



## Mutual Societies Annual Return AR30 – Industrial and Provident Societies Act 1965 Form

Full name of society: **EFFINGHAM HOUSING ASSOCIATION**

### 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

'FCA', 'PRA', 'we' and 'us' refer to the Financial Conduct Authority or Prudential Regulation Authority.

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

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FCA use only		
	Date Received	Case Officer
1st		
2nd		



## Mutual Societies Annual Return AR30 –Industrial and Provident Societies Act 1965

### 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 ; and
- supporting documents.

Send to:

**Mutuals Team  
Financial Conduct Authority  
25 The North Colonnade  
Canary Wharf  
LONDON  
E14 5H2**

# 1

## Details of society

### 1.1 Details of the society

Register number	17008R
Registered office address	EFFINGHAM HOUSING ASSOCIATION 6 CROSSWAYS EFFINGHAM, SURREY
Postcode	KT24 5LW

### 1.2 Year end date (dd/mm/yyyy)

See Note 1.2

31 / 01 / 2013

### 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 PN JUBERT
Address	MANOR BARN HOUSE BROWNS LANE EFFINGHAM
Postcode	KT24 5NL
Year of birth	yyy 1951
Business occupation and other directorships	COMPANY DIRECTOR WOOD HARRIS LTD TRAR PROPERTIES WESTMEAD (EFFINGHAM) LTD

### 1.4 Details of Treasurer

Name	MR G DOUGHERTY
Address	CHESTNUTS LOWER FARM ROAD EFFINGHAM
Postcode	KT24 5JJ
Year of birth	yyy 1964
Business occupation and other directorships	ACCOUNTANT

## 1.5 Details of Secretary

Name	MRS. C. WARREN
Address	6 BARNES WALLIS CLOSE BROWNS LANE EFFINGHAM SURREY
Postcode	KT24 5GA
Year of birth	yyyy 1968
Business occupation and other directorships	SHOPKEEPER (PARTNER)

## 1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
MR K. CORNELL	HOME FARM HOUSE THE STREET EFFINGHAM KT24 5LP	yyyy 1936	CORNWELL BUSINESS CONSULTANT
MISS A. GROBEL	YEW TREE COTTAGE THE STREET EFFINGHAM KT24 5LP	yyyy 1938	RETIRED
MR S. PEACH	MANDR BARN COTTAGE BROWNS LANE EFFINGHAM KT24 5NL	yyyy 1967	BUILDING SOCIETY EMPLOYEE
MR K. WALKER	TINKERS END ORESTAN LANE EFFINGHAM KT24 5SW	yyyy 1946	CHARTERED ENGINEER RETIRED
		yyyy	
		yyyy	

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

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

—
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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

XLN 12 528

You must confirm that you have attached a copy of the Inland Revenue's letter to this return

☒ Yes

- 1.12 Is the society registered with the Homes and Communities Agency, 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

- ☐ Homes and Communities Agency  
☐ 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

Name

**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.

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

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

## 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	20
B	Members ceased during year	—
C	Members admitted during year	NIL
D	Members at end of year	20
E	Turnover for year	72,440
F	Total of income and expenditure (receipts and payments added together)	
G	Net surplus/(deficit) for year	44,722
H	Fixed assets	443,230
I	Current assets	111,724
J	Total assets (equal to amount in row O, below)	554,974
K	Current liabilities	39,29
L	Share capital	20
M	Long-term liabilities	NIL
N	Reserves	551,025
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	554,974

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

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


**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.

- ☒ 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)

25 / 04 / 2013

- 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	CHERYL WARREN
Signature	
Phone number	01372 450145 or 454034
Email	cheryl.warren@sky.com
Date	dd/mm/yy 14/07/2013.

**Registered Industrial and Provident Society Number: IP 17008R**

**EFFINGHAM HOUSING ASSOCIATION LIMITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2013**

**BULLIMORES**  
Chartered Accountants  
Old Printers Yard  
156 South Street  
Dorking  
Surrey RH4 2HF

**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**INFORMATION FOR THE YEAR ENDED 31 JANUARY 2013**

**COMMITTEE OF MANAGEMENT:**

P.N. Jubert (Chairman)

K.C. Cornwell

Miss A. Grobel

K. Walker

S. Peach

G.J. Dougherty – (Treasurer)

Mrs C.J. Warren - (Secretary)

**REGISTERED OFFICE:**

6 Crossways

Effingham

Surrey

KT24 5LW

**AUDITORS:**

Bullimores

Chartered Accountants

Old Printers Yard

156 South Street

Dorking

Surrey RH4 2HF

**EFFINGHAM HOUSING ASSOCIATION LIMITED**

**CONTENTS OF THE ANNUAL REPORT  
FOR THE YEAR ENDED 31 JANUARY 2013**

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EFFINGHAM HOUSING ASSOCIATION LIMITED

CHAIRMAN'S REPORT FOR THE YEAR ENDED 31 JANUARY 2013

The Association continues to rent accommodation to people of retirement age who are connected with the village.

With our large Crossways development completed and fully let, we are now concentrating on maintenance and upgrades to our properties which is a continuous process on old properties.

With the increase in energy costs being a constant problem to many of our tenants on fixed incomes, we are being very careful about changing our present night storage heating, as the alternatives, which will give more heat, will also cost more to run. We believe we must concentrate on reducing heat loss, and to this end hope that this summer we can start on upgrading some of the older windows we have in the properties. We are also investigating the government's Green Deal initiative on insulation to see if it has any relevance to the Association's properties.

The Association continues to be run by an unpaid volunteer committee which carries out all management of the Association. It is through this gesture that the Association is able to keep its rent exceedingly competitive in comparison to other residential accommodation being offered for rental.

Signed



N Jubert  
Chairman

22 April 2013

**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**STATEMENT OF COMMITTEE'S RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 JANUARY 2013**

Legislation requires the committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the profit or loss of the Association for that period. In preparing those financial statements, the committee 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 Association will continue in business.

The committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable it to ensure that the financial statements comply with the Friendly and Industrial and Provident Societies Act 1968. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**EFFINGHAM HOUSING ASSOCIATION LIMITED**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 JANUARY 2013**

		<u>2013</u>	<u>2012</u>
		£	£
	Notes		
<b>Turnover</b>	8	72,440	66,929
Operating costs	9	27,718	73,816
		<hr/>	<hr/>
<b>OPERATING SURPLUS (DEFICIT)</b>		44,722	( 6,887)
Interest receivable		239	371
Other Income		1,093	-
		<hr/>	<hr/>
<b>SURPLUS ON ORDINARY ACTIVITIES FOR YEAR</b>	10	46,054	( 6,516)
<b>SURPLUS BROUGHT FORWARD</b>	6	435,628	442,144
		<hr/>	<hr/>
<b>SURPLUS CARRIED FORWARD</b>		<u>£481,682</u>	<u>£435,628</u>

**CONTINUING OPERATIONS**

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

**TOTAL RECOGNISED GAINS AND LOSSES**

There were no recognised gains or losses other than the surplus for the above two financial years.

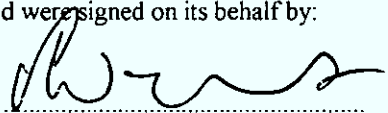
# EFFINGHAM HOUSING ASSOCIATION LIMITED

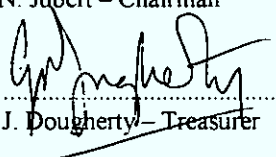
## BALANCE SHEET

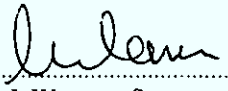
AS AT 31 JANUARY 2013

	Notes	<u>2013</u>		<u>2012</u>	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	2		443,230		443,230
<b>CURRENT ASSETS</b>					
Debtors	3	10,775		6,402	
Cash at bank and in hand		<u>100,949</u>		<u>59,983</u>	
		111,724		66,385	
<b>CURRENT LIABILITIES</b>					
Creditors falling due in less than one year	4	<u>3,929</u>		<u>4,644</u>	
			107,795		61,741
<b>TOTAL ASSETS LESS LIABILITIES</b>			<u>551,025</u>		<u>504,971</u>
<b>CAPITAL AND RESERVES</b>					
Share capital	5		20		20
Capital reserve	6	69,323		69,323	
Income and expenditure account	6	<u>481,682</u>		<u>435,628</u>	
			551,005		504,951
			<u>551,025</u>		<u>504,971</u>

The financial statements on pages 3 to 4 were approved by the Committee of Management on 22 April 2013 and were signed on its behalf by:

  
P.N. Jubert – Chairman

  
G.J. Dougherty – Treasurer

  
Mrs C.J. Warren - Secretary

**EFFINGHAM HOUSING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JANUARY 2013**

**1. ACCOUNTING POLICIES**

The Society is registered under the Industrial and Provident Societies Act 1965 and is regulated by the Financial Services Authority.

The principal accounting policies of the Association are set out below:

These financial statements are prepared under the historical cost convention in accordance with applicable accounting standards.

**Fixed Assets – Housing Properties (Note 2)**

These are stated at cost which includes the cost of freehold land, payments to building contractors and payment of professional fees relating to the freehold property development.

**Depreciation of Housing Land and Buildings**

The estimated useful economic life of the tangible fixed asset exceeds 50 years. The society considers therefore that the residual value of the freehold property, based on prices prevailing at the balance sheet date, will equal cost. There is therefore, no depreciable amount and there is no depreciation charge in the accounts.

**Capital Reserve**

In previous years transfers were made to capital reserve of all investment income, as this represents a small sum this year a transfer was not considered appropriate.

**Social Housing Grants**

When developments have been financed wholly or partly by Social Housing Grants (SHG), the cost of these developments has been reduced by the amount of grant received.

**Turnover**

Turnover represents rents receivable net of rent losses from voids.

**EFFINGHAM HOUSING ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JANUARY 2013**

**2. FIXED ASSETS - HOUSING PROPERTIES**

	<u>Rose Cottage</u> £	<u>Crossways</u> £	<u>Westmead</u> £	<u>Total</u> £
<b>COST</b>				
At 1 February 2012	56,838	193,163	220,500	470,501
Additions	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
As at 1 January 2013	56,838	193,163	220,500	470,501
	<hr/>	<hr/>	<hr/>	<hr/>
<b>LESS: SOCIAL HOUSING GRANTS</b>				
At 1 February 2012 and at 31 January 2013	(16,685)	(10,586)	-	(27,271)
	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>				
At 31 January 2013	£40,153	£182,577	£220,500	£443,230
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 January 2012	£40,153	£182,577	£220,500	£443,230
	<hr/>	<hr/>	<hr/>	<hr/>

**3. DEBTORS**

	<u>2013</u> £	<u>2012</u> £
Other Debtors	8,652	4,760
Prepayments and accrued income	2,123	1,642
	<hr/>	<hr/>
	10,755	6,402
	<hr/>	<hr/>

**4. CREDITORS**

Amounts falling due within one year:		
Trade Creditors	729	844
Accruals	3,200	3,800
	<hr/>	<hr/>
	3,929	4,644
	<hr/>	<hr/>

**5. SHARE CAPITAL**

Shares of £1 each, fully paid	20	20
	<hr/>	<hr/>

The shares held by members of the association hold no rights to interest, dividends or bonus. The association is a mutual society. Shareholders have no rights to the property, which would be transferred to an appropriate charitable institution or Housing Societies Charitable Trust in the event of the association winding up or being dissolved.

**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JANUARY 2013**

6.	<u>Capital Reserve</u>	<u>Income &amp; Expenditure Reserve</u>	<u>Total</u>
At February 2012	69,323	435,628	504,951
Movement in the year			
Surplus for year	—	<u>46,054</u>	<u>46,054</u>
At 31 <sup>st</sup> January 2013	<u>69,323</u>	<u>481,682</u>	<u>551,005</u>
7. <b>TURNOVER</b>		<u>2013</u>	<u>201</u>
Rents receivable		72,440	66,929
		<u>          </u>	<u>          </u>
8. <b>OPERATING COSTS</b>			
Direct property management		24,949	69,618
Administrative expenses		2,769	4,198
		<u>          </u>	<u>          </u>
		27,718	73,816
		<u>          </u>	<u>          </u>
9. <b>SURPLUS ON ORDINARY ACTIVITIES</b>			
is after charging:			
Auditors' remuneration		1,540	2,229
Remuneration of Committee of Management		Nil	Nil
10. <b>NUMBER OF UNITS MANAGED</b>		<u>17</u>	<u>17</u>

**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF MANAGEMENT**  
**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**FOR THE YEAR ENDED 31<sup>st</sup> JANUARY 2013**

We have audited the financial statements of Effingham Housing Association Limited for the year ended 31<sup>st</sup> January 2013 which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the Committee of Management as a body, in accordance with section 9 of the Friendly and Industrial and Provident societies Act 1968. Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in an auditor's 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 audit work, for this report, or for the opinions we have formed.

***Respective responsibilities of the committee of management and auditors***

The Committee of Management's responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of the Committee of Management's Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Industrial & Provident Societies Act 1965 and the Friendly & Industrial & Provident Societies Act 1968.

We also report to you, if in our opinion, the the society has not kept proper accounting records, if a satisfactory system of internal control has not been established and maintained, or if we have not received all the information and explanations we require for our audit.

***Basis of audit opinion***

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the committee of management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the society's circumstances, consistently applied and adequately disclosed.

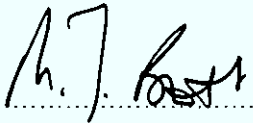
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF MANAGEMENT**  
**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**FOR THE YEAR ENDED 31<sup>st</sup> JANUARY 2013**

*Opinion*

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the society's affairs as at 31<sup>st</sup> January 2013 and of its excess of income over expenditure for the year then ended, and
- the financial statements have been properly prepared in accordance with the Industrial & Provident Societies Act 1965 and the Friendly & Industrial & Provident Societies Act 1968.



Mrs M.J. Brett  
Senior Statutory Auditor  
*for and on behalf of Bullimores LLP*  
Chartered Accountants & Registered Auditor  
Old Printer's Yard  
156 South Street  
Dorking  
Surrey RH4 2HF

Date: *1<sup>st</sup> May 2013*

**EFFINGHAM HOUSING ASSOCIATION LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JANUARY 2013**

	<u>2013</u>		<u>2012</u>	
	£	£	£	£
<b>INCOME</b>				
Net income from rents	72,440		66,929	
Deposit interest	239		371	
Other Income	1,093		-	
	<u>          </u>	73,772	<u>          </u>	67,300
<b>EXPENDITURE</b>				
<b>Estate costs:</b>				
Repairs and maintenance	15,091		61,024	
Garden maintenance	3,569		3,689	
Electricity and Gas	1,015		909	
Water	-		599	
Insurance	3,439		3,294	
Rent and rates	1,435		103	
Service charges	400		-	
<b>Overheads:</b>				
Auditors remuneration	1,540		2,229	
Legal fees	502		-	
Subscriptions and fees	235		518	
Bank charges	213		219	
Sundry expenses	279		1,232	
	<u>          </u>	27,718	<u>          </u>	73,816
(Deficit)/Surplus		<u>46,054</u>		<u>( 6,516)</u>