

GHANA CO-OPERATIVE SUSU COLLECTORS ASSOCIATION												
QUARTERLY RETURNS FORM												
To be completed and Presented in the Month as follows:				TICK	YEAR							TOWN
1. In April for January, February and March Operations												DISTRICT
2. In July for April, May and June Operations												REGION
3. In October for July, August and September Operations												
4. In January for October, November and December Operations												
										GCSCA REGISTRATION NO		
										MEMBERSHIP NO	AFFILIATION NO	
TELEPHONE NO												
NAME OF MEMBER:												
MEMBERSHIP CATEGORY (TICK)				Individual	Company							Date Started Susu Operation
BUSINESS TYPE (TICK)				Enterprise	Company	NGO						
BUSINESS REGISTRATION DETAILS												
BUSINESS TYPE	DATE OF REGISTRATION	REGISTRATION NO	DATE OF INCORPORATION	DATE OF COMMENCEMENT								
Enterprise/Sole Proprietor												
Limited Liability Company												
Company Limited By Guarantee												
BUSINESS LOCATION ADDRESS												
POSTAL ADDRESS												
TELE/FIEXED LINE				MOBILE								
E-MAIL				WEBSITE								
SHAREHOLDERS												
NO	NAME	PROFESSION	TELEPHONE/FL	TELEPHONE/CEL	E-MAIL ADDRESS	% SHARE						
1												
2												
3												
4												
5												
DIRECTORS												
NO	NAME	PROFESSION	TELEPHONE/FL	TELEPHONE/CEL	E-MAIL ADDRESS							
1												
2												
3												
4												
5												
MANAGEMENT AND OFFICE STAFF												
NO	TITLE	NAME	PROFESSION	QUALIFICATION	TEL/CELL	E-MAIL ADDRESS						
1												
2												
3												
4												
5												
6												
7												
HOW MANY SAVINGS COLLECTORS DO YOU HAVE				WHAT IS THEIR EDUCATIONAL LEVEL								
CUSTOMERS AND COLLECTIONS												
NO	COLLECTION POINTS / BRANCHES	CUSTOMERS			COLLECTION			CUSTOMER WITHDRAWALS				
		MALE	FEMALE	TOTAL	DAILY GHC	WEEK GHC	MONTH GHC	DAILY GHC	WEEK GHC	MONTH GHC		
1												
2												
3												
4												
	TOTAL											
OPERATION EXPENSES												
NO	COLLECTION POINTS / BRANCHES	OFFICE RENT GHC	OFFICE STAFF SAL GHC	COLLECTORS SAL GHC	STATIONERY GHC	GENERAL ADMIN GHC						
1												
2												
3												
4												
	TOTAL											
ASSETS AND LIABILITIES												
ASSETS						LIABILITIES						
NO	ITEM	GHC				NO	ITEM	GHC				
1	Loans and Current Assets					1	Unpaid Customers Savings					
2	Land and Buildings					2	Loan(s)					
3	Office Equipments					3	Staff Salary Arrears					
4	Furniture and Fittings					4	Office Rent Arrears					
5	Vehicles, Motor Bikes, Bicycles & Others					5	Other Bills in Arrears					
	TOTAL						TOTAL					
BANKERS												
NO	NAME	BRANCH AND LOCATION				TELEPHONE						
1												
2												
3												
4												
5												
SIGNATURE OF OFFICERS												
CEO / MANAGING DIRECTOR						ACCOUNTS OFFICER						
NAME						NAME						
TITLE						TITLE						
SIGNATURE						SIGNATURE						
DATE						DATE						
TELEPHONE						TELEPHONE						