



Mutual Societies Annual Return Form (AR30)

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

Society name: Webarch 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



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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.

1 Details of society

1.1 Details of the society

Register number	31305 R
Registered office address	WEBARCHITECTS HARLAND WORKS 68a JOHN STREET SHEFFIELD
Postcode	S2 4QU

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	1	2	/	2	0	1	7
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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	CHRISTOPHER DENNIS CROOME
Address	WEBARCHITECTS HARLAND WORKS 68a JOHN STREET SHEFFIELD
Postcode	S2 4QU
Year of birth	1966
Business occupation and other directorships	SYSTEMS ADMINISTRATION

1.4 Details of Treasurer

Name	KATE DAWSON
Address	WEBARCHITECTS HARLAND WORKS 68a JOHN STREET SHEFFIELD
Postcode	S2 4QU
Year of birth	1968
Business occupation and other directorships	SYSTEMS ADMINISTRATION

1.5 Details of Secretary

Name	JONATHAN COOK
Address	WEBARCHITECTS HARLAND WORKS 68a JOHN STREET SHEFFIELD
Postcode	S2 4QU
Year of birth	1963
Business occupation and other directorships	ADMINISTRATION

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
CHRISTOPHER DENNIS CROOME	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	1966	SYSTEMS ADMINISTRATION
ADAM MORAN	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	1964	ADMINISTRATION
KATE DAWSON	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	1968	SYSTEMS ADMINISTRATION
JONATHAN COOK	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	1963	ADMINISTRATION, EDUMAKE CO-OP, PRINCIPLE 5 CO-OP
MINA NIELSON	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	WEB DESIGN
ROBERT DAINES	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	RETIRED

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

1

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

☒ No
☐ Yes

Financial Services Register firm reference number

1.9 Is the society a subsidiary of another society?

- ☒ 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 If 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

If so, please 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 WERE HELPED TO REDUCE THEIR CARBON FOOTPRINT BY USE OF OUR SUSTAINABLY-POWERED WEB HOSTING. ALSO BY EDUCATION AND INFORMATION IN USE OF FREE/LIBRE OPEN SOURCE SOFTWARE, WEB DESIGN EMAIL, ONLINE SERVICES AND SYSTEMS ADMINISTRATION. ALSO THROUGH OUR ETHICAL, RESPONSIBLE BUSINESS VALUES AND HELP FOR CAMPAIGNING GROUPS WITH INTERNET-RELATED MATTERS AND PROMOTION OF CO-OPERATIVE PRINCIPLES, CULTURE AND AWARENESS-RAISING.

1.15 Is membership of the society required to obtain the benefits offered by it?

- ☐ Yes
☒ No

1.16 In what way did members participate in an ongoing basis in the society's primary business during the year?

AS WORKER-MEMBERS, CLIENT-MEMBERS AND/OR BY ATTENDENCE AT GENERAL MEETINGS (TAKING PART IN DECISION-MAKING)

1.17 How did members democratically control the society?

THROUGH GENERAL MEETINGS, THE MAJOR DECISION-MAKING PROCESS FOR THE CO-OPERATIVE. ALL MEMBERS ARE INVITED, AND MANY ATTEND.

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.

NOT DISTRIBUTED

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.

0

Continue to 2.1

Community benefit society

1.19 Who are the community the society benefited?

N/A

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

2

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	56
B	Members ceased during year	0
C	Members admitted during year	9
D	Members at end of year	65
E	Turnover for year	66804
F	Total of income and expenditure (receipts and payments added together)	N/A
G	Net surplus/(deficit) for year	1047
H	Fixed assets	15400
I	Current assets	4429
J	Total assets (equal to amount in row O, below)	19829
K	Current liabilities	7279
L	Share capital	29583
M	Long-term liabilities	17033
N	Reserves	0
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	19829
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	0
Q	Loans from members	0
R	Loans from Employees' Superannuation Schemes	0
S	Dividends on sales	0
T	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

N/A

2.3 Names 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

N/A

3

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.

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Full professional audit | T!Continue to section 4 |
| <input checked="" type="checkbox"/> Accountant's report | T!Complete questions 3.2 and 3.3 |
| <input type="checkbox"/> Lay audit | T!Complete questions 3.2 and 3.3 |
| <input type="checkbox"/> Unaudited | T!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
☒ 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

4

Accounts and signature

Accounts

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

2	7	/	0	6	/	2	0	1	8
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4.2 Has your society produced accounts to the minimum standard required?


☒ Yes **T**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 **T**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	JONATHAN COOK
Signature	
Phone number	0114 2769709
Email	jonathan@webarchitects.coop
Date	30/06/18

1.6 OTHER COMMITTEE MEMBERS

RYAN SAINS

WEBARCHITECTS
HARLAND WORKS
68a JOHN ST.
SHEFFIELD S2 4QU

ADMINISTRATION

GRAHAM MITCHELL

WEBARCHITECTS
HARLAND WORKS
68a JOHN ST.
SHEFFIELD S2 4QU

SYSTEMS ADMINISTRATION

WEBARCH CO-OPERATIVE T/A WEBARCHITECTS

TRADING ACCOUNT

FOR THE YEAR ENDED 31st DECEMBER 2017

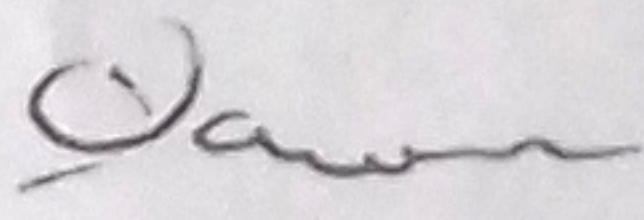
	<u>2017</u>		<u>2016</u>	
	£	£	£	£
<u>INCOME</u>				
Sales		66,804		51,701
<u>COST OF SALES</u>				
Purchases		<u>18,329</u>		<u>22,352</u>
<u>GROSS PROFIT</u>		48,475		29,349
<u>EXPENSES</u>				
Salaries	35,442		22,175	
Rent	4,197		2,310	
Repairs & renewals	337		324	
Travel expenses	298		57	
Telephone & insurance	893		239	
Accountancy	192		174	
Sundries	3,064		1,635	
Bank charges & interest	581		140	
Depreciation	<u>2,424</u>	<u>47,428</u>	<u>2,424</u>	<u>29,478</u>
<u>NET PROFIT</u>		<u>1,047</u>		<u>(129)</u>

WEBARCH CO-OPERATIVE T/A WEBARCHITECTS

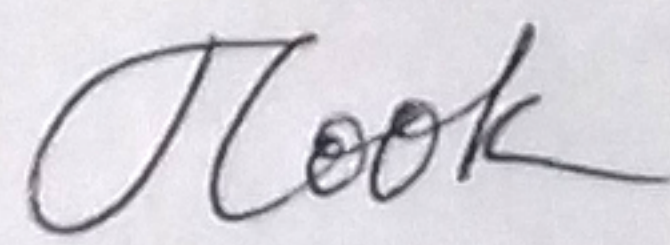
BALANCE SHEET FOR THE YEAR ENDED 31st DECEMBER 2017

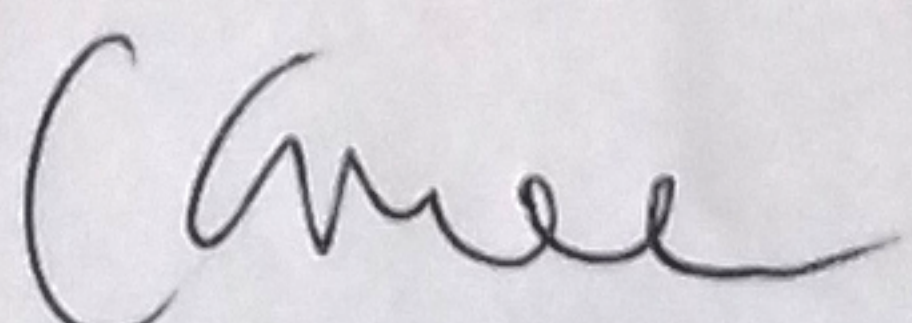
	<u>2017</u>		<u>2016</u>	
	£	£	£	£
<u>FIXED ASSETS</u>				
Equipment		15,400		5,210
<u>CURRENT ASSETS</u>				
Cash at bank	<u>4,429</u>		<u>3,982</u>	
<u>CURRENT LIABILITIES</u>				
Creditor	192		174	
Loan	<u>7,087</u>		<u>-</u>	
	<u>7,279</u>		<u>174</u>	
<u>NET CURRENT ASSETS</u>		<u>(2,850)</u>		<u>3,788</u>
		<u>12,550</u>		<u>8,998</u>
Represented by:				
<u>CAPITAL ACCOUNTS</u>				
Share Capital		29,583		27,078
Profit and loss account		<u>(17,033)</u>		<u>(18,080)</u>
		<u>12,550</u>		<u>8,998</u>

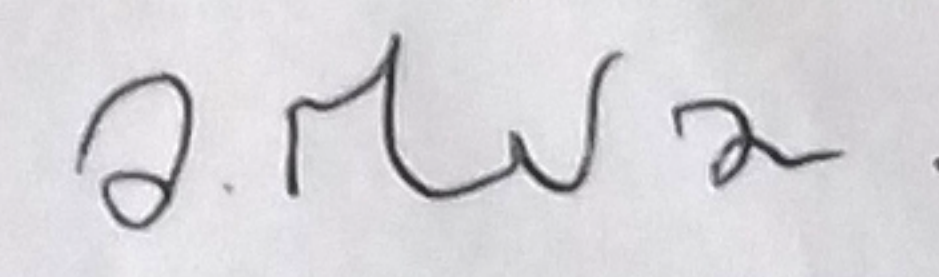
I have prepared the Accounts from books, vouchers and information as supplied and certify as correct in accordance therewith.


S.R. Dawson
Chartered Accountant

20th April 2018


JONATHAN COOK
SECRETARY


CHRISTOPHER CROOME
MEMBER


ADAM MORAN
MEMBER