



Mutual Societies Annual Return Form (AR30)

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

Society name:

Development 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



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

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	32418R
Registered office address	62 Beechwood Road Hackney London E8 3DY
Postcode	/

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	0	3	/	2	0	1	5
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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	Alex Bird
Address	15 Samuels Crescent Whitchurch Cardiff
Postcode	CF14 2TH
Year of birth	1948
Business occupation and other directorships	Consultant. See 1.6

1.4 Details of Treasurer

Name	N/A
Address	
Postcode	
Year of birth	yyyy
Business occupation and other directorships	

1.5 Details of Secretary

Name	Adrian Ashton
Address	6 White Hart Fold Todmorden
Postcode	OL14 7BD
Year of birth	1974
Business occupation and other directorships	Business Adviser None.

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
Alex Bird	15 Samuels Crescent Whitchurch Cardiff CF14 2TH	1948	Business adviser. Cardiff YMCA Housing Association Ltd. consultancy.coop LLP Wales Co-operative Development and Training Centre Ltd. Co-operatives UK Limited (2783R)
Gareth Nash	7, Cecil Street Lytham Lancashire FY8 5NN	1955	Business adviser. Co-operative and Mutual Solutions Limited 29378R Useful Work Limited 6291496 Concilium Consulting Community Interest Company 6947307 Co-Operatives North West Limited 5386784 Windowless Monads Limited 8846815
Jo White	City Works Alfred Street Gloucester GL1 4DF	1968	Business adviser. Co-operative Futures (3944484) Gloucestershire Gateway (6857427) South East Co-op Support (29723R) South West Co-op Support Limited Industrial Common Ownership Finance Ltd.
Adrian Ashton	6 White Hart Fold Todmorden OL14 7BD	1974	Business adviser None
Bob Cannell	35 Heaton Grove Bradford BD9 4DZ	1956	Business adviser Kings Arms Heaton Friends Ltd. Heaton Grove Estate Co. Ltd. Cooperative Business Consultants Ltd. Bradford CoHo Ltd.

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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

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?**

Members have an increased profile for their activities, and have been able to bid together for, and secure contacts they could not have gained alone

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?

There is an annual membership fee paid by all members
 Members participate in online meetings to discuss our affairs
 Members assist each other in bids for contracts
 Members attend our AGM

1.17 How did members democratically control the society?

Members elect our Board of Directors at our AGM on a one member one vote basis
The Board consists entirely of Members

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.

No distribution took place

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?

--

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

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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.

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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	17
B	Members ceased during year	0
C	Members admitted during year	2
D	Members at end of year	19
E	Turnover for year	4,475
F	Total of income and expenditure (receipts and payments added together)	9,066
G	Net surplus/(deficit) for year	(116)
H	Fixed assets	0
I	Current assets	5,118
J	Total assets (equal to amount in row O, below)	5,118
K	Current liabilities	25
L	Share capital	4,450
M	Long-term liabilities	0
N	Reserves	643
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	5,118
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

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

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 | ▶ Continue to section 4 |
| <input type="checkbox"/> Accountant's report | ▶ Complete questions 3.2 and 3.3 |
| <input type="checkbox"/> Lay audit | ▶ Complete questions 3.2 and 3.3 |
| <input checked="" type="checkbox"/> 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)

3 1 / 1 0 / 2 0 1 6

- 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	Adrian Ashton
Signature	
Phone number	07786 492313
Email	adrian.ashton2@gmail.com
Date	31/3/2017

Society No.: 32418R

DEVELOPMENT CO-OPERATIVE LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st March 2016

(Period: 1st April 2015 – 31st March 2016)

Secretary: A. Ashton

Registered Office: 62 Beechwood Road, London, E8 3DY

Principal Bankers: Co-operative Bank plc, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

The financial statements for the year have been produced without audit.

DIRECTORS' REPORT FOR THE YEAR

The directors present their report and the financial statements for the year.

PRINCIPAL ACTIVITIES

The co-operative's principal trading activity during the year was collaborative bidding for larger contracts relating to co-operative development and consultancy, alone or in partnership with others. Development Co-operative is a consortium of 19 Co-operative Development Bodies (CDB's) affiliated to Co-operatives UK. The co-operative aims to fill the current gap in the market for a dedicated co-operative development body with the capacity to engage in large-scale contracts and projects at UK, English-national and regional levels. The co-operative plans to combine, co-ordinate and channel the capacities of its members, and the skills and expertise of their specialist advisers to provide a coherent and seamless co-operative development service in regions and sectors where no service currently operates at scale.

BUSINESS REVIEW

During the year, the Business Plan was finalised with the support of Hackney CDA. The initial website was set up at www.cooperative-development.coop. The new domain name www.development.coop was secured by being transferred free of charge from the National Co-op Grocers. The Mutuals in Health contract was delivered in partnership with Bolt Partners. Contracts as Development Co-operative were bid for, including one from NESTA. The co-operative partnered with Co-operative Action Network on their Power to Change Community Business Leadership Programme bid. Two new members were welcomed during the year: Social Enterprise and Co-op Development and Co-operative Culture.

PLANS FOR FUTURE PERIODS

In the next year, the co-operative will be looking to bid for other large contracts. The co-operative has reviewed the membership offer and will continue to look to increase membership. Work will include bidding for other contracts as Development Co-operative including one from the Co-operative Councils Network and a research contract from Joseph Rowntree Foundation. The Board will be discussing the possibility of becoming a Federal Member of Co-operatives UK and the implications of that move. There will be further consultations with members and with non-member CDBs over the coming months. The directors have recommended that no dividends are paid this financial year.

DIVIDEND AND TRANSFER TO RESERVES

Full disclosure of all matters relating to fixed assets is set out in the notes to the financial statements.

DIRECTORS

The directors at the balance sheet date and at the beginning of the year (or on appointment if later), were as follows:

Alex Bird
Tamy Matanky
Hilary Sudbury (resigned 14/12/2015)
Gareth Nash
Jo White
Adrian Ashton (appointed 14/12/2015)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The law governing Co-operative and Community Benefit Societies requires the directors to prepare financial statements for each financial year which give a true and fair record of the affairs of the society and of the profit or loss of the society for that period. In preparing those financial statements the directors are required to:-

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the society and to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDIT REPORT

The society has opted out of the requirement to have a full audit or submit an audit exemption report as Rule 55 of the society's rules do not require a full audit, the assets are valued at less than £2,800,000, the turnover was less than £90,000 and a resolution "to disapply Section 83 of the Co-operative and Community Benefit Societies Act 2014" was passed at a general meeting (at which i. less than 20% of the votes cast were against the resolution and ii. less than 10% of the votes held within the society were cast against the resolution). The society has opted to submit unaudited accounts.

By Order of the Board:


Signed

Adrian Ashton
Name

Secretary/Director
Position

31/10/2016
Date


Signed

Alex Bird
Name

Director
Position

31/10/2016
Date


Signed

Jo White
Name

Director
Position

31/10/2016
Date

DEVELOPMENT CO-OPERATIVE LIMITED
YEAR ENDED 31ST MARCH 2016

PROFIT AND LOSS ACCOUNT FOR THE YEAR

	Notes	2016	2015
SALES		4,475	3,200
COST OF SALES		<u>3,455</u>	<u>1,410</u>
GROSS PROFIT		1,021	1,790
ADMINISTRATIVE EXPENSES	2	(1,136)	(1,131)
DEPRECIATION	4	-	-
OPERATING PROFIT		<u>(116)</u>	<u>659</u>
OTHER INCOME			
Donations		-	100
Bank interest	5	<u>-</u>	<u>-</u>
TOTAL OTHER INCOME		-	100
MEMBER DIVIDEND	3	-	-
NET PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		(116)	759
TAX ON PROFIT ON ORDINARY ACTIVITIES	6	-	-
RETAINED PROFIT		<u>(116)</u>	<u>759</u>

None of the society's activities were acquired or discontinued during the above two financial years.

The society has no recognised gains or losses other than those dealt with in the profit and loss account.

The "Notes to the financial statements" form part of these financial statements.

DEVELOPMENT CO-OPERATIVE LIMITED
YEAR ENDED 31ST MARCH 2016

BALANCE SHEET AT YEAR END

	Notes	2016	2015
Fixed Assets			
Fixed Assets	7	-	-
Investments	8	-	-
Current Assets			
Cash	9	4,210	5,066
Debtors, Prepayments & Work In Progress	10	907	521
		<u>5,118</u>	<u>5,587</u>
less			
Current Liabilities			
Creditors: Amounts falling within one year	11	24	578
Net Current Assets		<u>5,093</u>	<u>5,009</u>
Total Assets Less Current Liabilities		<u>5,093</u>	<u>5,009</u>
Creditors: Amounts falling due after more than one year	12	-	-
Net Worth		<u>5,093</u>	<u>5,009</u>
Financed By:			
Reserves b/f		759	-
Profit for Year	13	(116)	759
Shares	14	4,450	4,250
	15	<u>5,093</u>	<u>5,009</u>

The "Notes to the financial statements" form part of these financial statements.

The directors have taken advantage of the exemption conferred not to have these financial statements audited.

The director acknowledge their responsibilities for ensuring that:-

i) The society keeps accounting records which comply with the Co-operative and Community Benefit Societies Act 2014

ii) The financial statements give a true and fair view of the state of affairs of the society as at year end and of its profit for the year then ended, and which otherwise comply with the requirements of the Co-operative and Community Benefit Societies Act 2014 relating to financial statements, so far as is applicable to the society.

The financial statements were approved by the Board and signed on its behalf by:

	<u>Adrian Ashton</u>	<u>Secretary/Director</u>	<u>31/10/2016</u>
Signed	Name	Position	Date
	<u>Alex Bird</u>	<u>Director</u>	<u>31/10/2016</u>
Signed	Name	Position	Date
	<u>Jo White</u>	<u>Director</u>	<u>31/10/2016</u>
Signed	Name	Position	Date

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR

Notes

1. ACCOUNTING POLICIES

1.1 BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention.

1.2 TURNOVER

Turnover represents the total invoice value of services rendered during the year.

1.3 DEPRECIATION

Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives:-

Office equipment	50% Reducing balance
Furniture & Fittings	20% Reducing balance

1.4 DEFERRED TAXATION

Deferred taxation is provided where there is a reasonable probability of the amount becoming payable in the foreseeable future.

1.5 GOODWILL

Purchased goodwill is written off immediately against reserves. Goodwill which is generated by the activities of the company is not recognised as an asset on the balance sheet and the associated costs are written off to the profit and loss account when they are incurred.

1.6 WORK IN PROGRESS

Work in progress is valued on the basis of direct costs plus attributable overheads based on normal level of activity. Provision is made for any foreseeable losses where appropriate. No element of profit is included in the valuation of work in progress.

1.7 CASH FLOW STATEMENT

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the grounds that the company is small.

1.8 ACCOUNTING PERIOD

The accounting period covers the period from 1st April 2015 to 31st March 2016.

2. DIRECTORS' REMUNERATION

Wages and salaries, including Social Security costs

2016 2015

-	-
-	-

3. MEMBER DIVIDENDS

Interim dividend paid

Final dividend paid

-	-
-	-
-	-

4. OPERATING PROFIT

The operating profit is stated after charging:

Depreciation

-	-
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5. INTEREST RECEIVED

Interest receivable

-	-
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DEVELOPMENT CO-OPERATIVE LIMITED
YEAR ENDED 31ST MARCH 2016

	2016	2015
6. CORPORATION TAX ANNUAL RETURN		
Corporation tax chargeable	-	-
Adjustment for previous years	-	-
	-	-
7. TANGIBLE ASSETS		
Cost at beginning of year	-	-
Additions during year	-	-
At year end	-	-
Depreciation at beginning of year	-	-
Depreciation charge during period	-	-
Depreciation at year end	-	-
Net book value at year end	-	-
Net book value at beginning of year	-	-
8. SHARES HELD IN OTHER CO-OPERATIVES		
Development Co-op	-	-
	-	-
9. CASH		
Current bank account	4,210	5,066
Deposits and Cash	-	-
	4,210	5,066
10. DEBTORS, PREPAYMENTS & WORK IN PROGRESS		
Trade debtors	-	-
Other debtors	400	-
Work in progress	-	-
Prepayments	507	521
VAT	-	-
	907	521
11. CREDITORS; AMOUNTS FALLING DUE WITHIN ONE YEAR		
Trade creditors	-	-
Other Creditor	-	-
Corporation Tax	-	-
PAYE	-	-
VAT	24	300
Wages	-	-
Loans	-	-
Payments received in advance	-	-
Accruals	-	278
Bank account overdraft	-	-
	24	578
12. CREDITORS; AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		
Loans	-	-
	-	-
13. PROFIT & LOSS ACCOUNT		
Retained profits at beginning of year	759	-
Profits during the year	(116)	759
Retained profits at year end	643	759

DEVELOPMENT CO-OPERATIVE LIMITED
YEAR ENDED 31ST MARCH 2016

	2016	2015
14. SHARE CAPITAL		
Allotted, called up and fully paid		
Ordinary shares of £1 each	<u>4,450</u>	<u>4,250</u>
	<u>4,450</u>	<u>4,250</u>
15. RECONCILIATION OR MOVEMENTS IN MEMBERS FUNDS		
Profit for the financial year	<u>(116)</u>	<u>759</u>
	(116)	759
New shares subscribed	<u>200</u>	<u>4,250</u>
New addition to members' funds	<u>84</u>	<u>5,009</u>
Members' funds at beginning of year	5,009	-
Members' funds at year end	<u>5,093</u>	<u>5,009</u>
Represented by:-		
Equity interests:-		
Share capital	4,450	4,250
Retained profit at year end	643	759
	<u>5,093</u>	<u>5,009</u>

Management Information

	2016	2015
SALES	4,475	3,200
COST OF SALES	3,455	1,410
	<hr/>	<hr/>
GROSS PROFIT	1,021	1,790
ADMINISTRATIVE EXPENSES	(1,136)	(1,131)
DEPRECIATION	-	-
	<hr/>	<hr/>
OPERATING PROFIT	(116)	659
INTEREST RECEIVABLE		
Donations	-	100
Bank interest	-	-
	<hr/>	<hr/>
TOTAL OTHER INCOME	-	100
	<hr/>	<hr/>
NET PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	(116)	759

DEVELOPMENT CO-OPERATIVE LIMITED
YEAR ENDED 31ST MARCH 2016

	2016	2015
SALES		
Membership	800	1,700
Health Mutuals: Bolt Partners	3,675	1,500
	<hr/> 4,475	<hr/> 3,200
COST OF SALES		
Membership Dividend	-	-
Health Mutuals: Bolt Partners	3,455	1,410
	<hr/> 3,455	<hr/> 1,410
GROSS PROFIT		
Member Subscriptions	800	1,700
Health Mutuals: Bolt Partners	221	90
	<hr/> 1,021	<hr/> 1,790
ADMINISTRATIVE EXPENSES		
Project Development	-	350
Legal	-	250
Accountancy & Bookkeeping	-	-
Governance	-	299
Insurance	623	104
Website	271	128
Subscriptions	243	-
Bank Charges & Interest	-	-
Bad Debts / Write offs	-	-
	<hr/> 1,136	<hr/> 1,131