Furniture & Fittings				0.00		1,100.00	1,100.00
Computer and Accessories			5,080.00	5,080.00		830.00	5,910.00
<b>Subtotal Carrying Value of Property, Plant &amp; Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>5,080.00</b>	<b>5,080.00</b>	<b>0.00</b>	<b>1,930.00</b>	<b>7,010.00</b>
<b>Intangible Assets</b>							
Software			14,700.00	14,700.00			14,700.00
<b>Subtotal Carrying Value of Intangible Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>14,700.00</b>	<b>14,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,700.00</b>
<b>Total Carrying Value of Non Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>19,780.00</b>	<b>19,780.00</b>	<b>0.00</b>	<b>1,930.00</b>	<b>21,710.00</b>

### 21. Non Current Assets Schedule (cont.)

Depreciation/ Amortisation	Balance b/f as at 1st July 2018	Disposal Depreciation	Charge for the year	Balance/Balance b/f as at 30th June 2019/1st July 2019	Disposal Depreciation	Charge for the year	Balance as at 30th June 2020
<b>Property, Plant &amp; Equipment</b>							
Furniture & Fittings				0.00		110.00	110.00
Computer and Accessories			1,686.74	1,686.74		1,969.80	3,656.54
<b>Subtotal Carrying Value of Property, Plant &amp; Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>1,686.74</b>	<b>1,686.74</b>	<b>0.00</b>	<b>2,079.80</b>	<b>3,766.54</b>
<b>Intangible Assets</b>							
Software			4,900.00	4,900.00			4,900.00
<b>Subtotal Carrying Value of Intangible Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>4,900.00</b>	<b>4,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,900.00</b>
<b>Total Depreciation of Non Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>6,586.74</b>	<b>6,586.74</b>	<b>0.00</b>	<b>2,079.80</b>	<b>8,666.54</b>
<b>Carrying Amount</b>	<b>0.00</b>	<b>0.00</b>	<b>13,193.26</b>	<b>13,193.26</b>	<b>0.00</b>	<b>-149.80</b>	<b>13,043.46</b>

## 22. Reserves

	Balance b/f	Ajustments	Appropriation	Balance
Statutory Reserve			3,108.09	3,108.09
Operating Reserve	-12,292.30		9,324.27	-2,968.03
<b>Total Reserve</b>	<b>-12,292.30</b>	<b>0.00</b>	<b>12,432.36</b>	<b>140.06</b>

## 23. Allowance For Loan Losses

Balance b/f	477.00
Less Set Aside (see below)	
<b>Subtotal</b>	<b>477.00</b>
Bad Loans Written Off	0.00
Increase In Provision	2,061.00
<b>Allowance For Loan Losses</b>	<b>2,538.00</b>

*Will be transferred to note 12. Provision for Loan Losses and Write Off*

Ageing Report	No. of loans	Loan Balance	%	Required Provision
current	0	253,797.03	1%	2,538.00
1-3months	0	0.00	10%	0.00
4-6months	0	0.00	30%	0.00
7-9months	0	0.00	60%	0.00
10-12months	0	0.00	100%	0.00
<b>Allowance For Loan</b>				<b>2,538.00</b>
<b>Over 12months</b>	0	0.00	<b>set aside</b>	<b>0.00</b>

<b>Total Loan Balance</b>	<b>0</b>	<b>253,797.03</b>
---------------------------	----------	-------------------

## CASH FLOW STATEMENT FOR THE YEAR ENDED 30TH JUNE 2020

	<u>2020</u>	<u>2019</u>
	<u>GH ¢</u>	<u>GH ¢</u>
<b>1. Cash flows from OPERATING ACTIVITIES</b> (before changes in operating assets & liabilities)		
Net Surplus	12,432.36	(12,292.30)
Adjustment:		
Depreciation on Non Current Assets	2,079.80	6,586.74
Increase in Provision for Loan Losses	2,061.00	477.00
<b>Cash flows from OPERATING ACTIVITIES</b>	<b><u>16,573.16</u></b>	<b><u>(5,228.56)</u></b>
<b>Changes in OPERATING ASSETS and LIABILITIES</b>		
Increase (-) /Decrease (+) in Total Loan Balance	(206,058.70)	(47,738.33)
Increase (-) /Decrease (+) in Other Current Assets	210.00	(210.00)
Increase (+) /Decrease (-) in Members Savings	243,175.73	142,617.82
Increase (+) /Decrease (-) in Other Current Liabilities	2,808.59	989.44
<b>Net Cash generated from OPERATING ACTIVITIES</b>	<b><u>56,708.78</u></b>	<b><u>90,430.37</u></b>
<b>2. INVESTING ACTIVITIES</b>		
Purchase of Non Current Assets (-)	(1,930.00)	(19,780.00)
Increase (+) /Decrease (-) in Other Investments	-	(500.00)
<b>Net Cash used in INVESTING ACTIVITIES</b>	<b><u>(1,930.00)</u></b>	<b><u>(20,280.00)</u></b>
<b>3. FINANCING ACTIVITIES</b>		
Proceeds from Shares Issued	16,005.00	17,900.00
<b>Net Cash used in FINANCING ACTIVITIES</b>	<b><u>16,005.00</u></b>	<b><u>17,900.00</u></b>
<b>4. Cash and cash equivalent at the end of period</b>		
Net Increase (+)/Decrease (-) in Cash and Cash Equivalent	70,783.78	88,050.37
Opening Cash and Cash Equivalent at the beginning of year	<u>88,050.37</u>	<u>-</u>
<b>Closing Cash and cash equivalent</b>	<b><u>158,834.15</u></b>	<b><u>88,050.37</u></b>

# ANNUAL BUDGET STATEMENT FOR THE YEAR ENDING 30<sup>TH</sup> JUNE, 2021

	<b>2020/2021 GHS</b>
<b>INTEREST INCOME</b>	
Interest on loans .....	80,000.00
Interest on Financial Investment .....	5,000.00
Registration fees .....	2,000.00
Miscellaneous Income .....	2,500.00
<b>TOTAL INCOME</b> .....	<b>89,500.00</b>
Cost of Funds .....	20,000.00
<b>NET INCOME</b> .....	<b>69,500.00</b>
<b>OPERATING EXPENSES</b>	
Traveling and Transport .....	4,000.00
Communication .....	240.00
Refreshments .....	1,500.00
Repairs and Maintenance .....	1,395.00
Bank charges .....	1,300.00
Personnel cost .....	4,100.00
Systems Retainer Fees .....	2,400.00
Provision for loan loss .....	3,500.00
Audit fees .....	2,500.00
Depreciation of Assets .....	6,600.00
Educational Expenses .....	2,000.00
CUA Stabilization Fund .....	2,800.00
Stationery and Printing .....	2,500.00
Cleaning materials .....	240.00
AGM Expenses .....	2,500.00
Honorarium for IMC .....	3,000.00
Training and Development .....	3,000.00
Printing of AGM Booklets .....	2,800.00
<b>TOTAL EXPENSES</b> .....	<b>49,115.00</b>
<b>NET SURPLUS</b> .....	<b>20,385.00</b>

## **CREDIT UNION SONG**

It's a small world after all (3 times)

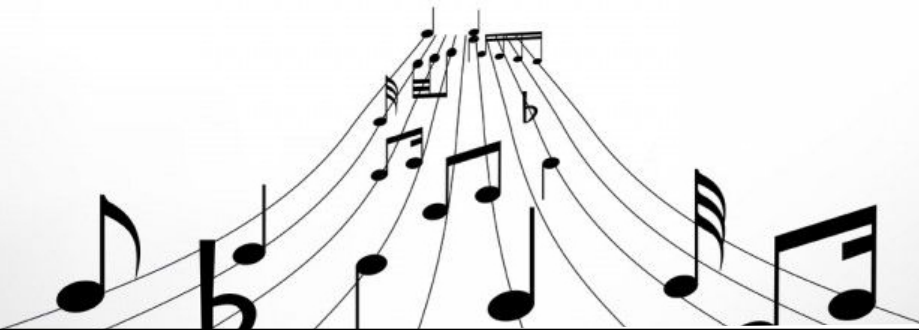
It's a small, small, world

It's a small world after all;

It's a world of laughter;

It's a world of tears and cheers;

It's a credit union world.







# REPORTS & FINANCIAL STATEMENTS 2019 | 2020



## UPSA CO-OPERATIVE CREDIT UNION LTD

### ADDRESS

Locate us at the ground floor,  
UPSA Hostel Administrative Block,  
Room A002

WORKING HOURS:  
8:30 AM - 4:00 PM



For enquires and registration  
please contact the office on

Tel: 0302 933 966

Email address: [creditunion@upsamail.edu.gh](mailto:creditunion@upsamail.edu.gh)



## UPSA

UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA

Scholarship with Professionalism

