



Mutual Societies Annual Return Form (AR30)

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

Society name:

Brockweir and Hewelsfield Village Shop Association

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



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.

1

Details of society

1.1 Details of the society

Register number	9258R
Registered office address	Harthill Court Hewelsfield Lydney Gloucestershire
Postcode	GL15 6UQ

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

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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	Philip Bradney
Address	Greenwood Belmont Rd Hewelsfield
Postcode	GL15 6UX
Year of birth	1949
Business occupation and other directorships	Retired

1.4 Details of Treasurer

Name	Corinna Arnold
Address	Oakwood House The Common St Briavels Gloucestershire
Postcode	GL15 6SJ
Year of birth	1962
Business occupation and other directorships	Fund Manager

1.5 Details of Secretary

Name	Mrs Valerie Mackey
Address	Harthill Court Hewelsfield Lydney Gloucestershire
Postcode	GL15 6UQ
Year of birth	1960
Business occupation and other directorships	Teacher

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
Stephen Morgan	Hill Farm House Brockweir Common Brockweir Chepstow NP16 7NU	1943	Retired chartered surveyor
Peter Williams	Brockweir House Brockweir Chepstow NP16 7PE	1950	Retired Engineer Director of Peter Williams Association Ltd Chief Operating Officer of The Saltire Oil Co.Ltd
Carol Stickland	Poolfield Court House Hewelsfield GL15 6UW	1956	Retired Teacher
Wendy Armstrong	Church Croft Hewesfield Lydney GL15 6UL	1948	Retired
Jonathan Axe	Chapel Cottage Brockweir Common NP16 7NU	1969	Consulting Delivery Manager
		yyyy	

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

☒ 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?

N/A

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?

N/A

1.17 How did members democratically control the society?

N/A

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.

N/A

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

Community benefit society**1.19 Who are the community the society benefited?**

The villages of Brockweir and Hewelsfield in Gloucestershire on the edge of the Forest of Dean.

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

The society is in place to provide a village shop and community hub for the community. The shop and cafe also provide for tourists and other visitors to the area.

The society employs local staff and provided office space for a local business.

The society has employed several local young people during busy periods such as school holidays.

The building includes a loft space which is utilised by local groups.

1.21 How did the society use any surplus/profit?

The society made a small surplus most of which which was retained as reserves to ensure the continuity of the facility. The committee were pleased to present the community with £2000 in awards which was shared between a local church project to build an eco toilet, the table tennis club in the Moravian Church and provision of a new wire for the zip wire in the childrens playground.

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

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	50
B	Members ceased during year	16
C	Members admitted during year	18
D	Members at end of year	52
E	Turnover for year	310,098
F	Total of income and expenditure (receipts and payments added together)	621,694
G	Net surplus/(deficit) for year	5,966
H	Fixed assets	212, 135
I	Current assets	75,655
J	Total assets (equal to amount in row O, below)	287,790
K	Current liabilities	22,754
L	Share capital	NIL
M	Long-term liabilities	175,178
N	Reserves	89, 858
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	287,790
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	NIL
Q	Loans from members	2,124
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)

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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	Mrs Val Mackey
Signature	Valerie Mackey
Phone number	01594 530 648
Email	valamackey@gmail.com
Date	24.07.16

20.00.00

**BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION
LIMITED**

ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2015

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

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BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

ACCOUNTANTS' REPORT TO BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED ON THE UNAUDITED ACCOUNTS

We report on the unaudited accounts for the year ended 31 December 2015 set out on pages 3 to 9 in accordance with our letter of engagement.

This report is made to the Society's members, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to the Society's members that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Society and the Society's members, as a body, for our work for this report.

Respective responsibilities of the Committee of Management and Reporting Accountant

The Society's Committee of Management is responsible for the preparation of the accounts. It is your duty to ensure that the Society has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and result of the Society. The Committee of Management considers that the Society is exempt from an audit.

It is our responsibility to carry out the agreed procedures and report to the committee on the results of our work. We have not verified the accuracy or completeness of the accounting records or information and explanations you have given us and we do not, therefore, express any opinion on the statutory accounts. The procedures undertaken are significantly less than an audit and we do not express an audit opinion on these financial statements.

As a practising member firm of the Institute of Chartered Accounts in England and Wales, we are subject to its ethical and other professional requirements which are detailed at www.icaew.com/MembersHandbook.

Agreed procedures

Our work consisted of comparing the accounts with the books of accounts kept by the Society and making such limited enquiries of the officers of the Society as we considered necessary for the propose of this report.

Conclusions

Based upon the procedures undertaken and enquiries made:

(a) the Income and Expenditure Account and Balance Sheet for the year ended 31 December 2015 are in agreement with the accounting records kept by the Society in accordance with the Co-operative and Community Benefit Societies Act 2014:

(b) having regard only to, and on the basis of, the information contained in the books of account, the Income and Expenditure Account and Balance Sheet comply with the requirements of have been drawn up in a manner consistent with the accounting requirements of the Co-operative and Community Benefit Societies Act 2014; and

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

(c) the Society has satisfied the conditions for exemption from an audit of the accounts for the year ended 31 December 2015 specified in the Co-operative and Community Benefit Societies Act 2014 and did not, at any time within that year, fall within any of the categories of societies not entitled to the exemption.

Crowe Clark Whitehill LLP

CROWE CLARK WHITEHILL LLP
Chartered Accountants
Carrick House
Lypiatt Road
Cheltenham
Gloucestershire
GL50 2QJ

Date: 25 May 2016

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Note	£	2015 £	£	2014 £
Turnover	2		310,098		291,568
Cost of sales	3		229,782		210,021
			<hr/>		<hr/>
GROSS SURPLUS			80,316		81,547
Other income	4		3,732		5,881
			<hr/>		<hr/>
			84,048		87,428
 LESS: EXPENSES					
Employee costs	5	40,827		43,685	
Premises costs	6	21,247		21,301	
Administration expenses	7	13,895		13,079	
Finance expenses	8	2,113		1,977	
			<hr/>	<hr/>	
			78,082		80,042
			<hr/>		<hr/>
NET SURPLUS FOR THE YEAR			5,966		7,386
			<hr/>		<hr/>


The notes on pages 5 to 8 form part of these accounts.

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**BALANCE SHEET
AS AT 31 DECEMBER 2015**

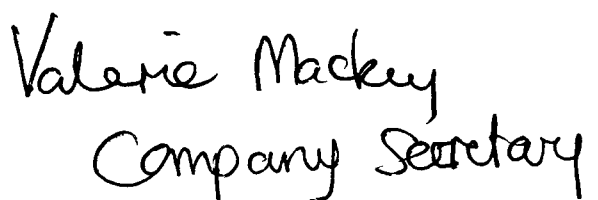
	Note	2015 £	2014 £
FIXED ASSETS			
Tangible fixed assets	9	212,135	215,170
CURRENT ASSETS			
Stocks		20,000	20,350
Debtors	10	8,073	7,353
Bank and cash balances		47,582	45,851
		<u>75,655</u>	<u>73,554</u>
CREDITORS DUE WITHIN ONE YEAR	11	<u>(22,754)</u>	<u>(20,443)</u>
NET CURRENT ASSETS		<u>52,901</u>	<u>53,111</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>265,036</u>	<u>268,281</u>
CREDITORS DUE IN MORE THAN ONE YEAR	12	<u>(175,178)</u>	<u>(184,389)</u>
NET ASSETS		<u><u>89,858</u></u>	<u><u>83,892</u></u>
RESERVES			
At 1 January 2015		83,892	76,506
Surplus		<u>5,966</u>	<u>7,386</u>
		<u><u>89,858</u></u>	<u><u>83,892</u></u>

These accounts were approved and authorised for issue by the committee on 7 May 2016 and signed on its behalf by:


P Bradney
Chairman


C Arnold
Hon. Treasurer

The notes on pages 4 to 8 form part of these accounts.


Valerie Mackey
Company Secretary

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The accounts have been prepared under the historical cost convention.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Land and buildings	-	2% straight line
Furniture, fittings and equipment	-	20 - 33% reducing balance

Depreciation is offset against the original government grant received to build the shop.

1.3 Bonds

This money was used to build and set up the village shop. Bondholders were paid back over the course of several years, beginning in 2008 and the only outstanding bonds are for individuals who are deceased or have moved away. The Committee have decided to ring fence the remaining bonds for a further year from the Balance Sheet date.

1.4 Income and expenditure

Income and expenditure are disclosed net of VAT.

1.5 Grants

Grants received towards the original build of the Shop are included on the Balance Sheet. The grant is amortised over the useful life of the Shop, offset against the annual depreciation charge.

1.6 Going concern

The Association depends on its existing bank facilities to meet its day to day working capital requirements. Current forecasts indicate that the Association expects to be able to operate within these facilities for the foreseeable future. These facilities are renewed annually and are not guaranteed for the period covered by the going concern review. The Association is not aware, however, of any circumstances that may adversely affect the renewal of these facilities. Accordingly, the Association believes it is appropriate to prepare the financial statements on the going concern basis.

2. TURNOVER

	2015 £	2014 £
Shop income	309,107	290,361
IT Suite	271	397
Association memberships	720	810
	<u>310,098</u>	<u>291,568</u>

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

3. COST OF SALES

	2015 £	2014 £
Opening stocks	20,350	20,700
Purchases	229,432	209,671
Closing stocks	(20,000)	(20,350)
	<u>229,782</u>	<u>210,021</u>

4. OTHER INCOME

	2015 £	2014 £
Other income	452	2,696
Rent receivable	3,264	3,168
Bank interest receivable	16	17
	<u>3,732</u>	<u>5,881</u>

5. EMPLOYEE COSTS

	2015 £	2014 £
Staff salaries	39,727	43,178
Staff training	1,100	507
	<u>40,827</u>	<u>43,685</u>

6. PREMISES COSTS

	2015 £	2014 £
Mackenzie Hall lease	740	700
Rates	283	329
Light and heat	7,681	7,421
Insurances	3,472	2,822
Repairs and maintenance	9,071	10,029
	<u>21,247</u>	<u>21,301</u>

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

7. ADMINISTRATION EXPENSES

	2015	2014
	£	£
Printing and stationery	105	728
Postage	787	787
Telephone and fax	1,672	1,296
Subscriptions	256	438
Equipment leasing	2,178	1,875
Sundry expenses	676	712
General insurance	257	1,161
Donations	1,960	-
Consumables	2,891	2,485
Entertainment	-	482
Advertising	299	365
Legal and professional	239	318
Accountancy fees	2,575	2,415
Bad debts	-	17
	13,895	13,079

8. FINANCE EXPENSES

	2015	2014
	£	£
Bank charges	2,027	1,699
Corporation tax	86	278
	2,113	1,977

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

9. TANGIBLE FIXED ASSETS

	Land and Buildings £	Furniture, fittings and equipment £	Total £
Cost			
At 1 January 2015	257,051	67,934	324,985
Additions	-	6,176	6,176
At 31 December 2015	<u>257,051</u>	<u>74,110</u>	<u>331,161</u>
Depreciation			
At 1 January 2015	55,937	53,878	109,815
Charge for the year	5,141	4,070	9,211
At 31 December 2015	<u>61,078</u>	<u>57,948</u>	<u>119,026</u>
Net book value			
At 31 December 2015	<u>195,973</u>	<u>16,162</u>	<u>212,135</u>
At 31 December 2014	<u>201,114</u>	<u>14,056</u>	<u>215,170</u>

10. DEBTORS

	2015 £	2014 £
Trade debtors	3,065	4,051
Other debtors	1,730	2,135
Prepayments and accrued income	3,278	1,167
	<u>8,073</u>	<u>7,353</u>

**11. CREDITORS:
Amounts falling due within one year**

	2015 £	2014 £
Bank loans and overdrafts	3,707	8,008
Payments received on account	960	1,108
Trade creditors	13,532	7,207
Corporation tax	-	279
Other taxation and social security	1,877	644
Accruals and deferred income	2,678	3,197
	<u>22,754</u>	<u>20,443</u>

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

12. CREDITORS:

Amounts falling due after more than one year

	2015	2014
	£	£
Interest free bonds	2,124	2,124
Government grants received (See note 13)	173,054	182,265
	175,178	184,389

13. GOVERNMENT GRANTS

	2015	2014
	£	£
At 1 January 2015	182,265	190,963
Released during the year	(9,211)	(8,698)
	173,054	182,265