



Mutual Societies Annual Return Form (AR30)

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

Society name:

ASHBOURNE ROAD & DISTRICT ALLOTMENTS ASSOCIATION LTD

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**

mutualsannrts@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	IPO 6237R
Registered office address	ASHBORNE ROAD & DISTRICT ALLOTMENT ASSOCIATION, MACKWORTH ROAD (OFF KEDLESTON ROAD) DERBY
Postcode	DE22 3BL

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	Mr IAN FRASER STEWART
Address	401, DUFFIELD ROAD, ALLESTREE, DERBY
Postcode	DE22 2EQ
Year of birth	1945
Business occupation and other directorships	Retired

1.4 Details of Treasurer

Name	Mr KENNETH RICE
Address	3, THISTLEDOWN CLOSE DARLEY ABBEY, DERBY
Postcode	DE22 1RJ
Year of birth	yyyy
Business occupation and other directorships	RETIRED

1.5 Details of Secretary

Name	MR CHRISTOPHER DAWSON
Address	3, PARK VIEW CLOSE, ALLESTREE, DERBY
Postcode	DE22 2GH
Year of birth	1948
Business occupation and other directorships	RETIRED

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
MRS BARBARA DAWSON	3, PARK VIEW CLOSE, ALLESTREE, DERBY	yyyy	Retired
MR JEROME PEAT	177 DUFFIELD RD DERBY	yyyy	Retired
MR. LEE PICKERING	23, SIMMS AVENUE, DERBY	yyyy	UNEMPLOYED
MR DAVID ANDERSON	22, CRABTREE CLOSE, DERBY	yyyy	Retired
MRS ANGELA LAURIE	12, MERTON DRIVE, MACKWORTH, DERBY	yyyy	NHS
MRS GLYNIS SMITH	DOLLY HOUSE, 105, BROADWAY, DERBY, DE22 1BP1	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

NONE

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 ▶ 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?**

THE BUSINESS OF THE ASSOCIATION, AS MANAGED BY ITS COMMITTEE, IS TO PROVIDE ALLOTMENTS THAT ARE FIT FOR USE BY THE LOCAL COMMUNITY AND TO PROVIDE AN ATMOSPHERE AND ETHOS THAT ENCOURAGES EXISTING PLOT HOLDERS TO GET AS MUCH AS POSSIBLE OUT OF THE TENURE OF THEIR PLOTS IN TERMS OF CROPS, GENERAL ENJOYMENT AND COMMUNITY SPIRIT.

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?

THEY TENDED THEIR PLOTS AND INTERACTED WITH THE COMMITTEE THROUGH VARIOUS LINES OF COMMUNICATION. THERE WERE ALSO OPEN DAYS IN WHICH PLOT HOLDERS WERE ENCOURAGED TO PARTICIPATE

1.17 How did members democratically control the society?

VIA THE ANNUAL GENERAL MEETING AND RAISING ANY ISSUES WITH COMMITTEE MEMBERS TO BE CONSIDERED AT MONTHLY COMMITTEE MEETINGS

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.

WHAT PROFITS THE SOCIETY MAKES ARE PLOUGHED BACK INTO IIMPROVING THE SITE FACILITIES. THIS INCLUDES A RANGE OF POWER EQUIPMENT THAT CAN BE USED BY PLOT HOLDERS AND AN ON-SITE SHOP THAT IS WELL PATRONISED BOTH BY PLOT HOLDERS AND THE LOCAL COMMUNITY.

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.

NONE

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

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	140
B	Members ceased during year	5
C	Members admitted during year	8
D	Members at end of year	143
E	Turnover for year	20142.39
F	Total of income and expenditure (receipts and payments added together)	Not anticipating lay audit appointments for next year
G	Net surplus/(deficit) for year	1042.37
H	Fixed assets	14016.93
I	Current assets	12576.36
J	Total assets (equal to amount in row O, below)	26593.29
K	Current liabilities	NIL
L	Share capital	NIL
M	Long-term liabilities	NIL
N	Reserves	26593.29
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	26593.29

All societies (excluding clubs) must complete boxes P-T

P	Investments in other registered societies	NIL
Q	Loans from members	NIL
R	Loans from Employees' Superannuation Schemes	NIL
S	Dividends on sales	NIL
T	Share interest	NIL

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

NONE

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

NONE

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.

- 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
- 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)

0 4 / 0 2 / 2 0 1 8

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	Mr. Christopher Dawson
Signature	
Phone number	07426854569
Email	Secretary@araa.org.uk
Date	13/6/2018

4 Accounts and signature

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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	Mr. Christopher Dawson
Signature	
Phone number	07426854569
Email	Secretary@araa.org.uk
Date	13/6/2018

ARDA - Accounts for 2017

Trading Account

Income		Expenditure			
2017	2016	2017	2016		
Rents Received	£3,674.00	£3,718.00	Insurance Premium	£170.00	£170.00
Rent Rebate DCC	£795.00	£841.00	Phone top up	£30.00	
Key Deposits	£775.00	£775.00	Stationery/ Consumable	£276.89	£144.04
Associate Membership	£22.50	£57.50	Stamps/Postage	£54.52	£45.89
Security Lights - Police	£1,990.00		Site Maintenance & Admin Costs	£1,803.71	£1,008.87
Manure	£497.30	£434.00	Security Lights & Cameras	£2,260.45	
University Fun Day		£18.35	Fuel & Oil	£168.81	£92.66
Interest	£0.15	£16.21	Flowers and Donations		£25.00
Equipment Hire	£205.00	£188.00	Rent Paid to DCC	£1,800.00	£1,800.00
Donations	£251.35	£137.00	Web Site Hosting	£5.99	
Shop - Sales	£4,877.82	£2,902.77	Manure and Compost	£335.00	£386.75
			Allotment Society Membership	£315.00	£330.00
			Equipment Repairs	£66.83	£68.63
			Christmas Trees - Ploy 11		£120.00
			Shop - Costs	£200.48	£42.93
			Shop Building - Depreciation	£600.00	
			Key Deposit Refunds	£225.00	£440.00
			Regulatory Fees	£65.00	£60.00
			Keys - Purchases	£230.50	£104.00
			Legal Fees	£180.00	£180.00
Event's Group Surplus		£1,167.29	Shop - Stock Purchases	£3,784.73	£2,131.32
Event's Group - Grant	£9,685.68		Event's Group - Toilets	£7,996.93	
Event's Day - Plants	£930.10		Event's Group - Poly Tunnel	£350.00	
Event's Day - 100 Years	£313.10		Event's Group - 54B	£288.00	
			Event Day - Plants - Costs	£109.70	
			Event Day - 100 Years - Costs	£1,311.00	
			Event's Group - Expenses	£346.09	
	£24,017.00	£10,255.12		£22,974.63	£7,150.09

Funds Reconciliation

ARDA Funds		Cash at Bank and Petty Cash plus Shop Building value			
	2017	2016			
Funds at 1st Jan 2016	£11,249.26	£8,144.23	Closing Balances		
Trading Surplus / Deficit	£1,042.37	£3,105.03	Natwest Current Account:		
			£2,604.39	£4,512.76	
			Natwest Reserve Account	£901.45	£901.30
			Nationwide - Savings Account	£1,943.02	£3,943.02
			Nationwide - Key Deposits	£2,000.00	
			Events Committee's Account	£1,253.50	£1,858.54
				£8,702.36	£11,215.62
			Cash In Hand - Petty Cash	£89.27	£33.64
			Shop Building Value	£3,500.00	
Funds at 31/12/2017	£12,291.63	£11,249.26		£12,291.63	£11,249.26

Notes: In 2017 The Events Group controlled the financial records for all of their activities.
From January 2018, all of the Associations financial activities will be controlled by the Treasurer.

SHOP Trading Summary for 2017

Shop Sales	£4,877.82	Year End Stock - Dec 2016	£530.00
Year End Stock - Dec 2017	£1,091.24	Shop Costs	£800.48
		Shop Stock purchased in 2017	£3,784.73
		2017 Trading Surplus	£853.85
	£5,969.06		£5,969.06

I.F. Stewart
(Committee)

[Signature]
TREASURER

SECRETARY
[Signature]