

Mutual Societies Annual Return

AR 30 – Industrial and Provident Societies Act 1965 Form



Full name of society

The Society for the Reduction of Carbon Limited

Important information you should read before completing this form

We require all Industrial and Provident societies to complete this form every year.

For a society registered on or after 8 January 2012, the year of account will end on the last day of the month in which the anniversary of its registration falls, unless the society has notified us otherwise. For a society registered before 8 January 2012, the society's year of account must end between 31 August to 31 January inclusive, unless the society has notified us otherwise.

All the required information must be submitted within seven months of the year end date. Failure to submit the documents constituting your society's annual return by the due date is an offence and may result in prosecution.

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

The notes that accompany this form will help you complete the questions.

Please be aware that 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 assess your annual return.

Terms in this form and Contents

'FSA', 'we' and 'us' refer to the Financial Services Authority.

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

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FSA use only		
	Date Received	Case Officer
1st		
2nd		

Mutual Societies Annual Return

AR 30 – Industrial and Provident Societies Form



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 out the completed form and arrange for it to be signed.

2 If you are filling in the form by hand:

use black ink;

write clearly; and

arrange for it to be signed.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you think a question is not relevant to you, write 'not applicable' and explain why.

5 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 have to treat the return as incomplete. This will increase the time taken to assess your return.

6 If there is not enough space on the form, you may need to use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number.

7 Send us your application by post. It must include:

this form;

a set of printed accounts;

an audit report or accountant's report where appropriate (or a supplementary return); and

supporting documents.

Send it to:

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

1

Details of society**1.1 Details of the society**

Register number	31342R
Registered office address	3 Corkland Road, Manchester
Postcode	M21 8UP

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	0	/	0	9	/	2	0	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	not applicable - chair elected at each meeting
Address	
Postcode	
Year of birth	yyyy
Business occupation and other directorships	

1.4 Details of Treasurer

Name	SARAH HUGHES
Address	3 Corkland Road Manchester
Postcode	M21 8UP
Year of birth	1970
Business occupation and other directorships	Finance Manager, Director Carbon Re-investment Society Limited, Secretary of URBED (Urbanism Environment & Design) Ltd and Work for Change Ltd

1.5 Details of Secretary

Name	SARAH HUGHES
Address	3 Corkland Road Manchester
Postcode	M21 8UP
Year of birth	1970
Business occupation and other directorships	Finance Manager, Director Carbon Re-investment Society Limited, Secretary of URBED (Urbanism Environment & Design) Ltd and Work for Change Ltd

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
see attached sheet			

Please use separate sheets of paper if you need more space.

Please indicate how many separate sheets of paper you have used.

1

The Society for the Reduction of Carbon Limited

Members of the Committee

NAME	ADDRESS	YEAR OF BIRTH	OCCUPATION	OTHER DIRECTORSHIPS
JONATHAN ATKINSON	39 Whitfield Cross, Glossop SK13 8NW	1976	Researcher	OpenSpace Co-operative, TogetherWorks CiC, Social Enterprise North West, Assemble Co-op LLP, Urban Research Collective CiC, Carbon Reinvestment Society Limited
CHARLES NOEL BAKER	3 Corkland Road, Manchester M21 8UP	1964	Designer	Redeye (North West Photography Network) Ltd, Carbon Reinvestment Society Limited, URBED (Urbanism Environment & Design) Ltd
PAUL BOWER	4 Dean Bank Avenue, Levenshulme, Manchester, M19 2EZ	1982	Urban Designer / Researcher / PhD Candidate	Carbon Reinvestment Society Limited
LORENZA CASINI	4 Dean Bank Avenue, Levenshulme, Manchester, M19 2EZ	1982	Architect	Carbon Reinvestment Society Limited
MICHAEL ALLAN HEMINGWAY	26 Whitecroft Road, Bolton Lancs BL1 5NT	1969	Local Government Officer	None
SARAH HUGHES	3 Corkland Road, Manchester M21 8UP	1970	Finance Manager	Director Carbon Reinvestment Society Limited (Secretary : URBED (Urbanism Environment & Design) Ltd, Work for Change Ltd)
PHILIP JAN KORBEL	36 Carlton Rd, Heaton Mersey, Stockport SK4 3LA	1961	Charity Director	Cooler Projects CIC, ALLFM, Wythenshawe Community Media

Benefit of the community societies

- 1.17 As once completed this return will be placed on the society's public file, benefit of the community societies are welcome to use the space below to provide a report for all those who may have an interest in the society. If provided, this report should cover the activities of the society during the financial period covered by the return and should set out how these activities have brought benefit to the community.

During this year The Society for The Reduction of Carbon Limited, trading as Carbon Co-op, has promoted reductions in greenhouse gas emissions, including the promotion of clean energy sources and developing measures for retrofitting buildings to reduce energy use.

A LEAF Grant has funded the development of a SAP based assessment method which enables the creation of an action plan for houses to cut energy use to the 2050 target as well as a study on the potential for shared renewable energy schemes. The first 20 house assessments were completed.

A grant from Manchester City Council has enabled us to develop engagement methods which has included starting the development of a network of Community Champions to promote energy use reductions, bus tours of eco homes and tools for web based learning.

We have benefitted from pro bono advice from Carbon Leapfrog which has enabled us to develop contracts and procedures for housing retrofit which will be used for a pilot project in the coming year.

We have delivered workshops and presentations in many locations and provided consultancy support to community energy projects.

Please use separate sheets of paper if you need more space.

Please indicate how many separate sheets of paper you have used.

All societies must answer the following questions whether the answers are yes or no, and provide all other information requested

- 1.7 Does the society take deposits (excluding withdrawable shares) within the provisions of the Financial Services and Markets Act 2000?
 No
 Yes
- 1.8 Does the society hold deposits (excluding withdrawable shares) taken previously, even though it does not currently take them, within the provisions of the Financial Services and Markets Act 2000?
 No
 Yes
- 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 Inland Revenue as a charity for tax purposes?
 No ▶ Continue to question 1.12
 Yes ▶ Give details below
 Reference number of letter from Inland Revenue or the Scottish Charity number

 You must confirm that you have attached a copy of the Yes
 Inland Revenue's letter to this return
- 1.12 Is the society registered with the Tenant Services Authority, Welsh Ministers or The Scottish Housing Regulator?
 No ▶ Continue to question 1.14
 Yes ▶ Select the one you are registered with below and provide the registration number
 Tenant Services Authority
 Welsh Ministers
 The Scottish Housing Regulator
 Register number
- 1.13 Is the society a registered social landlord?
 No
 Yes
- 1.14 Does the society offer any insurance products?
 No
 Yes
- 1.15 Does the society undertake residential mortgage business?
 No
 Yes
- 1.16 Name of any organisation to which the society is affiliated

2

Statistics

We can use these figures in our Annual Report.

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	0
B	Members ceased during year	0
C	Members admitted during year	12
D	Members at end of year	12
E	Turnover for year	8,114
F	Total of income and expenditure (receipts and payments added together)	126,361
G	Net surplus/(deficit) for year	347
H	Fixed assets	0
I	Current assets	22,712
J	Total assets (equal to amount in row O, below)	22,712
K	Current liabilities	22,353
L	Share capital	12
M	Long-term liabilities	0
N	Reserves	347
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	22,712

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

P	Investments in other Industrial and Provident 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 Section 15 of the Friendly and Industrial and Provident Societies Act 1968

NA

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

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

NA

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 general meeting, in accordance with section 4A(2) of the Friendly and Industrial and Provident Societies Act 1968, a resolution allowing the society not to undertake a full professional audit for the year of account in question?

- 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)

1	8	/	0	3	/	2	0	1	3
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4.2 Does your society have to produce 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 complete a supplementary return, see notes for details. Attached

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	SARAH HUGHES
Signature	
Phone number	07816 276 115
Email	sarah@carbon.coop
Date	17/04/2013

The Society for the Reduction of Carbon Limited

Members of the Committee

NAME	ADDRESS	YEAR OF BIRTH	OCCUPATION	OTHER DIRECTORSHIPS
JONATHAN ATKINSON	39 Whitfield Cross, Glossop SK13 8NW	1976	Researcher	OpenSpace Co-operative, TogetherWorks CiC, Social Enterprise North West, Assemble Co-op LLP, Urban Research Collective CiC, Carbon Reinvestment Society
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PAUL BOWER	4 Dean Bank Avenue, Levenshulme, Manchester, M19 2EZ	1982	Urban Designer / Researcher / PhD Candidate	None
LORENZA CASINI	4 Dean Bank Avenue, Levenshulme, Manchester, M19 2EZ	1982	Architect	None
MICHAEL ALLAN HEMINGWAY	26 Whitecroft Road, Bolton Lancs BL1 5NT	1969	Local Government Officer	None
SARAH HUGHES	3 Corkland Road, Manchester M21 8UP	1970	Finance Manager	None (Secretary : URBED (Urbanism Environment & Design) Ltd, Work for Change Ltd)
PHILIP JAN KORBEL	36 Carlton Rd, Heaton Mersey, Stockport SK4 3LA	1961	Charity Director	Cooler Projects CIC, ALLFM, Wythenshawe Community Media

Registered number: 31342R

The Society for the Reduction of Carbon Limited

Financial Statements

for the period ended 30 September 2012

Received in Mutual Return (2012)
26 APR 2013

The Society for the Reduction of Carbon Limited

Legal and administrative details

as at 30 September 2012

Status

An Industrial & Provident Society registered with the Financial Services Authority under the Industrial & Provident Act 1965.

Registered number: 31342R

The society was formed on 8th August 2011 and started trading on 1st December 2011.

Registered Office

3 Corkland Road
Manchester
M21 8UP

Directors

Jonathan Atkinson
Charlie Baker
Phil Korbel
Paul Bower
Lorenza Casini
Matt Fawcett (resigned January 2013)
Claire morris (resigned August 2012)
Sarah Hughes (from January 2013)
Alan Creedon (from February 2013)
Mike Hemingway (from February 2013)

Secretary

Sarah Hughes

Accountants

Slade & Cooper Limited
Green Fish Resource Centre
46-50 Oldham Street
Manchester
M4 1LE

Bankers

Co-operative Bank
Balloon Street
Manchester
M1

The Society for the Reduction of Carbon Limited

**Report of the directors
for the period ended 30 September 2012**

The directors present their report and the accounts for the year ended 30 September 2012.

Principal activities

The society's principal activity was to promote reduced emissions of greenhouse gases, including promoting clean energy sources and retrofitting of houses with carbon saving technology.

Results for the year

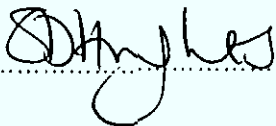
The results for the year are set out in detail on page 4.

Statement of responsibilities of the society's management committee

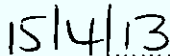
The law governing Industrial & Provident Societies requires the society to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the society as at the balance sheet date and of its income and expenditure for the year then ended. In preparing those financial statements, the society is required to:

- * select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent.
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the co-operative will continue in business.

The society is responsible for keeping proper books of account such as are necessary to give a true and fair view of the society's state of affairs and to explain its financial transactions. The society must also establish and maintain a satisfactory system of control of its books of account, its cash holdings and all its receipts and remittances, and hence is responsible for safeguarding the assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.



..... Secretary



..... Date

Accountants' Report
to the Board of Directors on the unaudited financial statements of
The Society for the Reduction of Carbon Limited
for the year ended 30 September 2012

In accordance with the engagement letter dated 4 February 2013, and in order to assist you to fulfil your duties under the Industrial and Provident Society Acts 1965-2002, we have compiled the financial statements of the Society which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

As a member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>.

This report is made to the Society's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Society's Board of Directors, that we have done so, and state those matters that we have agreed to state to them, in accordance with technical guidance issued by the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Society and the Society's Board of Directors, as a body, for our work, or for this report.

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 profit/loss of the Society. You consider that the Society is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Slade & Cooper Ltd .

Slade & Cooper Limited
Accountants
Statutory Auditors
Green Fish Resource Centre
46-50 Oldham Street
Manchester
M4 1LE

24th April 2013

The Society for the Reduction of Carbon Limited

Profit and Loss Account
for the period ended 30 September 2012

	Note	9 months 2012 £
Turnover and gross profit	1	8,114
Administrative expenses		(62,921)
Other operating Income		55,228
Operating profit/(loss)	2	421
Interest receivable and similar income		12
Profit/(loss) on ordinary activities before taxation		433
Tax on profit on ordinary activities	3	(86)
Profit for the financial year		347

All of the company's operations are classed as continuing.

The company had no recognised gains or losses other than the profit/(loss) for the year.

The Society for the Reduction of Carbon Limited

Balance Sheet
as at 30 September 2012

	Note	2012	
		£	£
Current assets			
Debtors	4	3,625	
Cash at bank and in hand		19,087	
		<hr/>	
		22,712	
Creditors: amounts falling due in less than one year	5	(22,353)	
		<hr/>	
Net current assets			359
			<hr/>
Total net assets			359
			<hr/> <hr/>
Capital and reserves			
Share capital	6		12
Reserves	7		347
			<hr/>
			359
			<hr/> <hr/>

Approved by the Management Committee and signed on their behalf by:

Member	LORENZA CASINI	SARAH NUGHEE	Secretary
Signature	<i>Lorenza Casini</i>	<i>Sarah Nughee</i>	Signature
Member	PHIL KORBEL		
Signature	<i>Phil Korb</i>	15/4/13	Date

The Society for the Reduction of Carbon Limited

Notes to the Accounts for the period ended 30 September 2012

1 Accounting policies

a Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

This is the first period of operation and the figures cover 9 months activities. There are therefore no comparatives.

b Turnover

Turnover represents the net total of goods sold and delivered during the financial year, excluding VAT and is entirely attributable to activity within the United Kingdom.

c Cash flow statement

The co-operative has taken advantage of the exemption under Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small company.

d Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

2 Operating profit/(loss)

This is stated after charging/(crediting):

9 months
2012
£

Accountant's remuneration

500

3 Taxation

9 months
2012
£

Corporation tax/(refund) on profit/(loss) for the year at the appropriate rate

86

4 Debtors

2012
£

Trade debtors

3,625

3,625

The Society for the Reduction of Carbon Limited
Notes to the Accounts
for the period ended 30 September 2012 (continued)

5 Creditors: amounts falling due in less than one year

	2012 £
Trade creditors	6,970
Corporation tax	86
Accruals	500
Deferred income	14,797
	22,353
	22,353

6 Share capital

	2012 £
Shares issued during the year	12
Share capital cancelled	-
	12
Shares of £1 each issued and fully paid at 30 September 2012	12

7 Reserves

	2012 £
Accumulated profits brought forward	-
Retained profit for the year	347
	347
	347

8 Related parties

URBED (Urbanism Environment and Design) Limited

Charlie Baker is a director of the Society and of URBED (Urbanism Environment and Design) Limited.

Consultancy fees paid to URBED	40,452
Amount owed to URBED as at 30 September 2012	4,760
	4,760

lowwintersun

Jonathan Atkinson is a director of the Society and trades as lowwintersun.

Consultancy fees paid to lowwintersun	8,695
Amount owed to lowwintersun as at 30 September 2012	2,100
	2,100

Matthew Fawcett

Matthew Fawcett was a director of the Society until January 2013.

Consultancy fee paid to Matthew Fawcett	1,000
	1,000

The Society for the Reduction of Carbon Limited

Detailed profit and Loss Account
for the period ended 30 September 2012

	9 months 2012	
	£	£
Turnover		
Consultancy	7,596	
Sales	110	
Membership	408	
	<hr/>	
		8,114
Administrative expenses		
Consultants fees	55,157	
Legal and professional	110	
Subscriptions/membership	76	
Workshop costs	515	
Marketing	5,646	
Bank charges	19	
Insurance	128	
Accountancy	500	
Rent and rates	126	
Travel	644	
	<hr/>	
		(62,921)
Other operating income		
Grants received	54,828	
Donations received	400	
	<hr/>	
		55,228
		<hr/>
Operating surplus		421
Interest receivable and other income		12
		<hr/>
Profit on ordinary activities before taxation		433
Taxation		2
		<hr/>
Retained profit for the year		435
		<hr/> <hr/>