

BANK OF ENGLAND PRUDENTIAL REGULATION AUTHORITY



### Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

### Society name:

**Development Co-operative Limited** 

### Important information you should read before completing this form

You must use this form if you are a:

- registered society (previously referred to as an 'industrial and provident society')
- · co-operative society
- community benefit society

registered under the Co-operative and Community Benefit Societies Act 2014.

You must submit this form and the society's accounts within 7 months of the end of your financial year. Failure to submit is an offence for which the society may be prosecuted.

Please note:

- we have an information note that may assist you in completing this application
- any personal details you give on the form will be placed on the society's public file.
- it is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to process your annual return.

Please keep a copy of the form and supporting documents for future reference.

### Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society.

'The 2014 Act' is the Co-operative and Community Benefit Societies Act 2014



FCA

### **Mutual Societies Annual Return Form (AR30)**

For societies registered under the Co-operative and Community Benefit Societies Act 2014

### Filling in the form

- 1 If you are using your computer to complete the form:
  - use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
  - print the completed form and arrange for it to be signed by all relevant individuals.
- 2 If you are filling in the form by hand:
  - use black ink;
  - write clearly; and
  - arrange for it to be signed and dated by all relevant individuals.
- 3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.
- 4 If you:
  - leave a question blank;
  - do not get the form signed; or
  - do not attach the required supporting information

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.

#### 6 Email a scanned copy of the signed form and supporting documents to

### mutualsannrtns@fca.org.uk

or send it by post to:

Mutuals Team Financial Conduct Authority 25 The North Colonnade Canary Wharf LONDON E14 5HS

7. Please make sure you include:

- this form
- a set of printed accounts signed by two members and the secretary (3 signatures in total)
- an audit report or accountant's report where required; and
- any supporting documents.

## **Details of society**

### 1.1 Details of the society

Register number	32418R	
Registered office address	6 White Hart Fold Todmorden	
Postcode	OL14 7BD	

### 1.2 Year end date (dd/mm/yyyy)

See	Note	9 1.2							
3	1	1	0	3	1	2	0	1	8

### **Committee of management**

If you are a club you do not need to give a year of birth in questions 1.3-1.6. The names of the members of the Committee at the date on which the return is signed should be entered below in BLOCK CAPITALS.

### 1.3 Details of Chairman

Name	Alex Lawrie
Address	6 Atlantic Crescent
	Burnham on Sea
Postcode	TA8 1NF
Year of birth	1968
	Co-op Development Worker.
	Somerset CCLT,
Business occupat	ion GO-OP
and other	Ecological Land Co-op
directorships	Somerset Co-op Services CIC
	Ecological Land Trust
	Somerset Workers Co-operative

### 1.4 Details of Treasurer

N/A
уууу

Business occupation	
and other	
directorships	

### 1.5 Details of Secretary

Name	Adrian Ashton	
Address	6 White Hart Fold Todmorden	
Postcode	OL14 7BD	· · · · ·
Year of birth	1974	
Business occupa and other directorships	<sup>lion</sup> Business Adviser None.	

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
Alex Lawrie	6 Atlantic Crescent Burnham on Sea TA8 1NF	1968	Co-op Development Worker. Somerset CCLT, GO-OP Ecological Land Co- op Somerset Co-op Services CIC Ecological Land Trust Somerset Workers Co-operative
Gareth Nash	7, Cecil Street Lytham Lancashire FY8 5NN	1955	Business adviser. Co-operative and Mutual Solutions Limited 29378R Useful Work Limited 6291496 Concilium Consulting Community Interest Company 6947307 Co-Operatives North West Limited 5386784 Windowless Monads Limited 8846815
Jo White	City Works Alfred Street Gloucester GL1 4DF	1968	Business adviser. Co-operative Futures (3944484) Gloucestershire Gateway (6857427) South East Co-op Support (29723R) South West Co-op Support Limited Industrial Common Ownership Finance Ltd.
Adrian Ashton	6 White Hart Fold Todmorden OL14 7BD	1974	Business adviser None

Please use separate sheets of paper if you need more space, following the instructions provided in section 5 above.

Please indicate how many separate sheets of paper you have used

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### Please continue, answering all questions.

- 1.7 Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?
  - 🛛 No
  - Yes
- **1.8 Does the society carry out any activity which is regulated under the Financial Services and Markets Act 2000?** (e.g. accepting deposits in a form other than withdrawable shares; offering insurance products; undertaking residential mortgage business). If 'yes' please state the society's Financial Services Register firm reference number

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1/1	

🗌 Yes

Financial Services Register firm reference number

1.9 Is the society a subsidiary of another society?

- No No
- Yes
- 1.10 Does the society have one or more subsidiaries?
  - 🖾 No
  - ☐ Yes
- 1.11 Is the society currently accepted by the HM Revenue and Customs as a charity for tax purposes?
  - 🛛 No
  - Yes

Please confirm you have attached a copy of the letter from HM Revenue and Customs confirming charitable tax status:

🗌 Yes

1.12 Is this society a charity registered with the Office of the Scottish Charity Regulator (OSCR)?

🛛 No

☐ Yes ▶ provide your Scottish Charity number below

1.13 Is the society registered with one of the following (please tick)?

Homes and Communities Agency

The Welsh Ministers

Scottish Housing Regulator

lf so, p	lease	provide	your	register	number

All societies must answer the following questions:

- if a bona fide co-operative society go to question 1.14
- if existing for the benefit of the community go to question 1.19

### Bona fide co-operative society

1.14 How did members benefit from the business, industry or trade of the society during the year?

Members have an increased profile for their activities, and have been able to bid together for, and secure contacts they could not have gained alone

- 1.15 Is membership of the society required to obtain the benefits offered by it?
  - X Yes
  - No No
- 1.16 In what way did members participate in an ongoing basis in the society's primary business during the year?

There is an annual membership fee paid by all members Members participate in online meetings to discuss our affairs Members assist each other in bids for contracts Members attend our AGM, and also actvely engage in governance discussions throughout the year via on-line forums and facilitated meetings

1.17 How did members democratically control the society?

Members elect our Board of Directors at our AGM on a one member one vote basis The Board consists entirely of Members

### 1.18 How did the society use any surplus/profit?

If the society distributed the surplus/profit to members please explain how this was done.

No distribution took place

Please use separate sheets of paper if you need more space (see section 5 above) Please indicate how many separate sheets of paper you have used.

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Continue to 2.1

### **Community benefit society**

1.19 Who are the community the society benefited?

### 1.20 How did the society benefit that community during the year?

### 1.21 How did the society use any surplus/profit?

Please use separate sheets of paper if you need more space (see section 5 above). Please indicate how many separate sheets of paper you have used.

Continue to 2.1

## Statistics

### Account details

### 2.1 You must enter the figures below

See notes for help on items E-T. Enter NIL where applicable

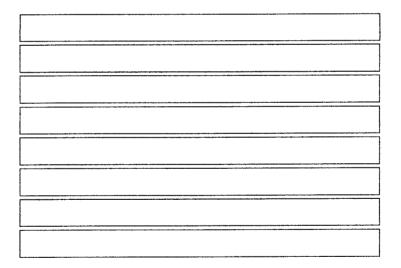
	•	
A	Members at beginning of year	19
в	Members ceased during year	2
С	Members admitted during year	0
D	Members at end of year	17
E	Turnover for year	1,100
F	Total of income and expenditure (receipts and payments added together)	1,970
G	Net surplus/(deficit) for year	230
н	Fixed assets	0
1	Current assets	4,618
J	Total assets (equal to amount in row O, below)	4,618
к	Current liabilities	(76)
L	Share capital	4,300
м	Long-term liabilities	0
N	Reserves	394
0	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	4,618
All s	ocieties (excluding clubs) must com	plete boxes P-T
Р	Investments in other registered societies	0
Q	Loans from members	0
R	Loans from Employees' Superannuation Schemes	0
s	Dividends on sales	0
т	Share interest	0

2.2 Names of subsidiaries as defined in sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014

1	
	1
1	
1	
1	
1	

2.3Names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions (as approved by the FCA)

The society must have written authority from us to exclude a subsidiary from group accounts



The audit

### 3.1 Type of audit used for the attached accounts.

If the society has used a full professional audit or an accountant's report then the report must be prepared by a registered auditor.

- □ Full professional audit → Continue to section 4
- Accountant's report Complete questions 3.2 and 3.3
- 🛛 Lay audit
- Complete questions 3.2 and 3.3
- Unaudited
- Complete questions 3.2 and 3.3
- 3.2 Do the society's registered rules allow the society not to undertake a full professional audit?
  - No No
  - 🛛 Yes
- 3.3 Has the membership passed at a general meeting a resolution allowing the society not to undertake a full professional audit for the year of account in question? (In accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014)

🗌 No

🛛 Yes



### Accounts

4.1 Date on which the accounts and balance sheet will be/were laid before the AGM (dd/mm/yyyy)

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- 4.2 Has your society produced accounts to the minimum standard required?
  - Yes > you must confirm that you have attached the accounts and the audit/accountant's report bearing the original signatures of the auditor (if required by law), the secretary and the two committee members.

Attached

○ No → you must produce accounts to the minimum standard required, see notes for details.

### Signature - all societies to complete

### 4.3 The Secretary of the society must sign and date below

I certify that the information in this form is correct to the best of my knowledge and belief.

Name	Adrian Ashton
Signature	Adolat
Phone number	07786 492313
Email	adrian.ashton2@gmail.com
Date	26/9/2018

Society No.: 32418R

## DEVELOPMENT CO-OPERATIVE LIMITED

### FINANCIAL STATEMENTS

### FOR THE YEAR ENDED

### 31st March 2018

## (Period: 1st April 2017 - 31st March 2018)

Secretary: A. Ashton Registered Office: 6 White Hart Fold, Todmorden, OL14 7BD Principal Bankers: Co-operative Bank plc, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

The financial statements for the year have been produced without audit.

### DIRECTORS' REPORT FOR THE YEAR

The directors present their report and the financial statements for the year.

#### PRINCIPAL ACTIVITIES

The co-operative's principal trading activity during the year was collaborative bidding for larger contracts relating to co-operative development and consultancy, alone or in partnership with others.

Development Co-operative is a consortium of 19 Co-operative Development Bodies (CDBs) affiliated to Co-operatives UK. The co-operative aims to fill the current gap in the market for a dedicated co-operative development body with the capacity to engage in large-scale contracts and projects at UK. English- national and regional levels. The co-operative plans to combine, co-ordinate and channel the capacities of its members, and the skills and expertise of their specialist advisers, to provide a coherent and seamless co-operative development service in regions and sectors where no service currently operates at scale.

#### **BUSINESS REVIEW**

We have again not renewed our PI Insurance to save costs, but it can be renewed if that becomes necessary for contracting purposes. Few relevant tender opportunities have been found in the 2017-18 year. We have maintained our website at www.development.coop. Corporate CVs have been sought from members. We have established closer ties with Anthony Collins Solicitors with a view to undertaking training for CDB workers and joint bidding. We organised a joint training session with Anthony Collins and the FCA."

We have begun building closer links with the Co-op Party, a number of members have spoken at their regional events: Ideas to change the regions. Development Co-op tried unsuccessfully to get on the Co-operative Councils' Innovation Network (CCIN) framework but we have had contact with some of the key officers during the year. We have refreshed and updated our business strategy during the year.

#### PLANS FOR FUTURE PERIODS

We will continue to develop our business strategy during 2018 and beyond. This will include achieving key objectives in 2018 and 2019. We aim to ensure that there is a coherent and professional co-operative development and consultancy service available nationally, regionally and locally. Our members will be active in working with the Co-operative Party in particular to ensure that policy documents and other proposals are realistic and reflect the experiences of members.

We are planning a fringe meeting/workshop at national Co-op Party Conference in October 2018 and we are developing a promotional brochure highlighting the expertise of members and key case studies across a range of co-operative models: worker, consortium, housing, community and consumer.

We intend to use this document (or a variant) to promote ourselves to the CCIN and its members. We will be attending the CCIN national conference and the Local Government Conference in 2019.

### DIVIDEND AND TRANSFER TO RESERVES

The directors have recommended that no dividends are paid this financial year.

#### FIXED ASSETS

Full disclosure of all matters relating to fixed assets is set out in the notes to the financial statements.

#### DIRECTORS

The directors at the balance sheet date and at the beginning of the year (or on appointment if later), were as follows:

Alex Bird Gareth Nash Jo White Adrian Ashton Bob Cannell Alex Lawrie (appointed 5/10/2017)

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The law governing Co-operative and Community Benefit Societies requires the directors to prepare financial statements for each financial year which give a true and fair record of the affairs of the society and of the profit or loss of the society for that period. In preparing those financial statements the directors are required to:-

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the society and to enable them to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### AUDIT REPORT

In accordance with Section 83 (2) (b) of the Co-operative and Community Benefit Societies Act 2014, the society has appointed Andrew Woodcock of Acorn Co-op Support Limited and Brian Titley of Co-operative Assistance Network Limited as lay auditors. Both auditors have the relevant professional experience to understand the accounts. It is the view of both the auditors that these accounts match the Book of Accounts and they are a True and Fair record of the affairs of the society.

Approved by the Board on 30th August 2018 and signed on its behalf by:

AdrianAshton Name Secretary Position

### PROFIT AND LOSS ACCOUNT FOR THE YEAR

	Notes	2018	2017
SALES	1	1,100	225
COST OF SALES			-
GROSS PROFIT		1,100	225
ADMINISTRATIVE EXPENSES	4	(870)	(704)
DEPRECIATION	6		-
OPERATING PROFIT		230	(479)
OTHER INCOME			
Donations Bank interest	7	-	1.00
TOTAL OTHER INCOME			
MEMBER DIVIDEND	5		-
NET PROFIT ON ORDINARY ACTIVITIES BEF	ORE TAXATION	230	(479)
TAX ON PROFIT ON ORDINARY ACTIVIT	TIES 8	2	
RETAINED PROFIT		230	(479)

None of the society's activities were acquired or discontinued during the above two financial years.

The society has no recognised gains or losses other than those dealt with in the profit and loss account.

The "Notes to the financial statements" form part of these financial statements.

#### BALANCE SHEET AT YEAR END

	Notes	20	18	201	17
Fixed Assets Fixed Assets	9				
Investments	10				-
Current Assets				4,476	
Cash	11	4,618		4,470	
Debtors, Prepayments & Work In Progress	12	4,618		4,476	
less					
Current Liabilities					
Creditors: Amounts falling within one year	13	(76)		12	
Net Current Assets			4,694		4,464
Total Assets Less Current Liabilities			4,694		4,464
Creditors: Amounts falling due after more than one year	14		-	1.00	-
Net Worth			4,694		4,464
Financed By:					
			164		643
Reserves b/f	15		230		(479)
Profit for Year	16		4,300		4,300
Shares	17	_	4,694		4,464

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within the Co-operative and Community Benefit Societies Act 2014.

The "Notes to the financial statements" form part of these financial statements.

The directors have taken advantage of the exemption conferred not to have these financial statements audited.

The director acknowledge their responsibilities for ensuring that:-

i) The society keeps accounting records which comply with the Co-operative and Community Benefit Societies Act 2014

ii) The financial statements give a true and fair view of the state of affairs of the society as at year end and of its profit for the year then ended, and which otherwise comply with the requirements of the Co-operative and Community Benefit Societies Act 2014 relating to financial statements, so far as is applicable to the society.

Approved by the Board on 30th August 2018 and signed on its behalf by:

G.S.Mash And Rud

Gareth Nash Name

Director Position

Alex Bird Name

Director

Position

Signed

Signed

Signed

Jo White Name

Director Position

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR

Notes

#### 1. GENERAL INFORMATION

Development Co-operative Limited is a Co-operative Society limited by shares under the Co-operative and Community Benefit Societies Act 2014.

The address of its registered office is: 6 White Hart Ford Todmorden OL14 7BD United Kingdom

These financial statements were authorised for issue by the Board on 30th August 2018.

#### 2. ACCOUNTING POLICIES

#### 2.1 BASIS OF ACCOUNTING

The accounts have been prepared under the historical cost convention and in accordance with FRS 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

#### 2.2 TURNOVER

Turnover represents the total invoice value of services rendered during the year.

For member subscriptions, there has been a change in accounting policy in this financial year. The member subscription income for 2016 (£800) included the value of invoices which had been raised during the year but remained unpaid at the year end. In 2017, the policy was been amended so that the income for member subscriptions for 2017 (£225) only includes that income which had actually been paid at the year end.

### 2.3 DEPRECIATION

Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives:-

Office equipment Furniture & Fittings

50% Reducing balance 20% Reducing balance

### 2.4 DEFERRED TAXATION

Deferred taxation is provided where there is a reasonable probability of the amount becoming payable in the foreseeable future.

#### 2.5 GOODWILL

Purchased goodwill is written off immediately against reserves. Goodwill which is generated by the activities of the society is not recognised as an asset on the balance sheet and the associated costs are written off to the profit and loss account when they are incurred.

#### 2.6 WORK IN PROGRESS

Work in progress is valued on the basis of direct costs plus attributable overheads based on normal level of activity. Provision is made for any foreseeable losses where appropriate. No element of profit is included in the valuation of work in progress.

### 2.7 CASH FLOW STATEMENT

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the grounds that the society is small.

#### 2.8 ACCOUNTING PERIOD

The accounting period covers the period from 1st April 2017 to 31st March 2018.

3. EMPLOYEES	2018	2017
Average number of persons employed by the society.		•
4. DIRECTORS' REMUNERATION	2018	2017

Wages and salaries, including Social Security costs

DEVELOPMENT CO-OPERATIVE LIMITED		
YEAR ENDED 31ST MARCH 2018		
5. MEMBER DIVIDENDS		
Interim dividend paid	-	-
Final dividend paid	-	-
	-	
6. OPERATING PROFIT		
The operating profit is stated after charging:		
Depreciation		-
Depreciation		
7. INTEREST RECEIVED		
	-	-
Interest receivable		
8. CORPORATION TAX ANNUAL RETURN		
	-	-
Corporation tax chargeable		-
Adjustment for previous years		
9. TANGIBLE ASSETS		8
Cost at beginning of year	-	100
Additions during year		
At year end		
Depreciation at beginning of year	-	
Depreciation charge during period		
Depreciation at year end	-	-
Net book value at year end	-	
Net book value at beginning of year		-
10.SHARES HELD IN OTHER CO-OPERATIVES		
10.SHARES HELD IN OTHER CO-OF ERGITIZED		-
11. CASH		
	4,618	4,476
Current bank account		-
Deposits and Cash	4,618	4,476
12. DEBTORS, PREPAYMENTS & WORK IN PROGRESS		
Trade debtors	-	-
Other debtors	-	-
Work in progress	-	-
Prepayments	-	-
VAT		
		-
13. CREDITORS; AMOUNTS FALLING DUE WITHIN ONE YEAR		
Trade creditors		-
Other Creditor	-	
	-	-
Corporation Tax	-	-
PAYE	(76)	12
VAT	(,	
Wages		12
Loans		-
Payments received in advance	5	
Accruals		1.1
Bank account overdraft	(76)	12

### 14. CREDITORS; AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

Loans

15. PROFIT & LOSS ACCOUNT		
Retained profits at beginning of year	164	643
Profits during the year	230	(479)
Retained profits at year end	394	164
16. SHARE CAPITAL		
Allotted, called up and fully paid		
Ordinary shares of £1 each	4,300	4,300
	4,300	4,300
17. RECONCILIATION OR MOVEMENTS IN MEMBERS FUNDS		
Profit for the financial year	230	(479)
	230	(479)
New shares subscribed	(150)	(150)
New addition to members' funds	80	(629)
Members' funds at beginning of year	4,464	5,093
Members' funds at year end	4,544	4,464
Represented by:-		
Equity interests:-		
Share capital	4,300	4,300
Retained profit at year end	394	164
	4,694	4,464
48 TRANSITION TO ERS 402		

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### 18. TRANSITION TO FRS 102

FRS 102 (Section 1A) was adopted for the year commencing 1 April 2016. There have been no adjustments as a consequence of the adoption of FRS 102 1A.

Management Information

	2018	2017	
SALES	1,100	225	
COST OF SALES	-	*	
GROSS PROFIT	1,100		225
ADMINISTRATIVE EXPENSES	(870)		(704)
DEPRECIATION	-		9 1.00010
OPERATING PROFIT	230		(479)
INTEREST RECEIVABLE Donations Bank interest TOTAL OTHER INCOME		<u> </u>	
NET PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	230		(479)

SALES	2	2018	20	17
Membership	1,100		225	
Health Mutuals: Bolt Partners	-		-	
		1,100		225
COST OF SALES				
Membership Dividend Health Mutuals: Bolt Partners				
			THE REAL PROPERTY.	
				-
GROSS PROFIT				
Member Subscriptions Health Mutuals: Bolt Partners	1,100		225	
		1,100 -	LIEN STAR	225
ADMINISTRATIVE EXPENSES				
Project Development	-			
Legal	65			
Accountancy & Bookkeeping			-	
Governance	456		-	
Insurance	-		507	
Website	182		48	
Subscriptions	95		95	
Bank Charges & Interest	72		54	
Bad Debts / Write offs	-			
		870		704

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