

Annual Return (AR30) form

Society Name: The Brockweir and Hewelsfield Village Shop Association Limited

Society Num: 29285 R

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register.

For guidance on our registration function for societies, which includes guidance on the requirement to submit an Annual Return, please see [here](#)

2.1 What date did the financial year covered by these accounts end?

31/12/2019

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.

Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of Director	Month of Birth	Year of Birth
Peter Stickland	Jul	1953
Rick Durrant	Aug	1953
Rosemary Blogg	Mar	1963
Peter Williams	Jan	1950
Adele Bates	Dec	1980
Susan Groves	Oct	1959

Maggie Thomas	Nov	1940
Celia Burton	Nov	1958

3.2 All directors must be 16 or older. Please confirm this is this case:

☒ All directors are aged 16 or over

3.3 Societies are within the scope of the Company Director Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

☒ No director is disqualified

3.4 Please state any close links which any of the directors has with any society, company or authority.

'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

Peter Stickland: The Palace Trust, Wells Recreation Ground Trust, PAB London
Rosemary Blogg: Director of Blogg Consultancy
Peter Williams: Director of Peter Williams Association Ltd

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.

Societies must have a secretary

Name of Secretary	Month of Birth	Year of Birth
Jo Jenkin	Sep	1951

4.1 Please confirm that:

- ☒ accounts are being submitted with this form
- ☒ the accounts comply with relevant statutory and accounting requirements
- ☒ the accounts are signed by two members and the secretary (3 signatures in total)

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members

Turnover**Assets****Number of Employees****Share Capital****Highest rate of interest
paid on shares**

4.3 What Standard Industrial Classification code best describes the society's main business?

Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes [here](#)

SIC Code**Other retail sale in non-specialised stores
(47190)**

*

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

5.1 Please select the audit option the society has complied with:

- ☐ Full Professional Audit
- ☐ Auditor's report on the accounts
- ☐ Lay Audit
- ☒ No audit

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

☒ We have complied with the audit requirements

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

☐ Yes

☒ Not applicable

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

☒ Yes

☐ No

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

☐ Registered

☒ Not applicable

5.6 Is the society a housing association?

☒ No

☐ Yes

6.1 Is the society a subsidiary of another society?

☐ Yes

☒ No

6.2 Does the society have one or more subsidiaries?

(As defined in sections 100 and 101 of the Act)

☐ Yes

☒ No

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

You must answer the questions set out in the next section of this form, depending on which condition for registration you meet.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance [here](#).

7.1 Condition for Registration

- ☐ Co-operative society
- ☒ Community Benefits society

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society?

For example, did you provide social housing, run an amateur sports club etc.

Community Shop and cafe

7B.2 Please describe the benefits to the community the society delivered?

Here we are looking to see what the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

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.

7B.3 Please describe how the society's business delivered these benefits?

The business of the society must be conducted for the benefit of the community. Please describe how the society's business (as described in answer to question 7B.1) provided benefit to the community.

The society employs local volunteers and staff and provides 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

7B.4 Did the society work with a specific community, and if so, please describe it here?

For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

The villages of Brockweir and Hewelsfield in Gloucestershire on the edge of the Forest of Dean. However the shop and cafe are used by tourists and the wider community too.

7B.5 What did the society do with any surplus or profit?

For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

The surplus was retained as reserves to ensure the continuity of the facility.

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.

Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

None

Registered number: IP29285R

**BROCKWEIR AND HEWELSFIELD VILLAGE
SHOP ASSOCIATION LIMITED**

UNAUDITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

**BROCKWEIR AND HEWELSFIELD VILLAGE
SHOP ASSOCIATION LIMITED**

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Detailed profit and loss account	7

**INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS OF
BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED
ON THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2019**

My report on the unaudited financial statements for the year ended 31 December 2019 as set out on pages 2 to 6.

Respective responsibilities of management committee and the independent reporting accountant

The society's committee of management is responsible for the preparation of the financial statements, and they consider that the society is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of Opinion

My procedures consisted of comparing the accounts with the accounting records kept by the society, and making such limited enquiries of the officers of the society as I considered necessary for the purposes of this report. These procedures provide the only assurance expressed in my opinion.

Opinion

In my opinion:

- a) The financial statements are in agreement with the accounting records kept by the society under section 75 of the Co-operative and Community Benefit Societies Act 2014;
- b) Having regard only to, and on the basis of, the information contained in those accounting records;
 - 1) the financial statements have been drawn up in a manner consistent with the accounting requirements of the Co-operative and Community Benefit Societies Act 2014
 - 2) the society satisfied the conditions for exemption from an audit of the financial statements for the year specified in section 84 of the Co-operative and Community Benefit Societies Act 2014;

Clements Farm
Hemyock
Devon EX15 3UJ
Date:

S. Aldworth

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED 31ST DECEMBER 2019**

	<u>Notes</u>	<u>2019</u>	<u>2018</u>
Turnover		347,355	337,303
Cost of sales		(223,597)	(244,318)
Gross profit		123,758	92,985
Administrative Expenses		(93,083)	(84,160)
Other operating income		3,000	3,000
		<hr/>	<hr/>
Operating profit		33,675	11,825
Interest Received		68	38
		<hr/>	<hr/>
Profit before taxation		33,743	11,863
Taxation	4	5,505	(781)
Profit after taxation		<hr/>	<hr/>
		28,238	11,082
		<hr/>	<hr/>
Retained earnings at the beginning of the year		117,044	105,962
Profit for the year		28,238	11,082
Retained earnings at the end of the year		145,282	117,044
		<hr/>	<hr/>

The Notes on pages 4 to 7 form an integral part of these financial statements.

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED
BALANCE SHEET AS AT 31 DECEMBER 2019

	<u>Notes</u>	<u>2019</u>	<u>2018</u>
Fixed Assets			
Tangible Assets	5	209,663	204,939
Current assets			
Stocks		19,500	19,500
Debtors	6	989	4,865
Cash at Bank and in Hand		73,651	52,850
		<u>94,140</u>	<u>77,215</u>
Creditors: amounts falling due within one year	7	<u>(27,326)</u>	<u>(19,972)</u>
Net current assets		<u>66,814</u>	<u>57,243</u>
Total assets less current liabilities		276,477	262,182
Creditors: amounts falling due after more than one year	8	(131,195)	(145,138)
Net assets		<u><u>145,282</u></u>	<u><u>117,044</u></u>
Capital and reserves			
Retained reserves		145,282	117,044
		<u><u>£ 145,282</u></u>	<u><u>£ 117,044</u></u>

The financial statements were approved by the committee on behalf by _____ and signed on its

P Stickland
Chairman

R Durrant
Hon. Treasurer

J Jenkin
Hon. Secretary

The notes on pages 7 to 9 form an integral part of these financial statements

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. General Information

The entity is registered under the Co-operative and Community Benefit Societies Act 2014.
The address of the society is The Village Shop, Brockweir, Chepstow, NP16 7NW

2. Accounting Policies

(a) Basis of Accounting

The financial statements are prepared under the historical cost convention and in accordance with Section 1A of Financial Reporting Standard 102.

(b) Going concern

The society has cash resources and has no requirement for external funding. The committee have a reasonable expectation that the society has adequate resources to continue in operational existence for the foreseeable future. They believe the going concern basis of accounting is appropriate in preparing the annual financial statements.

(c) Income and expenditure

Income and expenditure are shown net of VAT.

(d) Tangible Fixed Assets

Tangible assets are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be operated in the manner intended by management.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost or valuation, less estimated residual value, of each assets evenly over its expected useful life, as follows:

Land and buildings – 2% straight line
Fixtures and fittings – 20% and 33% reducing balance

(e) Stocks

Stocks are stated at the lower of cost and net realisable value.

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

(f) Pensions

Defined contribution pension plan

The society operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the society pays fixed contributions into a separate entity. Once the contributions have been paid the society has no further payment obligations.

The contributions are recognised as an expense in the Statement of income and retained earnings when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the society in independently administered funds.

3. Employees

The average number of employees, including directors, during the year was 2. (2018 – 2)

4. Taxation

The tax charge on the profit on ordinary activities for the year was as follows:

	2019	2018
	£	£
Corporation Tax @ 19%	5,505	781

5. Tangible Assets

Cost	Land and buildings £	Fixtures and fittings £	Total £
At 1 January 2019	257,051	94,831	351,882
Additions	-	18,665	18,665
At 31 December 2019	<u>257,051</u>	<u>113,496</u>	<u>370,547</u>

Depreciation

At 1 January 2019	76,501	70,442	146,943
Charge for year	<u>5,141</u>	<u>8,800</u>	<u>13,941</u>
At 31 December 2019	<u>81,642</u>	<u>79,242</u>	<u>160,884</u>

Net Book Values

At 31 December 2019	<u>175,409</u>	<u>34,254</u>	<u>209,663</u>
At 31 December 2018	<u>180,550</u>	<u>24,389</u>	<u>204,939</u>

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2019**

6. Debtors	2019	2018
	£	£
Trade debtors	113	1,310
Other debtors	-	659
Prepayments and accrued income	<u>876</u>	<u>2,896</u>
	<u>989</u>	<u>4,865</u>
 7. Creditors: Amounts falling due within one year	 2019	 2018
	£	£
Trade creditors	17,873	13,089
Corporation Tax	5,505	781
Other taxation and social security	3,406	3,315
Other creditors	192	87
Accruals and deferred income	350	2,700
	<u>27,326</u>	<u>19,972</u>
 8. Creditors: Amounts falling due after more than one year	 2019	 2018
	£	£
Government grants	131,195	145,138
	<u> </u>	<u> </u>
 9. Government grants		
At 1 January 2019	145,138	154,188
Released during the year	(13,941)	(9,050)
 At 31 December 2019	 <u>131,197</u>	 <u>145,138</u>

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2019

	<u>2019</u>	<u>2018</u>
Turnover		
Shop income	326,118	317,544
IT Suite	1,157	1,346
Events	5,101	7,888
Association memberships	1,038	1,475
Grant income	<u>13,941</u>	<u>9,050</u>
	347,355	337,303
Cost of sales		
Opening Stocks	19,500	19,500
Purchases	223,597	244,318
Closing Stock	<u>(19,500)</u>	<u>(19,500)</u>
	<u>223,597</u>	<u>244,318</u>
Gross profit	123,758	92,985
Other income – Rent receivable	3,000	3,000
Bank interest	68	38
Expenses		
Staff salaries	41,514	37,468
Staff pension costs	421	774
Staff training	1,077	1,030
Printing, postage and stationery	214	503
Telephone	1,646	2,509
Advertising and promotion	793	412
Legal and professional	180	575
Accountancy	350	2,850
Bookkeeping	5,160	5,794
Equipment leasing	1,020	850
Bank charges	3,682	2,952
Bad Debts	-	(250)
Sundry expenses	279	883
Consumables	6,502	2,900
Rent and rates	962	1,118
Light and heat	7,787	6,377
Insurances	2,807	2,101
Repairs and maintenance	4,748	6,264
Depreciation	<u>13,941</u>	<u>9,050</u>
	<u>93,083</u>	<u>84,160</u>
Net Profit for Year before Taxation	<u>33,743</u>	<u>11,863</u>

**INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS OF
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Clements Farm
Hemyock
Devon EX15 3UJ
Date:

S. Aldworth
S. Aldworth
20.05.2020

BROCKWEIR AND HEWELSFIELD VILLAGE SHOP ASSOCIATION LIMITED
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Retained reserves		145,282	117,044
		<u><u>£ 145,282</u></u>	<u><u>£ 117,044</u></u>

The financial statements were approved by the committee on ~~20.5.2020~~ and signed on its behalf by

P Stickland
Chairman

R Durrant
Hon. Treasurer

J Jenkin
Hon. Secretary

P Stickland

R Durrant

J Jenkin - Company Secretary

The notes on pages 7 to 9 form an integral part of these financial statements