



## Reporting Standard ARS 323.0

### Statement of Financial Position (Licensed ADI)

#### Objective of this reporting standard

This reporting standard is made under section 13 of the *Financial Sector (Collection of Data) Act 2001* and outlines the overall requirements for the provision of information to APRA relating to an authorised deposit-taking institution's statement of financial position. It should be read in conjunction with *Form ARF 323.0 Statement of Financial Position (Licensed ADI)* and the associated instructions (which are attached and all form part of this reporting standard).

#### Purpose

1. Data collected in *Form ARF 323.0 Statement of Financial Position (Licensed ADI)* (**Form ARF 323.0**) is used by APRA for the purpose of prudential supervision. It may also be used by the Reserve Bank of Australia and the Australian Bureau of Statistics.

#### Application

2. This reporting standard applies to an authorised deposit-taking institution (ADI) as set out in the table below.

Class of ADI	Applicable
Australian-owned Bank	No
Foreign Subsidiary Bank	No
Branch of a Foreign Bank	No
Building Society	Yes
Credit Union	Yes
Specialist Credit Card Institution (SCCI)	Yes
Other ADI	<del>No</del> Yes

#### Information required

3. An ADI to which this reporting standard applies must provide APRA with the information required by Form ARF 323.0 for each relevant reporting period.

## Form and method of submission

4. The information required by this reporting standard must be given to APRA in electronic form, using one of the electronic submission mechanisms provided by the 'Direct to APRA' (also known as 'D2A') application.

*Note:* the Direct to APRA application software may be obtained from APRA.

## Reporting periods and due dates

5. Subject to paragraph 6, an ADI to which this reporting standard applies must provide APRA with the information required by this reporting standard in respect of each quarter based on the financial year, within the meaning of the Corporations Act 2001, of the ADI~~the following reporting periods:~~

~~(a) in the case of a ADI that is a Monetary Aggregates Reporter:~~

~~(i) each calendar month (including the month during which the ADI became a Monetary Aggregates Reporter); and~~

~~(ii) each quarter based on the financial year, within the meaning of the Corporations Act 2001, of the ADI (including the quarter during which the ADI became a Monetary Aggregates Reporter); and~~

~~(b) in the case of a relevant ADI that it not a Monetary Aggregates Reporter, each quarter based on the financial year, within the meaning of the Corporations Act 2001, of the ADI.~~

6. APRA may, by notice in writing, change the reporting periods, or specified reporting periods, for a particular ADI, to require it to provide the information required by this reporting standard more frequently, or less frequently, having regard to:

(a) the particular circumstances of the ADI;

(b) the extent to which the information is required for the purposes of the prudential supervision of the ADI; and

(c) the requirements of the Reserve Bank of Australia or the Australian Bureau of Statistics.

7. The information required by this reporting standard must be provided to APRA by 15 business days after the end of the reporting period to which the information relates~~the following times:~~

~~(a) in the case of monthly information referred to in sub-subparagraph 5(a)(i) — 10 business days after the end of the reporting period to which the information relates; and~~

~~(b) in the case of quarterly information referred to in sub-subparagraphs 5(a)(ii) and subparagraph 5(b) — 15 business days after the end of the reporting period to which the information relates.~~

8. APRA may grant an ADI an extension of a due date in writing, in which case the new due date for the provision of the information will be the date on the notice of extension.

### **Quality control**

9. The information provided by an ADI under this reporting standard must be the product of processes and controls that have been reviewed and tested by the external auditor of the ADI. AGS 1008 'Audit Implications of Prudential Reporting Requirements for Authorised Deposit-taking Institutions', issued by the Auditing and Assurance Standards Board provides guidance on the scope and nature of the review and testing required from external auditors. This review and testing must be done on an annual basis or more frequently if necessary to enable the external auditor to form an opinion on the accuracy and reliability of the data.
10. The information provided by an ADI under this reporting standard must also be subject to processes and controls developed by the ADI for the internal review and authorisation of that information. It is the responsibility of the board and senior management of the ADI to ensure that an appropriate set of policies and procedures for the authorisation of data submitted to APRA is in place.

### **Authorisation**

11. If an ADI submits information under this reporting standard using the 'Direct to APRA' software, it will be necessary for an officer of the ADI to digitally sign, authorise and encrypt the relevant data. For this purpose, APRA's certificate authority will issue 'digital certificates', for use with the software, to officers of the ADI who have authority from the ADI to transmit the data to APRA.

### **Minor alterations to forms and instructions**

12. APRA may make minor variations to:
  - (a) a form that is part of this reporting standard, and the instructions to such a form, to correct technical, programming or logical errors, inconsistencies or anomalies; or
  - (b) the instructions, to clarify their application to the formwithout changing any substantive requirement in the form or instructions.
13. If APRA makes such a variation it must notify in writing each ADI that is required to report under this reporting standard.

### **Transitional**

14. An ADI must report under the old reporting standard in respect of a transitional reporting period. For these purposes:

**old reporting standard** means the reporting standard revoked in the determination making this reporting standard (being the reporting standard which this reporting standard replaces).

**transitional reporting period** means a reporting period under the old reporting standard:

- (a) which ended before the date of revocation of the old reporting standard; and
- (b) in relation to which the ADI was required, under the old reporting standard, to report by a date on or after the date of revocation of the old reporting standard.

*Note:* for the avoidance of doubt, if an ADI was required to report under an old reporting standard, and the reporting documents were due before the date of revocation of the old reporting standard, the ADI is still required to provide the overdue reporting documents in accordance with the old reporting standard.

## Interpretation

15. In this reporting standard:

**ADI** means an authorised deposit-taking institution within the meaning of the *Banking Act 1959*.

**AGS 1008** means the auditing and assurance standard entitled ‘Audit Implications of Prudential Reporting Requirements for Authorised Deposit-taking Institutions’ so made by the Auditing and Assurance Standards Board.

**APRA** means the Australian Prudential Regulation Authority established under the *Australian Prudential Regulation Authority Act 1998*.

**Australian-owned bank** means a locally incorporated ADI that assumes or uses the word ‘bank’ in relation to its banking business and is not a foreign subsidiary bank.

**branch of a foreign bank** means a ‘foreign ADI’ as defined in section 5 of the *Banking Act 1959*, but does not include a SCCI that is a foreign ADI.

**building society** means a locally incorporated ADI that assumes or uses the expression ‘building society’ in relation to its banking business.

**business days** means ordinary business days, exclusive of Saturdays, Sundays and public holidays.

**class of ADI** means each of the following:

- (i) Australian-owned bank;
- (ii) foreign subsidiary bank;
- (iii) branch of a foreign bank;
- (iv) building society;
- (v) credit union;
- (vi) other ADI; and

(vii) specialist credit card institution.

**credit union** means a locally incorporated ADI that assumes or uses the expression 'credit union' in relation to its banking business and includes Cairns Penny Savings & Loans Limited.

**due date** means the relevant due date under paragraph 7 or, if applicable, paragraph 8.

**foreign subsidiary bank** means a locally incorporated ADI in which a bank that is not locally incorporated has a stake of more than 15 per cent.

**locally incorporated** means incorporated in Australia or in a State or Territory of Australia, by or under a Commonwealth, State or territory law.

**Monetary Aggregates Reporter** means a relevant ADI in respect of which:

- (a) APRA has made a determination in writing that the ADI has had assets of more than \$50 million for at least three consecutive quarters immediately preceding the determination and has notified the ADI of that determination; and
- (b) APRA has not revoked the determination on the ground that, after the making the determination, the value of the ADI's assets has fallen significantly below \$50 million.

**other ADI** means an ADI that is not an Australian-owned bank, a branch of a foreign bank, a building society, a credit union, a foreign subsidiary bank or a specialist credit card institution but does not include Cairns Penny Savings & Loans Limited.

**reporting period** means a period mentioned in paragraph 5 or, if applicable, paragraph 6.

**specialist credit card institution** means an ADI that is subject to a condition on its authority under section 9 of the *Banking Act 1959* confining the banking business that the ADI is authorised to carry on to the activities of credit card acquiring and credit card issuing in any credit card scheme that was designated as a payment system under section 11 of the *Payment Systems (Regulation) Act 1998* on 11 April 2001.

**stake** means a stake determined under the *Financial Sector (Shareholdings) Act 1998*, as if the only associates that were taken into account under paragraph (b) of subclause 10(1) of the Schedule to that Act were those set out in paragraphs (h), (j) and (l) of subclause 4(1).

**ARF 323.0 Statement of Financial Position (Licensed ADI)**

<b>Australian Business Number</b>	
<b>Institution Name</b>	
<b>Reporting Period</b>	
<b>Scale Factor</b>	Whole dollars no decimal place for other ADIs
<b>Reporting Consolidation</b>	Licensed ADI

**Section A: Assets**

**1. Cash and Liquid Assets**

1.1. Notes and coins	
1.2. Deposits at call	
1.2.1. Banks	
1.2.2. Other ADIs	
1.2.3. Registered financial corporations	
1.2.4. Other financial institutions	
1.3. Gold bullion	
1.4. Due from clearing houses	
1.5. Securities purchased under agreements to resell	
1.6. Due from Financial Institutions	
1.6.1. RBA or central banks	
1.6.2. Banks	
1.6.3. Other ADIs	
1.6.4. Registered financial corporations	
1.6.5. Other financial institutions	
<b>1.7. Total cash and liquid assets</b>	

**2. Trading Securities**

2.1. Australian Commonwealth government securities	
2.2. Other Australian government securities	
2.3. Bank debt securities	
2.4. Other ADI debt securities	
2.5. Corporate paper	
2.6. Asset backed debt securities	
2.7. Other debt securities	
2.8. Equity securities	
<b>2.9. Total trading securities</b>	

**3. Investment Securities**

3.1. Australian Commonwealth government securities	
3.2. Other Australian government securities	
3.3. Bank debt securities	
3.4. Other ADI debt securities	
3.5. Corporate paper	
3.6. Asset backed debt securities	
3.7. Other debt securities	
3.8. ADI equity securities	
3.9. Insurance corporations equity securities	
3.10. Other equity securities	
<b>3.11. Total investment securities</b>	

**4. Other Deposits**

4.1. Banks	
4.2. Other ADIs	
4.3. Other	
<b>4.4. Total other deposits</b>	

**5. Acceptances of customers**

--

**6. Loans and Advances**

	Balance Outstanding (1)	Specific Provision (2)	General Reserve for Credit Losses (3)
<b>6.1. Loans to Households</b>			
6.1.1. Housing Loans			
6.1.1.1. Owner-occupied			
6.1.1.1.1. of which: Revolving credit secured by residential mortgage			
6.1.1.2. Investment			
6.1.1.2.1. of which: Revolving credit secured by residential mortgage			
6.1.1.3. Total housing			
6.1.1.3.1. of which: Fixed interest rate loans			
6.1.1.3.2. of which: Variable interest rate loans			
6.1.2. Revolving credit			
6.1.2.1. of which: Revolving credit secured by residential mortgage			
6.1.3. Credit cards			
6.1.4. Leasing			
6.1.5. Other personal term loans			
6.1.5.1. of which: Fixed interest rate loans			
6.1.5.2. of which: Variable interest rate loans			
<b>6.1.6. Total loans to households</b>			
<b>6.2. Commercial Lending</b>			
6.2.1. Private and public trading corporations			
6.2.2. Private unincorporated businesses and CSOs			
6.2.3. ADIs and other financial institutions			
6.2.4. Government			
<b>6.2.5. Total commercial lending</b>			
6.2.5.1. of which: Revolving credit			
6.2.5.2. of which: Credit cards			
6.2.5.3. of which: Term loans - fixed rate			
6.2.5.4. of which: Term loans - variable rate			
6.2.5.5. of which: Leasing			
6.2.5.6. of which: Other loans			
<b>6.3. Total gross loans and advances</b>			
6.3.1. of which: Margin Lending			
6.3.2. of which: Loans held for sale			
<b>6.4. Less: Deferred fee income</b>			
<b>6.5. Loans and advances (net of specific provision, general reserve for credit losses and deferred fee income)</b>			



**7. Other Investments**

7.1. Parent entity	
7.2. Controlled entities	
7.3. Associates	
7.4. Equity investments in former SSPs	
7.5. Joint ventures	
7.6. Other	
<b>7.7. Total other investments</b>	

**8. Fixed Assets**

8.1. Property	
8.2. Plant and equipment	
8.3. Less: Accumulated depreciation/impairment- Property, plant and equipment	
8.4. Property, plant and equipment net of accumulated depreciation/impairment	
8.5. Information technology	
8.5.1. Work in progress (WIP)	
8.5.1.1. Hardware and software application costs	
8.5.1.2. Development and other on costs	
8.5.1.3. Total WIP	
8.5.2. In use	
8.5.2.1. Hardware and software application costs	
8.5.2.2. Development and other on costs	
8.5.2.3. Total in use	
8.5.3. Other information technology	
8.5.4. Total information technology (WIP plus In use plus Other information technology)	
8.6. Less: Accumulated depreciation/impairment- Information technology	
8.7. Total information technology net of accumulated depreciation/impairment	
8.8. Other	
8.9. Less: Accumulated depreciation/impairment- Other	
8.10. Total other net of accumulated depreciation/impairment	
<b>8.11. Net fixed assets</b>	

**9. Intangible Assets**

9.1. Intangible assets with a finite life	
9.2. Less: Accumulated amortisation	
9.3. Net intangible assets with a finite life	
9.4. Intangible assets with an infinite life	
9.5. Less: Impairment	
9.6. Net intangible assets with an infinite life	
9.7. Goodwill	
9.8. Less: Impairment	
9.9. Net goodwill	
<b>9.10. Net intangible assets</b>	

**10. Other Assets**

10.1. Interest receivable	
10.2. Capitalised debt raising/funding costs	
10.3. Capitalised costs associated with establishing/setting up securitisation vehicles/programs	
10.4. Capitalised loan and lease origination fees and commissions paid to mortgage originators and brokers	
10.5. Other capitalised expenses of a general nature	
10.6. Derivative financial instruments	
10.6.1. Trading book derivatives	
10.6.2. Banking book derivatives	
10.7. Deferred tax asset	
10.7.1. From tax losses	
10.7.2. From specific provision and general reserve for credit losses	
10.7.3. Other	
10.8. Loan/credit card servicing rights	
10.9. Defined benefit assets	
10.10. Non-current assets and disposal groups classified as held for sale	
10.11. Items in suspense	
10.12. Other	
<b>10.13. Total other assets</b>	

<b>11. Total assets</b>	
11.1. of which: Deposits, Debt Securities and Loans to Controlled Entities and Associates	
11.1.1. Subordinated	
11.1.2. Secured	
11.1.3. Other	
11.2. of which: Deposits, Debt Securities and Loans to the Parent Entity	
11.2.1. Subordinated	
11.2.2. Secured	
11.2.3. Other	

<b>12. Memo Items</b>	
12.1. Outstanding principal balance of securitised assets	
12.1.1. of which: Owner-occupied housing loans	
12.1.2. of which: Investment housing loans	
12.1.3. of which: Other personal loans	
12.1.4. of which: Loans to selected commercial borrowers	
12.2. Credit card chargebacks paid to card issuers during the reporting period	

**Section B: Liabilities**

<b>1. Due to clearing houses</b>	
<b>2. Due to Financial Institutions</b>	
2.1. RBA or central banks	
2.2. Banks	
2.3. Other ADIs	
2.4. Registered financial corporations	
2.5. Other financial institutions	
<b>2.6. Total due to financial institutions</b>	
<b>3. Acceptances</b>	

**4. Deposits**

4.1. Call/On Demand	
4.1.1. Transaction	
4.1.1.1. Households/retail	
4.1.1.2. Other	
4.1.2. Non-Transaction	
4.1.2.1. Households/retail	
4.1.2.2. Other	
4.2. Term Deposits	
4.2.1. Households/retail	
4.2.2. Other	
4.3. Certificates of deposit	
4.4. Retirement saving accounts	
4.5. Other	
<b>4.6. Total deposits</b>	

**5. Other Borrowings**

5.1. Securities sold under agreements to repurchase	
5.2. Promissory notes/commercial paper	
5.3. Other short-term debt securities	
5.4. Short-Term Loans from ADI's	
5.4.1. Variable rate	
5.4.2. Fixed rate	
5.5. Short-Term Loans: Other	
5.5.1. Variable rate	
5.5.2. Fixed rate	
<b>5.6. Total other borrowings</b>	

**6. Income Tax Liability**

6.1. Current tax liability	
6.2. Deferred tax liability	
<b>6.3. Total income tax liability</b>	

**7. Provisions**

7.1. Dividends	
7.2. Employee entitlements	
7.3. Non-lending losses	
7.4. Restructuring costs	
7.5. Other provisions	
<b>7.6. Total provisions</b>	

**8. Bonds, Notes and Long-Term Borrowings**

8.1. Debt securities	
8.2. Loans	
8.2.1. Variable rate	
8.2.2. Fixed rate	
<b>8.3. Total bonds, notes and long-term borrowings</b>	

**9. Creditors and Other Liabilities**

9.1. Defined benefit liabilities - current	
9.2. Defined benefit liabilities - non current	
9.3. Interest payable	
9.4. Unearned interest	
9.5. Derivative financial Instruments	
9.5.1 Trading book derivatives	
9.5.2 Banking book derivatives	
9.6. Items in suspense	
9.7. Due to merchants	
9.8. Liabilities included in disposal groups classified as held for sale	
9.9. Share capital repayable on demand	
9.10. Other	
<b>9.11. Total creditors and other liabilities</b>	

**10. Loan Capital and Hybrid Securities**

10.1. Members withdrawable shares	
10.2. Loan capital	
10.3. Hybrid securities	
<b>10.4. Total loan capital and hybrid securities</b>	

**11. Total liabilities**

11.1. <i>of which: Deposits, Debt Securities and Loans from Controlled Entities and Associates</i>	
11.1.1. Subordinated	
11.1.2. Secured	
11.1.3. Other	
11.2. <i>of which: Deposits, Debt Securities and Loans from the Parent Entity</i>	
11.2.1. Subordinated	
11.2.2. Secured	
11.2.3. Other	
11.3. <i>of which: Other secured deposits, debt securities and loans</i>	

12. Net assets

--

**Section C: Shareholders' Equity**

**1. Share Capital**

1.1. Ordinary shares

--

1.2. Preference shares

--

1.3. Other

--

**1.4. Total share capital**

--

**2. Reserves**

2.1. General reserves

--

2.2. Capital profits reserve

--

2.3. Asset Revaluation Reserve

2.3.1 Owner-occupied property

--

2.3.2. Plant and equipment

--

2.3.3. Intangibles revaluation surplus

--

2.3.4. Investment in subsidiaries

--

2.3.5. Investments in associates/share of associates

--

2.3.6. Relating to non-current assets or disposal groups held for sale

--

2.3.7. Other

--

2.3.8. Total asset revaluation reserve

--

2.4. Foreign currency translation reserve

--

2.5. Available for sale reserve

2.5.1. Marketable securities

--

2.5.2. Other

--

2.6. Cash flow hedge reserve

--

2.7. Share based payments reserve

--

2.8. Other reserves

--

**2.9. Total reserves**

--

**3. Retained profits or accumulated losses at the end of the period**

--

**4. Total shareholders' equity**

--

# Reporting Form ARF 323.0

## Statement of Financial Position (Licensed ADI)

### Instruction Guide

This form relates to the operations of an authorised deposit-taking institution (ADI). If an ADI has subsidiaries or interest in joint venture operations, the ADI must also complete *ARF 322.0 Statement of Financial Position (Consolidated)* (ARF 322.0).

If the ADI has material business, operations or dealings outside of Australia or with non-residents, then the institution will be required to complete *ARF 320.0 Statement of Financial Position (Domestic Books)* (ARF 320.0) and *ARF 321.0 Statement of Financial Position (Offshore Operations)*, instead of this form.

### General directions and notes

#### Reporting entity

*ARF 323.0 Statement of Financial Position (Licensed ADI)* should be completed by Credit Unions, Building Societies, Cairns Penny Savings & Loans Limited and Specialist Credit Card Institutions (SCCIs) on a Licensed ADI basis. SCCIs that operate as branches in Australia are required to complete this form for the Australian branch only.

#### Licensed ADI

This refers to the operations of the reporting ADI on a stand-alone basis.

#### Securitisation deconsolidation principle

Except as otherwise specified in these instructions, the following applies:

1. Where an ADI (or a member of its Level 2 consolidated group) participates in a securitisation that meets APRA's operational requirements for regulatory capital relief under *Prudential Standard APS 120 Securitisation* (APS 120):
  - (a) special purpose vehicles (SPVs) holding securitised assets may be treated as non-consolidated independent third parties for regulatory reporting purposes, irrespective of whether the SPVs (or their assets) are consolidated for accounting purposes;
  - (b) the assets, liabilities, revenues and expenses of the relevant SPVs may be excluded from the ADI's reported amounts in APRA's regulatory reporting returns; and

- (c) the underlying exposures (i.e. the pool) under such a securitisation may be excluded from the calculation of the ADI's regulatory capital (refer to APS 120). However, the ADI must still hold regulatory capital for the **securitisation exposures**<sup>1</sup> that it retains or acquires and such exposures are to be reported in *Form ARF 120.0 Standardised – Securitisation* or *Forms ARF 120.1A to ARF 120.1C IRB – Securitisation* (as appropriate). The RWA relating to such securitisation exposures must also be reported in *Form ARF 110.0 Capital Adequacy (ARF 110.0)*.
2. Where an ADI (or a member of its Level 2 consolidated group) participates in a securitisation that does not meet APRA's operational requirements for regulatory capital relief under APS 120, or the ADI elects to treat the securitised assets as on-balance sheet assets under *Prudential Standard APS 112 Capital Adequacy: Standardised Approach to Credit Risk* or *Prudential Standard APS 113 Capital Adequacy: Internal Ratings-based Approach to Credit Risk*, such exposures are to be reported as on-balance sheet assets in APRA's regulatory reporting returns. In addition, these exposures must also be reported as a part of the ADI's total securitised assets within *Form ARF 120.2 Securitisation – Supplementary Items*.

### Reporting period

~~If the Credit Union, Building Society or SCCI is a Monetary Aggregates Reporter (broadly, it has total assets greater than or equal to \$50 million), this form is to be completed as at the last day of the reporting month. The completed form must be submitted to APRA within 10 business days after the end of the relevant reporting month. In addition, this form is also to be completed as at the last day of the stated reporting quarter (i.e. September, December, March and June). The completed form must be submitted to APRA within 15 business days after the end of the relevant reporting quarter.~~

~~If the Credit Union or Building Society or Cairns Penny Savings & Loans Limited or SCCI is not a Monetary Aggregates Reporter, this form is to be completed as at the last day of the stated reporting quarter (i.e. September, December, March and June). The completed form must be submitted to APRA within 15 business days after the end of the relevant reporting quarter.~~

### Unit of measurement

Credit Unions, Building Societies, Cairns Penny Savings & Loans Limited, ~~and~~ and Other ADIs are asked to complete the form in whole Australian dollars (no decimal place).

Amounts denominated in foreign currency are to be converted to AUD in accordance with *AASB 121 The Effects of Changes in Foreign Exchange Rates (AASB 121)*.

The general requirements of AASB 121 for translation are:

<sup>1</sup> Securitisation exposures are defined in accordance with APS 120.



1. foreign currency monetary items outstanding at the reporting date must be translated at the spot rate at the reporting date;<sup>2</sup>
2. foreign currency non-monetary items that are measured at historical cost in a foreign currency must be translated using the exchange rate at the date of the transaction;<sup>3</sup>
3. foreign currency non-monetary items that are measured at fair value will be translated at the exchange rate at the date when fair value was determined.

Transactions arising under foreign currency derivative contracts at the reporting date must be prepared in accordance with *AASB 139 Financial Instruments: Recognition and Measurement (AASB 139)*, *AASB 7 Financial Instruments: Disclosures (AASB 7)* and *AASB 132 Financial Instruments: Disclosure and Presentation (AASB 132)*. However, those foreign currency derivatives that are not within the scope of AASB 139 (e.g. some foreign currency derivatives that are embedded in other contracts) remain within the scope of AASB 121.

For APRA purposes equity items must be translated using the foreign currency exchange rate at the date of investment or acquisition. Post acquisition changes in equity are required to be translated on the date of the movement.

As foreign currency derivatives are measured at fair value, the currency derivative contracts are translated at the spot rate at the reporting date.

Exchange differences should be recognised in profit and loss in the period which they arise. For foreign currency derivatives, the exchange differences would be recognised immediately in profit and loss if the hedging instrument is a fair value hedge. For derivatives used in a cash flow hedge, the exchange differences should be recognised directly in equity.

The ineffective portion of the exchange differences in all hedges would be recognised in profit and loss; and

4. translation of financial reports of foreign operations.

A foreign operation is defined in AASB 121 as meaning an entity that is a subsidiary, associate, joint venture or branch of a reporting entity, the activities of which are based or conducted in a country or currency other than those of the reporting entity.

- Exchange differences relating to foreign currency monetary items that form part of the net investment of an entity in a foreign operation, must be recognised as a separate component of equity.

---

<sup>2</sup> Monetary items are defined to mean units of currency held and assets and liabilities to be received or paid in a fixed or determinable number of units of currency. Spot rate means the exchange rate for immediate delivery.

<sup>3</sup> Examples of non-monetary items include amounts prepaid for goods and services (e.g. prepaid rent); goodwill; intangible assets; physical assets; and provisions that are to be settled by the delivery of a non-monetary asset.

- Translation of financial reports should otherwise follow the requirements in AASB 121.

## **Netting**

Unless otherwise specifically stated, institutions are allowed to take advantage of netting agreements in relation to disclosure of data items in this form. Institutions are to comply with the prerequisite for netting outlined in Australian accounting standards AASB 139, AASB 132 and AASB 7 and any relevant prudential standards.

## **Term to maturity**

Any references to ‘term to maturity’ in this form refer to *residual* term to maturity.

## **Basis of preparation**

The nature of the disclosure and format of this form may not be strictly consistent with the annual financial statements prepared by the institution. Notwithstanding this, in completing this form (unless otherwise specifically stated for individual items of assets, liabilities or equity), institutions are requested to follow the basis that is used for the preparation of its annual financial statements in accordance with the Australian accounting standards, specifically in regard to the:

- interpretation/definition of specific asset, liability and equity items;
- appropriate measurement basis for asset, liability and equity items; and
- netting of financial assets and financial liabilities.

If additional clarification is required for specific asset, liability or equity items in this form, reference should be made to the section “Specific instructions”, which is provided as a guide.

## **Specific instructions**

### **Section A: Assets**

#### **1. Cash and liquid assets**

Generally include the following in this category:

- Australian notes and coins;
- foreign currency;
- cash at branches;
- cash at bankers;
- deposits at call;

- money at short call;
- exchange settlement accounts;
- securities purchased under agreement to resell;
- margin deposit accounts; and
- gold bullion.

Exclude the following from this reporting category:

- bills of exchange (reported as either a Trading Security or Investment Security); and
- bills receivable and remittances in transit.

This reporting item should be brought to account at the face value or the gross value of the outstanding balance where appropriate. Interest is taken to profit and loss when earned.

### **1.1. Notes and coins**

Include Australian and foreign currency notes and coins of the reporting entity. Notes and coins in transit between any branches or offices of the reporting entity should be reported.

### **1.2 Deposits at call**

#### **1.2.1. Banks**

Include:

- all deposits with Australian resident banks that are available on demand. Report 11am accounts and 24-hour money.

Exclude:

- exchange settlement accounts.

#### **1.2.2. Other ADIs**

Include:

- all deposits with Australian resident ADIs other than banks that are available on demand. Report 11am accounts and 24-hour money.

Exclude:

- exchange settlement accounts.

#### **1.2.3. Registered Financial Corporations (RFCs)**

Include:

- all deposits with RFCs that are available on demand. Report 11am accounts and 24-hour money.

Exclude:

- exchange settlement accounts.

#### **1.2.4. Other financial institutions**

Include:

- all deposits with other financial institutions that are available on demand. Report 11am accounts and 24-hour money.

Exclude:

- exchange settlement accounts.

### **1.3. Gold bullion**

Include:

- gold coin;
- gold bullion held in Australia and elsewhere; and
- gold certificates held as investments.

Exclude:

- loans repayable in gold bullion.

### **1.4 Due from clearing houses**

Include:

- net claims on recognised clearing houses such as the Australian Stock Exchange Clearing House (**ASXCH**) and Sydney Futures Exchange Clearing House (**SFECH**) in Australia.

### **1.5 Securities purchased under agreements to resell**

Treatment is to be consistent with AASB 139. Where the transferee of the stock effectively receives a lender's rate of return (i.e. the underlying risks and rewards of ownership of the underlying stock is not effectively transferred), these transactions are to be accounted for as collateralised borrowing activities (treating stock borrowing as on balance sheet exposures). Securities purchased under agreements to resell, represents the receivable due from counterparties from whom the stock has been borrowed and with whom cash has been lodged. Under this method of accounting the bank's physical stock positions recorded on the balance sheet in either Trading

Securities or Investment Securities sections is not affected.

## 1.6. Due from financial institutions

Generally include:

- settlement account balances – Austraclear and the Reserve Bank Information and Transfer System (**RITS**) balances with banks and non-bank financial institutions;
- amounts owing from banks and other financial institutions in relation to the payments system;
- items in the course of collection from banks and other financial institutions in relation to the payments system;
- amounts due to the reporting entity in relation to an involvement in an overseas payment system;
- securities sold not delivered/security settlements - record receivables for unsettled sales of securities. This item arises only if the reporting institution record securities on a settlement date basis as opposed to trade date basis; and
- margin deposit accounts with brokers.

Exclude:

- Certificates of deposit. These items should be reported as short-term debt securities in either the Trading Securities or Investment Securities category.

This reporting item should be brought to account at the gross value of the outstanding balance, unless a legal right of set-off exists in accordance with AASB 139, AASB 132 and AASB 7.

- Deposits that are not on a call basis (eg deposits lodged at term that are not on a call basis).

### 1.6.1 Due from the Reserve Bank of Australia (RBA)

Include:

- settlement account balances due from the (**RBA**) and other central banks, as well as securities sold not delivered/security settlements; and
- funds held with the RBA or any foreign central bank.

### 1.6.2 Due from Banks

Include:

- settlement account balances due from other banks, as well as securities sold not delivered/security settlements.

### 1.6.3 Due from other ADIs

Include:

- settlement account balances due from other ADIs, as well as securities sold not delivered/security settlements.

### 1.6.4 Due from RFCs

Include:

- settlement account balances due from RFCs, as well as securities sold not delivered/security settlements.

### 1.6.5 Due from other financial institutions

Include:

- settlement account balances due from other financial institutions, as well as securities sold not delivered/security settlements.

## 1.7. Total cash and liquid assets

Sum all cash and liquid assets reporting items above.

## 2. Trading securities

Trading securities are defined in accordance with AASB 139, AASB 132 and AASB 7.

Trading securities are recorded at net fair value, which is defined in accordance with AASB 139, AASB 132 and AASB 7.

Interest earned on Trading Securities is reported as *Interest Income* in ARF 330.0 *Statement of Financial Performance* and ARF 330.1 *Interest Income and Interest Expense* (ARF 330.1). Dividends received are viewed as dividend income and accordingly, are to be classified as *Other Operating Income* in ARF 330.2 *Other Operating Income* (ARF 330.2).

All gains and losses, realised and unrealised are reported in net trading income in ARF 330.2.

Report short sold positions as a negative asset against the appropriate debt or equity security item.

Include all securities (stock) lent or sold under repurchase agreements. The payable due to counterparties with whom the stock has been lent or sold and from whom cash has been lodged is recorded in *Securities sold under agreements to repurchase*.

All securities borrowed or purchased under resale agreements should be excluded. The receivable due from counterparties from whom the stock has been borrowed or purchased and with whom cash has been lodged is recorded in *Securities purchased under agreements to resell*.

“Loans and Advances” should not be affected by the reporting of “Securities lent or sold under repurchase agreements.

Include holdings of debt securities issued by the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity.

## **Debt securities**

Include:

- all debt securities consistent with the classification and measurement basis used for Trading Securities by institutions in accordance with *AASB 130 Disclosures in the Financial Statements of Banks and Similar Financial Institutions (AASB 130)* and AASB 7.

### **2.1 Australian Commonwealth Government securities**

Include:

- debt securities issued by the Australian Commonwealth government. Do not include securities issued by Government business enterprises.

### **2.2 Other Australian Government securities**

Include:

- debt securities issued by Australian State and Territory governments and *Australian* State and Territory central borrowing authorities. Do not include securities issued by Australian State and Territory government business enterprises.

### **2.3 Bank debt securities**

Include:

- debt securities that have been issued by banks (e.g. negotiable certificates of *deposits*, transferable certificates of deposits, medium term notes, debentures, unsecured notes).

### **2.4 Other ADI debt securities**

Include:

- debt securities that have been issued by ADIs other than banks (e.g. negotiable *certificates* of deposits, transferable certificates of deposits, medium term notes, debentures, unsecured notes).

### **2.5 Corporate paper**

Include:

- debt securities that have been issued by corporate entities other than banks and *other* ADIs.

## 2.6 Asset backed debt securities

An asset-backed security is a debt security that is secured or supported by a pool of assets. These forms of securities are usually issued by a SPV.

## 2.7. Other debt securities

## 2.8 Equity securities

Include:

- all equity trading securities consistent with the classification and measurement basis used for Trading Securities by institutions in accordance with AASB 130 and AASB 7.
- **Total trading securities**

Sum all “Trading securities” reporting items.

## 3. Investment securities

Investment securities are those securities, which are not Trading Securities (as defined in accordance with AASB 130 and AASB 7). These are generally securities purchased with the intent that they be generally held to maturity or held for a period of time, though not necessarily maturity (i.e. equity securities where it is not technically possible to hold to maturity).

ADI’s strategic investment in the equity securities of entities that are deemed to be controlled entities, associates or joint ventures, defined in accordance with *AASB 127 Consolidated and Separate Financial Statements (AASB 127)*, *AASB 3 Business Combinations (AASB 3)*, *AASB 128 Investments in Associates (AASB 128)* and *AASB 131 Interests in Joint Ventures (AASB 131)*, are to be disclosed in “Other Investments” in ARF 320.0 (same for ARF 322.0).

Investment securities are to be recorded in accordance with AASB.

Interest earned on trading securities is reported as *Interest Income* in ARF 330.1.

Dividends received on equity securities are viewed as dividend income and accordingly, are to be classified as *Other Operating Income* in ARF 330.2.

All realised gains and losses are reported in “Gain on Sale” income in ARF 330.2.

Include all securities (stock) lent or sold under repurchase agreements. The payable due to counterparties with whom the stock has been lent or sold and from whom cash has been lodged is recorded in *Securities sold under agreements to repurchase*.

All securities borrowed or purchased under resale agreements should be excluded. The receivable due from counterparties from whom the stock has been borrowed or



purchased and with whom cash has been lodged is recorded in *Securities purchased under agreements to resell*.

“Loans and Advances” should not be affected by the reporting of “Securities lent or sold under repurchase agreements”.

Include holdings of debt securities issued by the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity.

### **Debt securities**

Include:

- all debt securities, consistent with the classification and measurement basis used for Investment Securities by institutions.

#### **3.1 Australian Commonwealth Government securities**

Include:

- debt securities issued by the Australian Commonwealth Government. Do not include securities issued by government business enterprises.

#### **3.2 Other Australian Government securities**

Include:

- debt securities issued by Australian State and Territory governments and Australian State and Territory central borrowing authorities. Do not include securities issued by Australian State and Territory government business enterprises.

#### **3.3 Bank debt securities**

Include:

- debt securities that have been issued by banks (e.g. negotiable certificates of deposits, transferable certificates of deposits, medium term notes, debentures, unsecured notes).

#### **3.4 Other ADI debt securities**

Include:

- debt securities that have been issued by ADIs other than banks (e.g. negotiable certificates of deposits, transferable certificates of deposits, medium term notes, debentures; unsecured notes).

#### **3.5 Corporate paper**

Include:

- debt securities that have been issued by corporate entities other than banks and other ADIs.

### **3.6 Asset backed debt securities**

An asset-backed security is a debt security that is secured or supported by a pool of assets. These forms of securities are usually issued by a SPV.

### **3.7. Other debt securities**

#### **Equity securities**

Include:

- all equity securities consistent with the classification used for Investment Securities by institutions.

### **3.8 Banks and other ADI equity securities**

Record the holding of equity securities issued by banks and other ADIs that are held as Investment Securities.

Exclude:

- equity investments in “Parent Entity” or “Controlled Entities” or “Associates”. These investments are to be reported in the classification “Other Investments”.

### **3.9 Insurance corporations**

Record the holding of equity securities issued by insurance corporations that are held as Investment Securities.

Exclude:

- equity investments in “Parent Entity”, “Controlled Entities” or “Associates”. These investments are to be reported in the classification “Other Investments”.

### **3.10 Other**

Record the holding of equity securities issued by corporations other than ADIs and insurance corporations that are held in the Investment Securities.

Exclude:

- equity investments in “Parent Entity”, “Controlled Entities” or “Associates”. These investments are to be reported in the classification “Other Investments”.

### **3.11 Total investment securities**

Sum all “Investment securities” reporting items.

#### **4. Other deposits**

Include:

- deposits that are not invested on a call or short term basis i.e. term deposits that are not on a call/demand basis. Disclose total deposits invested with the following counterparty classifications.

##### **4.1 Banks**

##### **4.2. Other ADIs**

##### **4.3. Other**

##### **4.4. Total other deposits**

###### **a. Acceptances of customers**

Total acceptances of customers – Net

Acceptances comprise undertakings by an ADI to pay bills of exchange drawn on customers. These bills of exchange are not held as part of the ADI's asset portfolio. Acceptances are accounted for and disclosed as a liability with a corresponding contra asset. The contra asset is recognised to reflect the ADI's claim against each drawer of the bills of exchange.

Bills of exchange that have been accepted and held in an ADI's asset portfolio should be excluded from this item. Include these holdings of own acceptances under either Trading Securities or Investment Securities.

Netting is allowed in accordance with the requirements specified in the Australian accounting standards (i.e. only if there is a legal right to set off and there is an intention to settle on a net basis, or realise the assets and settle the liability simultaneously).

Acceptances generate fee income that is taken to profit and loss when earned.

#### **6. Loans and advances**

Loans and advances are investments of the ADI and generally include:

- overdrafts;
- secured and unsecured lending;
- financial lease agreements;
- account balances which do not qualify as deposits;
- credit card outstanding balances;
- term loans;

- mortgage lending;
- commercial loans;
- equity participation in leveraged leases;
- redeemable preference share finance;
- subordinated loans; and
- loans to controlled entities, associates and joint ventures.

Loans and advances are recognised at amortised cost, after assessing required provisions.

Loans and advances should be recorded net of unearned revenue; this is mainly with respect to unearned lease receivables.

Netting is permitted in accordance with the requirements of the Australian accounting standards (i.e. where there is a legal right to set off the recognised amounts and there is an intention to settle on a net basis, or realise the assets and settle the liability simultaneously).

### **Loan loss provisioning**

Provisions assessed on an individual facility basis in accordance with the Australian equivalents to International Financial Reporting Standards (**IFRS**) are to be treated as specific provisions in the reporting forms for regulatory reporting purposes (*Prudential Standard APS 220 Credit Quality (APS 220)*). Specific provisions also include that portion of provisions assessed on a collective basis that are not eligible for regulatory purposes to be included in General Reserve for Credit Losses as defined by APS 220.

Note: Specific provisions and General Reserve for Credit Losses for products and counterparties where indicated in the form are to be reported only if the data is already recorded and allocated on that basis by the institution. Otherwise the specific provisions and General Reserve for Credit Losses can be disclosed in aggregate.

Do not include associated deferred tax assets (**DTA**) in the amounts reported for in General Reserve for Credit Losses or specific provisions. Include associated DTA in 'Other Assets – DTA - General Reserve for Credit Losses'.

#### **6.1. Loans to households**

This comprises individuals, or groups of individuals, whose dealings with other sectors are for personal or household purposes.

Exclude:

- family trusts, sole proprietors, partnerships and any other unincorporated enterprises owned by households. Record these as private unincorporated businesses.

**6.1.1.1. Housing: Owner-occupied – Balance outstanding (1)**

Include:

- the value of housing loans to Australian householders, for the construction or purchase of dwellings for owner occupation; and
- revolving credit or redraw facilities originally approved for a purpose of predominantly owner-occupied housing.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.1.1. Housing: Owner-occupied – Specific provisions (2)**

Report the specific provision for doubtful debts applied to this loan item. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in *AGN 220.3 Prescribed Provisioning (AGN 220.3)*, the value of the prescribed provision should also be included here.

**6.1.1.1. Housing: Owner-occupied – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses applied to this loan item if already recorded/allocated by the institution, otherwise leave blank.

**6.1.1.1.1. Housing: owner-occupied – Of which revolving credit secured by residential mortgage – Balance outstanding (1)**

Of the total reported for “Housing: Owner-occupied” identify the component that is revolving credit facilities secured by residential mortgage.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.1.2 Housing: Investment – Balance outstanding (1)**

Include:

- the value of investment housing loans to Australian householders, for the construction or purchase of dwellings for non-owner occupation; and
- revolving credit or redraw facilities originally approved for a purpose of predominantly investment housing.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.1.2. Housing: Investment – Specific provisions (2)**

Report the specific provisions applied to this loan item. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.1.1.2. Housing: Investment – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses applied to this loan item if already recorded/allocated by the institution, otherwise leave blank.

**6.1.1.2.1. Housing: Investment – Of which revolving credit secured by residential mortgage – Balance outstanding (1)**

Of the total reported for “Housing: Investment” identify the component that is revolving credit facilities secured by residential mortgage.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.2 Revolving credit – Balance outstanding(1)**

Include:

- the gross value of loans of a revolving credit nature to Australian householders, other than credit cards, or loans originally approved for a purpose other than housing.

Revolving credit is a loan arrangement in which the borrowing party may repay funds on loan and immediately borrow it again up to an agreed limit.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.2 Revolving credit – Specific provisions(2)**

Report the specific provision for doubtful debts applied to this loan item, if this is recorded or allocated by the institution on this basis. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.1.2 Revolving credit – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this is recorded or allocated by the institution on this basis.

#### **6.1.2.1. Revolving credit – of which revolving credit secured by residential mortgage – Balance outstanding (1)**

Of the total reported for "Revolving credit", identify the component that is revolving credit facilities secured by residential mortgage originally approved for a purpose other than housing.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

#### **6.1.3 Credit cards – Balance outstanding (1)**

Include:

- the gross value of credit card liabilities of Australian householders.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

#### **6.1.3 Credit cards – Specific provisions (2)**

Report the specific provisions applied to this loan item, if this is recorded or allocated by the institution on this basis. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

#### **6.1.3. Credit cards – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this is recorded or allocated by the institution on this basis.

#### **6.1.4 Leasing – Balance outstanding (1)**

Include:

- the gross value of lease financing to Australian householders.

This reporting item should be reported net of unearned revenue and gross of specific provision for doubtful debts.

#### **6.1.4 Leasing – Specific provisions (2)**

Report the specific provisions applied to this loan item, if this is recorded or allocated by the institution on this basis. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

#### **6.1.4 Leasing – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this recorded or allocated by the institution on this basis.

**6.1.5. Other personal term loans – Balance outstanding (1)**

Include:

- the gross value of personal term loans to Australian householders for purposes other than housing and other than revolving credit, credit card and lease financing.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.5 Other personal term loans – Specific provisions (2)**

Report the specific provisions applied to this loan item, if this is recorded or allocated by the institution on this basis. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.1.5. Other personal term loans – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this is recorded or allocated by the institution on this basis.

**6.1.5.1. Other personal term loans of which fixed interest rate – Balance outstanding (1)**

Of the total reported for “Other personal term loans” identify the component that has a fixed interest rate.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.5.1 Other personal term loans of which fixed interest rate – Specific provisions (2)**

Report the specific provision for doubtful debts applied to this loan item, if this is recorded or allocated by the institution on this basis. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.1.5.1. Other personal term loans of which fixed interest rate – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this is recorded or allocated by the institution on this basis.



**6.1.5.2. Other personal term loans of which variable interest rate – Balance outstanding (1)**

Of the total reported for “Other personal term loans” identify the component that has a variable interest rate.

Include:

- the gross value of variable rate term loans to Australian householders for purposes other than housing and other than revolving credit, credit card and lease financing.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.5.2. Other personal term loans of which variable rate – Specific provisions (2)**

Report the specific provisions applied to this loan item, if this is recorded or allocated by the institution on this basis. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.1.5.2. Other personal term loans of which variable rate – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this is recorded or allocated by the institution on this basis.

**6.1.6. Total loans to households – Balance outstanding (1)**

Sum the gross value of loans to Australian householders.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

**6.1.6 Total loans to households – Specific provisions (2)**

Report the specific provisions applying to loans to Australian householders. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.1.6. Total loans to households – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line.

## 6.2. Commercial lending

### 6.2.1 Loans to private and public trading corporations

#### Private trading corporations

Private trading corporations are those owned and controlled by the private sector.

Include:

- all resident private corporate trading enterprises;
- intra-group financiers (*Financial Sector (Collection of Data) Act 2001* Category I) and parent companies with significant holdings of shares in private trading companies;
- privately owned schools and hospitals;
- any unincorporated unit that is a branch in Australia of a non-resident company and which is not included in the financial sector; and
- any unincorporated business owned and operated by trading corporations (e.g. joint ventures).

Exclude:

- unincorporated businesses, except for branches of non-resident companies and joint ventures or partnerships owned by corporations; and
- non-resident enterprises.

#### Public non-financial corporations

Commonwealth, state, territory and local government

Trading enterprises owned by the Commonwealth, State, Territory or local government are those businesses, which are owned and controlled by the Australian Commonwealth Government, State, Territory and local government and which produce goods or non-financial services for sale at market prices.

Include:

All resident trading enterprises, 50% or more owned by the Commonwealth, State, Territory and local government or controlled by the Commonwealth, State, Territory and local government, through legislation, decree or regulation (e.g. Australia Post, and Australian Government Solicitor, state rail and water authorities, gas and fuel authorities, housing commissions, port authorities, non-privatised power authorities).

**Exclude:**

- government departments (show as Commonwealth general government);
- government-owned financial institutions (these are classified as financial institutions);
- state government owned financial institutions and entities in the general government; and
- state and territory central borrowing authorities.

**6.2.1 Loans to public and private trading corporations – Balance outstanding (1)****Include:**

- the gross value of loans to Australian private trading corporations that are denominated in Australian dollars.

**6.2.1 Loans to public and private trading corporations – Specific provisions (2)**

Report the specific provisions applied to this loan item. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.2.1. Loans to public and private trading corporations – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses applied to this loan item.

**6.2.2 Loans to private unincorporated businesses and CSOs****Private unincorporated businesses**

This comprises individuals acting as sole proprietors or in partnerships, for commercial or professional purposes. The major businesses to be included in this sub-sector are unincorporated farms, unincorporated retailers, unincorporated professional practices (medical, legal, dental, accounting, etc.), unincorporated businesses of tradesmen such as plumbers, carpenters, etc.

**Community service organisations (CSOs)****Include:**

- institutions financed mostly by members' contributions, e.g. trade unions, professional societies, consumer associations, political parties, churches and religious societies, and social, cultural, recreational and sports clubs; and
- charities and aid organisations financed by voluntary transfers.

Exclude:

- CSOs and non-profit institutions controlled and mainly financed by government (include in general government).

### **6.2.2 Loans to unincorporated business and CSOs – Balance outstanding (1)**

Include:

- the total gross value of loans to Australian CSOs and unincorporated businesses.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

### **6.2.2 Loans to unincorporated business and CSOs – Specific provisions (2)**

Report the specific provisions applied to this loan item. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

### **6.2.2. Loans to unincorporated business and CSOs – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting line, if this recorded or allocated by the institution on this basis.

### **6.2.3 Loans to ADIs and other financial institutions**

Include:

- treasury related short-term lending to other banks;
- corporate banking customer relationship lending to other financial institutions;
- loans and advances to other banks;
- loans with banks and non-bank financial institutions; and
- loans and advances to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity that are financial institutions.

This reporting item should be brought to account at the gross value of the outstanding balance. Interest is taken to profit and loss when earned.

Include the following counterparties:

### **RBA**

The RBA is a public financial corporation and has responsibility for monetary policy, issuing banknotes, holding Australia's international reserves and providing banking services to the Commonwealth.

### **Other central bank institutions**

This sub-sector includes APRA.

### **Banks**

Banks refers to corporations, in relation to which an authority under subsection 9(3) is in force and which holds a consent under section 66 of the *Banking Act 1959* to use the word *bank*.

Include:

- development banks; and
- foreign banks licensed to operate in Australia under the *Banking Act 1959*.

Exclude:

- merchant banks (record as non-bank financial intermediaries); and
- non-resident banks (report as non-resident counterparties).

### **Other ADIs**

Other ADIs refers to corporations, in relation to which an authority under subsection 9(3) is in force, but which do not hold a consent under section 66 under the *Banking Act 1959* to use the word *bank*.

### **RFCs**

RFCs refers to corporations registered under the *Financial Sector (Collection of Data) Act 2001* that are classified as Categories D and other and cash management trusts.

Include:

- money market corporations (also referred to as “merchant banks”) (D);
- pastoral finance companies, finance companies and general financiers (Other); and
- cash management trusts.

A list of corporations registered under the *Financial Sector (Collection of Data) Act 2001* and their classification is available on request.

Exclude:

- intra group financiers registered under the *Financial Sector (Collection of Data) Act 2001* Category I (record as private trading corporations).

### **Central borrowing authorities (CBAs)**

These are corporations established by State and Territory governments to provide finance for government authorities and to manage their surplus funds.

Include:

- New South Wales Treasury Corporation (NSW TCorp);
- Treasury Corporation of Victoria (TCV);
- Queensland Treasury Corporation (QTC);
- South Australian Government Financing Authority (SAFA);
- Western Australian Treasury Corporation (WATC);
- Tasmanian Public Finance Corporation (Tas Corp);
- Northern Territory Treasury Corporation (NT TCorp); and
- ACT Treasury.

### **Financial auxiliaries**

These are corporations and quasi-corporations engaged primarily in activities closely related to financial intermediation, but which do not themselves perform an intermediation role.

Include:

- fund managers as principal;
- stockbrokers; and
- insurance brokers.

### **Financial intermediaries**

#### **Securitisers**

These are financial vehicles that issue short and/or long-term securities (called asset-backed securities) using specifically selected assets (e.g. mortgages, receivables). They provide backing (collateral) for the securities and generate the

payment streams necessary to fulfil interest and principal requirements for investors.

#### Unit trusts

##### Include:

- mortgage, fixed interest and equity unit trusts.

##### Exclude:

- cash management trusts: include in RFCs; and
- property and trading trusts, include in private trading corporations.

#### **Other financial intermediaries**

Comprise all financial intermediaries other than central bank institutions, depository corporations, insurance corporations, pension funds, CBAs, securitisers and unit trusts.

##### Include:

- economic development corporations owned by governments;
- co-operative housing societies;
- investment companies; and
- common funds including cash common funds.

#### **6.2.3 Loans to ADIs and other financial Institutions – Balance outstanding (1)**

##### Include:

- the gross value of loans to ADIs and other financial Institutions. This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

#### **6.2.3 Loans to ADIs and other financial Institutions – Specific provisions (2)**

Report the specific provisions applied to this loan item. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

#### **6.2.3. Loans to ADIs and other financial Institutions – General Reserve for Credit Losses (3)**

Report the General Reserve for Credit Losses for this reporting item, if this recorded or allocated by the institution on this basis.

#### **6.2.4. Loans to government**

##### *All levels of Australian government*

##### Include:

- overdrafts;
- secured and unsecured borrowings;
- financial lease agreements;
- account balances which do not qualify as deposits;
- credit card outstanding balances; and
- term loans.

Loans and advances are recognised at amortised cost, after assessing required provisions for impairment.

##### **Commonwealth general government**

Commonwealth Government departments and agencies principal function is to provide non-market goods and services, principally financed by taxes, to regulate economic activity, maintain law and order and to redistribute income and wealth by means of transfers.

##### Include:

- departments and agencies such as Department of Finance, Department of Defence, ABC, SBS, Australian Film Commission and CSIRO;
- Commonwealth government unincorporated enterprises which provide goods and services to the Commonwealth Government and/or to the public for free or at prices that are not economically significant (e.g. government employee cafeterias, munitions factories);
- non-profit institutions controlled and mainly financed by the Commonwealth Government;
- Commonwealth government quasi-corporations which sell their output, at near market prices, exclusively to other government units (e.g. government printers and defence force housing schemes); and
- public universities.

##### Exclude:

- government trading enterprises such as Australia Post (record as Trading enterprises owned by the Commonwealth Government);



- departments of the ACT and Northern Territory governments (record as State, Territory and local general government); and
- the RBA and Commonwealth Government financial institutions such as Australian Industry Development Corporation (**AIDC**) and Export Finance and Insurance Corporation (**EFIC**) (record as financial institutions as appropriate).

### **State, Territory and local general government**

State, Territory and local general government provides non-market goods and services principally financed by taxes to regulate economic activity, maintain law and order and to redistribute income and wealth by means of transfers and hence provided free of charge or at nominal prices well below the cost of production.

Include:

- State and local government unincorporated enterprises which provide goods and services to their government and/or to the public for free or at prices that are not economically significant (e.g. government employee cafeterias, municipal swimming pools);
- non-profit institutions controlled and mainly financed by state and local government;
- state government quasi-corporations which sell their output, at near market prices, exclusively to other government units (e.g. government printers);
- ACT and Northern Territory Government departments and agencies; and
- state schools, technical and further education colleges and state owned hospitals.

Exclude:

- all state and local government trading enterprises and financial enterprises (e.g. rail, and municipal water authorities); and
- state and territory central borrowing authorities.

#### **6.2.4. Loans to government – Balance outstanding (1)**

Include:

- the gross value of loans to Australian Commonwealth government. This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

#### **6.2.4. Loans to government – Specific provisions (2)**

If applicable sum the specific provisions applying to loans to Australian government bodies. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

#### **6.2.5. Total commercial lending – Balance outstanding (1)**

Sum the gross value of commercial lending.

This reporting item should be reported gross of any specific provisions and General Reserve for Credit Losses.

#### **6.2.5. Total commercial lending – Specific provisions (2)**

Report the aggregate specific provisions applying to commercial lending. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

#### **6.2.5. Total commercial lending – General Reserve for Credit Losses (3)**

Report the aggregate General Reserve for Credit Losses for this reporting line.

##### **6.2.5.1. Total commercial lending of which: Revolving credit**

Include:

- the gross value of loans of a revolving credit nature. Exclude loans to Australian householders, for the purpose of housing.

A revolving credit is a loan arrangement in which the borrowing party may repay funds on loan and immediately borrow it again up to an agreed limit. This reporting item should be reported gross of any specific provisions.

##### **6.2.5.2. Total commercial lending of which: Credit cards**

Include:

- the gross value of credit card liabilities by Australian counterparties.

##### **6.2.5.3. Total commercial lending of which: Term loans – Fixed rate**

Include:

- the gross value of term loans that have a fixed interest rate. Exclude loans to householders for the purpose of housing.

**6.2.5.4. Total commercial lending of which: Term loans – variable rate**

Include:

- the gross value of term loans that have a variable interest rate. Exclude loans to householders for the purpose of housing.

**6.2.5.5. Total commercial lending of which: Leasing**

Include:

- the gross value of lease financing to counterparties.

This reporting item should be reported net of unearned revenue and gross of specific provision for doubtful debts.

**6.2.5.6. Total commercial lending of which: Other loans**

Include:

- the gross value of loans to counterparties other than revolving credit loans; credit cards; housing loans; term loans; and leasing finance.

**6.3. Total gross loans and advances – Balance outstanding (1)**

Sum the gross value of loans and advances (to households and Commercial Lending).

**6.3. Total gross loans and advances – Specific provision (2)**

Record the specific provisions applying to the total loan portfolio. Where an ADI adopts a standardised approach under APS 220 (paragraph 11), as described in AGN 220.3, the value of the prescribed provision should also be included here.

**6.3. Total gross loans and advances – General Reserve for Credit Losses (3)**

Record the General Reserve for Credit Losses applying to the total loan portfolio.

**6.3.1. Total gross loans and advances of which: Margin lending**

Lending for the purpose of purchasing equities, where the underlying security is equities.

**6.3.2. Total gross loans and advances of which: Loans held for sale**

Loans held for sale are loans (e.g. mortgages) acquired and held by the ADI with the intention of resale in the short-term (i.e. within 12 months of acquisition).

**6.4 Less: Deferred fee income**

Deferred fee income should be reported in this line item and deducted from Total gross loans and advances.

**6.5 Loans and advances (net of specific provision, General Reserve for Credit Losses and deferred fee income)**

Subtract “General Reserve for Credit Losses”, “Specific provisions” and “Deferred Fee Income” from “Total gross loans and advances”.

**7. Other Investments****7.1. Parent entity**

Report the total amount of equity investments in the parent entity defined in accordance with AASB 127 and AASB 3.

**7.2. Controlled entities**

Report the total amount of equity investments in controlled entities defined in accordance with AASB 127 and AASB 3.

**7.3. Associates**

Report the total amount of equity investments in associates. Defined in accordance with AASB 128.

**7.4. Equity investments in former Special Service Providers (SSPs)**

Report the total value of shareholdings in former SSPs and is to be completed by ADIs that have affiliations with SSPs.

**7.5. Joint ventures**

Report the total amount of interests in joint ventures (entities) defined in accordance with AASB 131.

**7.6. Other**

Report any other investments not included above.

**7.7. Total other investments**

Sum all reporting line items for “Other investments”.

**8. Fixed assets**

The reporting of all fixed asset items should be in accordance with applicable Australian accounting standards. Do not include property acquired or held available for sale. These assets are to be disclosed in “Other Assets” category under line item “Non-current assets and disposal groups classified as held for sale”.

## 8.1 Property

Include:

- property (owner-occupied and investment) consistent with the classification and measurement basis used in *AASB 116 Property (AASB 116)*, *Plant and Equipment* and *AASB 140 Investment Property*.

## 8.2 Plant and equipment

Include:

- furniture, equipment (excluding information technology), re-modeling costs to existing premises, and interest capitalised during the period of construction of buildings in accordance with AASB 116.

## 8.3 Accumulated depreciation/impairment - Property, plant and equipment

Report total depreciation and impairment for all property, plant and equipment items.

## 8.4 Property, plant and equipment net of accumulated depreciation /impairment

Deduct “Accumulated depreciation/impairment” from the gross values for “Owner-occupied property”, “Investment property” and “Plant and equipment”.

## 8.5 Information technology

Separately identify computer equipment and software. However when computer equipment and software is treated as an intangible for accounting purposes (for example, in audited financial statements) it must be reported as part of intangible assets for prudential purposes and in this form..

## 8.6 Accumulated depreciation/impairment - Information technology

Report total depreciation and impairment for all Information technology items here.

## 8.7 Total information technology net of accumulated depreciation/impairment

Deduct “Accumulated depreciation / impairment – Information technology” from the gross values for “Information technology”.

## 8.8 Other

Report other fixed asset items not specifically mentioned above; e.g. leasehold improvements and capital leases.

## 8.9 Accumulated depreciation/impairment - Other

Report total depreciation and impairment for all “Other” items.

## **8.10 Accumulated depreciation/amortisation**

Report total depreciation and amortisation for all “Fixed assets” items.

## **8.11 Net fixed assets**

Deduct “Accumulated depreciation/amortisation” from the gross values for “Property, plant and equipment”, “Information technology” and “Other”.

## **9. Intangible assets**

Intangible assets have been divided into “intangible assets with a finite life” and “Intangible assets with an infinite life” and “goodwill”.

Classification of assets as intangible assets must be in compliance with the Australian accounting authoritative pronouncements. As a guide ADIs are suggested to follow the disclosure adopted in its annual financial report.

### **9.1 Intangible assets with a finite life**

Include:

- total intangible assets with a finite life.

### **9.2 Accumulated amortisation**

Include:

- the total amount of amortisation of intangible assets, over the period from the date of acquisition to the end of the reporting period.

### **9.3 Net Intangible assets with a finite life**

Subtract the “Accumulated amortisation” from the “Intangible assets with a finite life”.

### **9.4 Intangible assets with an infinite life**

Include:

- total intangible assets with an infinite life.

### **9.5 Impairment**

Include:

- the total amount of impairment of intangible assets over the period from the date of acquisition to the end of the reporting period.

### **9.6 Net intangible assets with an infinite life**

Subtract the “Impairment” from the “Intangible assets with an infinite life”.

### **9.7 Goodwill**

Goodwill (determined in accordance with AASB 3) represents the excess of the cost of the business combination over the acquirer's interest in the net fair value of the identifiable assets, liabilities and contingent liabilities.

## **9.8 Impairment**

Include:

- the total amount of impairment over the period from the date of acquisition to the end of the reporting period.

## **9.9 Net goodwill**

Include:

- the net amount of goodwill after impairment.

## **9.10 Net intangible assets**

Deduct "Accumulated amortisation" and "Impairment" from the gross values for "Intangible assets with a finite life", "Intangible asset with an infinite life" and "Goodwill".

## **10. Other assets**

### **10.1 Interest receivable**

Include:

- interest accrued for but not yet received.

### **10.2 Capitalised debt raising/funding costs**

Report costs associated with debt raisings and other similar transaction related costs.

### **10.3 Capitalised costs associated with establishing/setting up securitisation vehicles/programs**

Report the balance of securitisation establishment costs that are capitalised and deferred.

### **10.4 Capitalised loan and lease origination fees and commissions paid to mortgage originators and brokers**

Report origination fees and commissions deferred.

### **10.5 Other capitalised expenses of a general nature**

Report any other capitalised expenses not reported above.

## 10.6 Derivative financial instruments

Include:

- all derivatives consistent with the classification and measurement basis used for derivatives by institutions in accordance with AASB 132, AASB 7 and AASB 139. This applies to trading and banking book derivatives. Derivative financial instruments in existence prior to adoption of IFRS are to be reported in accordance with *AASB 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards*.

## 10.7 DTA

Recognition of DTA are to be made in accordance with *AASB 112 Income Taxes (AASB 112)*.

The amounts calculated and recognised for DTA asset must be noted separately in the following categories:

### 10.7.1 From tax losses

Report all DTA arising out of tax losses in accordance with AASB 112.

### 10.7.2 From specific provision and General Reserve for Credit Losses

Report all DTA associated with specific provision and General Reserve for Credit Losses.

### 10.7.3 Other

Report all deferred tax assets other than from tax losses, specific provision and General Reserve for Credit Losses.

## 10.8 Loan/credit card servicing rights

Report the carrying value of purchased loan (e.g. mortgages) and credit card relationships when the reporting entity purchases the right to receive existing loan payments and credit card receivables in consideration for providing lending and credit card services to those customers. Also report any purchased loan / credit card servicing rights arising in the acquisition of an entire financial institution. The carrying value consists of the cost of the servicing right less accumulated amortisation for the right.

## 10.9 Defined benefit assets

Include:

- defined benefit assets i.e. surplus, consistent with the classification and measurement basis used in *AASB 119 Employee Benefits (AASB 119)*.



## 10.10 Non-current assets and disposal groups classified as held for sale

Include:

- non-current assets and disposal groups classified as held for sale consistent with classification and measurement basis used in *AASB 5 Non-current Assets Held for Sale and Discontinued Operations (AASB 5)*.

## 10.11 Items in suspense

Report suspense or unreconciled / unidentified transactions/balances here. A list of examples is not provided as these may vary between institutions. It is recommended that the institutions internal procedures be adopted regarding the recording and reporting of these types of balances.

## 10.12 Other

Include all other assets not separately identified above.

Include:

- commodities other than gold bullion;
- valuables;
- artwork;
- other receivables (commissions and fees); and
- prepayments.

Exclude:

- deposits, loans and other claims on related parties of the reporting entity, including claims on the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity. These claims should be reported to the relevant item above.

## 10.13 Total other assets

Sum all the reporting items listed under “Other assets”.

## 11. Total assets

Sum all assets.

### 11.1.1 Total assets of which deposits, debt securities and loans to controlled entities and associates – Subordinated

Report the total amount of investments of a subordinated nature in controlled entities or associates of the reporting entity. Investments in the form of deposits,

loans, advances, bonds, notes and debentures should be included where appropriate.

A subordinated debt is a loan or debt security that ranks below other debts should a company be wound up. This includes all debt securities both short and long-term.

#### **11.1.2 Total assets of which deposits, debt securities and loans to controlled entities and associates – Secured**

Report the total amount of investments of a secured nature in controlled entities or associates of the reporting entity. Investments in the form of deposits, loans, advances, bonds, notes and debentures should be included where appropriate.

A secured debt is a loan or debt security that ranks above other debts should a company be wound up. This includes all debt securities both short and long-term.

#### **11.1.3 Total assets of which deposits, debt securities and loans to controlled entities and associates – Other**

Report the total amount of investments other than subordinated or secured in nature, in controlled entities or associates of the reporting entity. Investments in the form of deposits, loans, advances, bonds, notes and debentures should be included where appropriate.

#### **11.2.1. Total assets of which deposits, debt securities and loans to the parent entity – Subordinated**

Report the total amount of investments of a subordinated nature in the parent entity of the reporting entity. Investments in the form of deposits, loans, advances, bonds, notes and debentures should be included where appropriate.

A subordinated debt is a loan/debt security that ranks below other debts should a company be wound up. This includes all debt securities both short and long-term.

#### **11.2.2 Total assets of which deposits, debt securities and loans to the parent entity – Secured**

Report the total amount of investments of a secured nature in the parent entity of the reporting entity. Investments in the form of deposits, loans, advances, bonds, notes and debentures should be included where appropriate.

A secured debt is a loan/debt security that ranks above other debts should a company be wound up. This includes all debt securities both short and long-term.

### **11.2.3 Total assets of which deposits, debt securities and loans to the parent entity – Other**

Report the total amount of investments other than subordinated or secured in nature, in the parent entity of the reporting entity. Investments in the form of deposits, loans, advances, bonds, notes and debentures should be included where appropriate.

## **12. Memo items**

### **12.1 Outstanding principal balance of securitised assets**

Report and provide a break up of the outstanding principle balance of all loans and other assets that have been sold to or originated into a SPV by or on behalf of the ADI or by a third party to a SPV sponsored by the ADI (eg warehouse trust). Do not include in these amounts any assets reported in “Total assets” above.

Include loans to:

- households;
- CSOs/non-profit institutions serving households;
- non-financial corporations;
- life insurance corporations;
- pension funds;
- other insurance corporations; and
- other financial institutions (as defined in ‘Other Definitions’ above).

Exclude loans to:

- general government;
- RBA;
- banks;
- other ADIs;
- RFCs; and
- central borrowing authorities.

Also exclude any securitised intra-group loans.

## **12.2 Credit card chargebacks paid to card issuers during the reporting period**

For SCCIs that are acquirers of credit card transactions for merchants, report the total value of chargebacks (transactions charged back to the merchant under card scheme rules as a result of disputes or fraud) paid to card issuers during the reporting period.

### **Section B: Liabilities**

#### **1. Due to clearing houses**

Only include amounts due to recognised clearing houses such as the ASXCH and SFXCH in Australia or overseas. Include margin calls from stock and derivative exchanges which are payable.

#### **2. Due to financial institutions**

Include:

- settlement account balances – Austraclear, and RITS balances with banks and non-bank financial institutions;
- amounts owing to banks and other financial institutions in relation to the payments system;
- items in the course of collection – due to banks and other financial institutions in relation to the payments system;
- amounts due in relation to an involvement in an overseas payments system;
- securities purchased not delivered/security settlements – record payables for unsettled purchases of securities only with financial institutions here. This item only arises if securities are recorded on a settlement date basis as opposed to a trade date basis; and
- Vostro balances from banks and non-bank financial institutions.

This reporting item should be brought to account at the gross value of the outstanding balance. Interest is taken to profit and loss when earned.

#### **2.1. Due to RBA or central banks**

Include:

- settlement account balances due to the RBA. Funds borrowed from the RBA should also be reported in this data item.

#### **2.2. Due to Banks**

Include:

- settlement account balances due to other Australian resident banks.

### **2.3. Due to other ADIs**

Include:

- settlement account balances due to other ADIs.

### **2.4. Due to RFCs**

Include:

- settlement account balances due to RFCs.

### **2.5. Due to other financial institutions**

Include:

- settlement account balances due to other financial institutions.

### **2.6. Total due to financial institutions**

Sum the reporting items for amounts due to Australian resident financial institutions.

## **3. Acceptances**

Acceptances comprise undertakings by an ADI to pay bills of exchange drawn on customers. The ADI expects most acceptances to be presented before being reimbursed by the customers. These bills of exchange are not held as part of the ADI's asset portfolio. Acceptances are accounted for and disclosed as a liability with a corresponding contra asset. The contra asset is recognised to reflect the ADI's claim against each drawer of the bills of exchange.

Bills of exchange that have been accepted and held in an ADI's asset portfolio should be excluded from this item. Include these holdings of own acceptances under either Trading Securities or Investment Securities.

Netting is allowed in accordance with the requirements specified in the Australian accounting standards (i.e. only if there is a legal right to set off and there is an intention to settle on a net basis, or realise the assets and settle the liability simultaneously).

Acceptances generate fee income that is taken to profit and loss when earned.

## **4. Deposits**

### **4.1.1. Deposits: Call/on demand: Transaction accounts**

Transaction accounts include the following:

- **Cheque**

Accounts which provide checking facilities of any kind. This account can either be interest bearing or non-interest bearing. This account may be linked with other accounts offering transaction or non-transaction facilities. Do not include

accounts which have a cheque facility but a cheque book has never been issued.

- **Other payment methods**

Accounts from which payments may be made to third parties – Automated Teller Machines (ATMs), debit card or another electronic device.

All deposits are to be reported net off any setoffs (only if in accordance with AASB 132, AASB 7 and AASB 139).

Exclude from this classification:

- negotiable and transferable certificates of deposit;
- subordinated debt issues;
- subordinated loans;
- loans due to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity;
- securities sold under agreements to repurchase;
- treasury related short-term borrowings from other banks; and
- promissory notes.

**4.1.1.1. Deposits: Call/on demand: Transaction accounts – Households/retail**

The term households/retail is to be interpreted in the same way as for loans and advances.

**4.1.1.2. Deposits: Call/on demand: Transaction accounts – Other**

Include:

- all other transaction call deposit accounts from other parties that are not classified as being from households or from banks and other ADIs; and
- \$A equivalent of foreign currency deposits.

**4.1.2. Deposits: Call/on demand: Non-transaction accounts**

Non-transaction accounts include the following:

NOW, Savings and other accounts without any transaction facilities attached (cheque, Electronic Funds Transfer at Point of Sale (EFTPOS), ATM).

Include:

- notice of withdrawal account – a written notice required before funds can be withdrawn or transferred out of the account;
- demand deposits;
- savings deposits;
- money market deposit accounts on a call/demand basis;
- other savings deposits on a call/demand basis; and
- 11am accounts and 24-hour money.

Exclude:

- accounts with transaction facilities e.g. cheque book facilities, EFTPOS facilities, ATM;
- negotiable and transferable certificates of deposit;
- subordinated debt issues;
- subordinated loans;
- loans due to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity;
- securities sold under agreements to repurchase;
- treasury related short-term borrowings from other banks; and
- promissory notes.

**4.1.2.1 Deposits: Call/on demand: Non-transaction accounts – Households/retail**

The term households/retail is to be interpreted in the same way as for loans and advances.

**4.1.2.2. Deposits: Call/on demand: Non-transaction accounts – Other**

Include:

- a. all other non-transaction deposit call accounts from other parties that are not classified as being from households.

**4.2. Term deposits**

An account in which money has be placed for a fixed period for a stated interest rate.

**4.2.1. Term deposits – Households/retail**

The term households/retail is to be interpreted in the same way as for loans and advances.

#### **4.2.2. Term deposits – Other**

Include:

- all other term deposit accounts from other parties that are not classified as being from households.

#### **4.3 Deposits: Certificates of deposit**

Certificates of deposit are negotiable bearer debt securities. They are issued at a discount to the face value and do not require endorsement when sold.

#### **4.4. Deposits: Retirement saving accounts (RSAs)**

RSAs are low risk/low return capital guaranteed products subject to the same restrictions as other superannuation products. Only an approved deposit taking institution, building society, credit union, life insurance company or a prescribed financial institution can be approved as an RSA. Some superannuation funds offer RSA lookalike products, but RSA's themselves are specifically approved non-trustee institutions.

#### **4.5 Deposits: Other**

Record in aggregate all other forms of deposits that are not included in the deposit account classifications noted above. For SCCIs, report all incidental credit balances on credit card accounts within this item (i.e. credit balances arising in the normal course of the SCCI's credit card operations, such as prepayments by or refunds to credit card holders).

#### **4.6 Total deposits**

Sum the total of "Transaction", "Non-transaction", "Term deposits", "Certificates of deposit" and "Other".

### **5. Other borrowings**

Include:

- securities sold under agreements to repurchase;
- subordinated loans with a residual maturity of 12 months or less;
- short-term loans due to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity;
- treasury related short-term borrowings from other banks;
- promissory notes with a residual maturity of 12 months or less;



- commercial paper with a residual maturity of 12 months or less; and
- short-term debt securities from the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity.

Exclude:

- negotiable and transferable certificates of deposits;
- subordinated loans, promissory notes, commercial paper with a residual maturity greater than 12 months; and
- deposits.

### **5.1 Securities sold under agreements to repurchase**

These transactions are to be recorded consistently with Australian accounting standard AASB 139. Where the transferee of the stock effectively receives a lender's rate of return (i.e. the underlying risks and rewards of ownership of the underlying stock is not effectively transferred), these transactions are to be accounted for as collateralised lending activities (treating stock lending as on balance sheet exposures). Securities sold under agreements to repurchase, represents the payable due to counterparties with whom the stock has been lent and from whom cash has been lodged. Under this method of accounting the bank's physical stock positions recorded on the balance sheet in either Trading Securities or Investment Securities sections is not affected.

### **5.2 Promissory notes/commercial paper**

Report all borrowings by the reporting entity in the form of commercial paper or promissory notes. Commercial paper or promissory notes are short-term debt securities usually issued with an original term to maturity of less than 180 days.

Include:

- all commercial paper or promissory notes issued with a residual term to maturity of 12 months or less. Commercial paper or promissory notes with a residual maturity greater than 12 months should be reported as "long-term debt".

### **5.3 Other short-term debt securities**

Report all borrowings by the reporting entity in the form of short-term debt securities, other than certificates of deposits and promissory notes/commercial paper (identified above).

Include:

- all debt securities issued with a residual term to maturity of 12 months or less. Other debt securities with a residual maturity greater than 12 months should be reported as "long-term debt".

**5.4.1. Short-term loans from ADIs/banks - Variable**

Report all borrowings by the reporting entity in the form of variable interest rate short-term loans from ADIs/banks.

A loan is considered to be short-term if its residual term to maturity is of 12 months or less.

Settlement account balances due to other banks should be separately identified and reported as “Due to financial institutions: Banks”.

**5.4.2. Short-term loans from ADIs/banks - Fixed**

Report all borrowings by the reporting entity in the form of fixed interest rate short-term loans from ADIs/banks.

A loan is considered to be short-term if its residual term to maturity is of 12 months or less.

Settlement account balances due to other banks should be separately identified and reported as “Due to financial institutions: Banks”.

**5.5.1. Short-term loans: Other - Variable**

Report all borrowings by the reporting entity in the form of variable interest rate short-term loans from counterparties other than banks and other ADIs.

A loan is considered to be short-term if its residual term to maturity is of 12 months or less.

Amounts due to clearing houses should be separately identified and reported as “Due to clearing houses”. Settlement account balances should be separately identified and reported as “Due to financial institutions.

**5.5.2. Short-term loans: Other - Fixed**

Report all borrowings by the reporting entity in the form of fixed interest rate short-term loans from counterparties other than banks and other ADIs.

A loan is considered to be short-term if its residual term to maturity is of 12 months or less.

Amounts due to clearing houses should be separately identified and reported as “Due to clearing houses”. Settlement account balances should be separately identified and reported as “Due to financial institutions.

**5.6. Total other borrowings**

Sum the component parts listed under “Other borrowings”.

## **6. Income tax liability**

Recognition of current and deferred tax liabilities are to be made in accordance with AASB 112. In addition, this should relate to Australian business operations.

### **6.1. Total income tax liability**

Sum the income tax liability items relating to Australian business operations.

## **7. Provisions**

### **7.1. Dividends**

A provision for dividends is the allowance that the reporting entity has made in terms of the obligation for declared dividends.

### **7.2. Employee entitlements**

Include:

- provisions for long service leave, annual leave, staff housing loan benefits, health fund subsidy and other employee entitlements. This should be reported in accordance with the requirements of AASB 119.

### **7.3. Non-lending losses**

Include:

- provision for self insurance;
- frauds;
- litigation, fraud detection and prevention;
- forgeries; and
- non-transferred insurance risks.

### **7.4. Restructuring costs**

Report all provisions raised for the restructuring of an organisation.

Include:

- severance, termination and redundancy payments; and
- integration costs.

### **7.5. Other provisions**

Report all other provisions not identified above.

Include:

- specific provision for off-balance sheet credit related commitments;
- leased premises surplus to current requirements; and
- provision for subsidiary integration costs.

## **7.6. Total provisions**

Sum all the “Provisions” reporting items.

## **8. Bonds, notes and long-term borrowings**

*Bonds, notes and long-term borrowings* have a residual term to maturity of more than one year. This includes loans and debt securities.

### **8.1. Debt securities**

Report debt securities that have been issued and have a residual term to maturity of more than one year. Measurement is to be consistent with Australian accounting standards.

As a guide include:

- bonds;
- debentures;
- unsecured notes;
- fixed-interest securities;
- medium-term notes;
- inflation-indexed bonds;
- floating-rate notes;
- other floating-rate debt securities;
- mortgage-backed bonds;
- asset-backed bonds;
- Euro notes;
- Euro bonds;
- Euro medium-term notes;

- non-participating preference shares (a special type where the holder has no entitlement to a share in the residual value on dissolution of the issuing company); and
- subordinated bonds and notes.

As a guide exclude:

- hybrid securities;
- trading derivatives;
- convertible notes prior to conversion;
- negotiable and transferable certificates of deposit;
- subordinated debt issues with a residual maturity of 12 months or less;
- promissory notes with a residual maturity of 12 months or less;
- commercial paper with a residual maturity of 12 months or less; and
- short-term debt securities from the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity.

## 8.2. Loans

Report the face value of all loans and borrowings that have a residual term to maturity of more than one year.

Include:

- secured and unsecured borrowings;
- financial lease agreements;
- term loans;
- mortgages;
- commercial loans;
- equity participation in leveraged leases;
- redeemable preference share finance; and
- loans due to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity.

Exclude:

- loan capital (e.g. subordinated loans);

- short-term loans due to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity; and
- treasury related short-term borrowings from other banks.

#### **8.2.1. Long-term loans – Variable rate**

Report the face value of all variable interest rate loans and borrowings that have a residual term to maturity of more than one year.

#### **8.2.2. Long-term loans – Fixed rate**

Report the face value of all fixed interest rate loans and borrowings that have a residual term to maturity of more than one year.

### **8.3. Total bonds, notes and long-term borrowings**

Sum the total face value of all "Bonds, notes and long-term borrowings"

## **9. Creditors and other liabilities**

### **9.1 - 9.2 Defined benefit liabilities**

Include:

- defined benefit liabilities i.e. deficit, consistent with the classification and measurement basis used in AASB 119.

Distinctions between current and non-current defined benefit liabilities are to be made in accordance with *AASB 101 Presentation of Financial Statements*.

### **9.3 Interest payable**

Include:

- interest accrued for but not yet paid.

### **9.4 Unearned interest**

Include:

- interest received but not yet earned e.g. interest received in advance on fixed interest loan portfolio.

### **9.5 Derivative financial instruments**

Include:

- all derivatives consistent with the classification and measurement basis used for derivatives by institutions in accordance with AASB 132, AASB 7 and AASB 139. This applies to trading and banking book derivatives. Derivative financial instruments in existence prior to adoption of IFRS are to be reported in

accordance with *AASB 1 First-time Adoption of Australian Equivalents to International Financial Reporting Standards*.

## **9.6 Items in suspense**

Report suspense or unreconciled/unidentified transactions/balances here that are in a liability position. A list of examples is not provided as these may vary between institutions. It is recommended that the institutions internal procedures be adopted regarding the recording and reporting of these types of balances.

## **9.7 Due to merchants**

For SCCIs, report any amounts owed to merchants as a result of acquiring credit card transactions.

## **9.8 Liabilities included in disposal groups classified as held for sale**

Include:

- liabilities included in disposal groups classified as held for sale consistent with AASB 5 (paragraph 38.)

## **9.9 Share capital repayable on demand**

Include:

- members' shares in co-operatives classified as liabilities consistent with AASB 132 and AASB 7.

## **9.10 Other**

Include:

- other liabilities not separately identified above. E.g. unearned fees and commission received in advance but not recognised as earned for accounting purposes.

Exclude:

- deposits, loans and other liabilities to related parties of the reporting entity, including liabilities to the parent entity, controlled entities, associated entities, joint venture entities and other branches under the same parent entity. These liabilities should be reported to the relevant item above.

## **9.11 Total creditors and other liabilities**

Sum the reporting items listed under "Creditors and other liabilities".

## **10. Loan capital and hybrid securities**

Report the face value of all loan capital and hybrid securities and have a residual term to maturity of more than one year.

Classification is to be consistent with AASB 132 and AASB 7.

As a guide include:

- preference shares;
- convertible notes; and
- subordinated loans of a residual maturity of more than one year.

### **10.1 Members withdrawable shares**

Include the value of credit union member withdrawable shares. This item should be prepared in accordance with the APRA prudential treatment and not applicable accounting standards. For prudential purposes, a credit union member share is classified as a liability and is not capital. In the event of redemption, the liability would be reduced by the issue value of shares redeemed.

### **10.2 Loan capital**

As a guide include:

- subordinated loans of a residual maturity of more than one year.

### **10.3 Hybrid securities**

As a guide include:

- converting preference shares; and
- convertible notes.

### **10.4 Total loan capital and hybrid securities**

Total all “Loan capital and hybrid securities” items listed above.

## **11. Total liabilities**

Sum all liabilities.

### **11.1.1. Total liabilities of which deposits, debt securities and loans from controlled entities and associates – Subordinated**

Report the total amount of liabilities of a subordinated nature from controlled entities or associates of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

A subordinated debt is a loan/debt security that ranks below other debts should a company be wound up. This includes all debt securities both short and long-term.

### **11.1.2. Total liabilities of which deposits, debt securities and loans from controlled entities and associates – Secured**



Report the total amount of liabilities of a secured nature from controlled entities or associates of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

A secured debt is a loan/debt security that ranks above other debts should a company be wound up. This includes all debt securities both short and long-term.

**11.1.3. Total liabilities of which deposits, debt securities and loans from controlled entities and associates – Other**

Report the total amount of liabilities other than subordinated or secured in nature, from controlled entities or associates of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

**11.2.1. Total liabilities of which deposits, debt securities and loans from the parent entity – Subordinated**

Report the total amount of liabilities of a subordinated nature from the parent entity of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

A subordinated debt is a loan/debt security that ranks below other debts should a company be wound up. This includes all debt securities both short and long-term.

**11.2.1 Total liabilities of which deposits, debt securities and loans from the parent entity – Secured**

Report the total amount of liabilities of a secured nature from the parent entity of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

A secured debt is a loan/debt security that ranks above other debts should a company be wound up. This includes all debt securities both short and long-term.

**11.2.2. Total liabilities of which deposits, debt securities and loans from the parent entity – Other**

Report the total amount of liabilities other than subordinated or secured in nature, from the parent entity of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

### 11.3. Total liabilities of which other secured deposits, debt securities and loans

Report the total amount of liabilities of a secured nature from parties other than the parent, controlled or associated entities of the reporting entity. Liabilities in the form of deposits, loans, advances, bonds, notes and debentures should be reported.

A secured debt is a loan/debt security that ranks above other debts should a company be wound up. This includes all debt securities both short and long-term.

## 12. Net assets

Calculated as “Total assets” less “Total liabilities”.

## Section C: Shareholders' equity

### Note:

- ~~• on a monthly basis, institutions only need to provide shareholders' equity value in aggregate, however the detailed disclosure may be provided if the institution prefers; and~~
- ~~• on a quarterly basis, (month ending on a calendar quarter e.g. March, June, September, December), the full detail of shareholders value is to be provided.~~

## 2. Share capital

### 1.1. Ordinary shares

Include:

- ordinary share capital on issue.

### 1.2. Preference shares

Preference shares have a priority over dividend payments and to the assets of the reporting company.

### 1.3. Other

Include:

- any other form of share capital not included above (e.g. income securities).

### 1.4. Total share capital

Total all “Share capital” items listed above.

## 2. Reserves

### 2.1. General reserves

This is derived from revenue profits and is mostly available for dividend payment.

Exclude from General Reserves any portion of General Reserve for Credit Losses that forms part of shareholders' equity. These excluded amounts are to be recorded in the General Reserve for Credit Losses column in the assets section of this form.

## **2.2. Capital profits reserve**

Capital profits reserve represents the realised value of revaluations associated with an asset or class of assets that have been disposed of. These assets have been subject to the fair value basis of measurement and revaluations accounted for in accordance with accounting standard AASB 116. Due to the disposal of these assets, the balance of the asset revaluation reserve (**ARR**) associated with these assets has been transferred to a capital profits reserve.

### **2.3.1 ARR – Owner-occupied property**

Include:

- the balance of the ARR relating to the revaluation of owner-occupied property

### **2.3.2 ARR – Plant and equipment**

Include:

- the balance of the ARR relating to the revaluation of property, plant and equipment.

### **2.3.3 ARR - Intangibles revaluation surplus**

Include:

- the balance of the ARR relating to the revaluation of intangible assets.

### **2.3.4 ARR – Investment in subsidiaries**

Include:

- the balance of the ARR relating to the revaluation of investment in subsidiaries.

### **2.3.5 ARR – Investments in associates/share of associates**

Include:

- the balance of the ARR relating to the revaluation of investments in associates.

### **2.3.6 ARR – Relating to non-current assets or disposal groups held for sale**

Include:

- the balance of the ARR relating to revaluation of non-current assets or disposal groups held for sale in accordance with AASB 5.

### **2.3.7 ARR - Other**

ARR relating to the revaluation of other assets.

## **2.4 Foreign currency translation reserve**

Include:

- the exchange rate differences arising on translation of assets and liabilities in accordance with AASB 121.

### **2.5.1 Available for sale reserve – Marketable securities**

Include:

- available for sale reserve for all marketable securities (debt and equity) consistent with the classification and measurement basis used by institutions in accordance with AASB 130 and AASB 7.

### **2.5.2. Available for sale reserve – Other**

Include:

- available for sale reserve for loans and advances and all other items not separately identified above, consistent with the classification and measurement basis used in AASB 139, AASB 132 and AASB 7.

## **2.6 Cash flow hedge reserve**

Include:

- the effective portion of the gain or loss on the cash flow hedging instrument as required by AASB 139, AASB 132 and AASB 7.

## **2.7 Share based payments reserve**

Include:

- the equity settled share based payments reserve amounts as required by *AASB 2 Share based Payments*.

## **2.8 Other reserves**

Include:

- all reserves not separately identified above. Report dividend reinvestment plan reserve in this reporting item.

**2.9 Total reserves**

Sum the reporting items listed under “Reserves”.

**3. Retained profits or accumulated losses at the end of the period****4. Total shareholders’ equity**

Sum the reporting items: “Shareholders’ equity”.