

## Annual Return (AR30) form

Society Name: Ashbourne Road District Allotment Association Limited

Society Num: 6237 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?

31/12/2020

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
Julia Slater	May	1972
Dave Hancox	Feb	1976
Eric Lindley	Aug	1947

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.

none

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
Julia Slater	May	1972

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	224
Turnover	12787.06
Assets	29379.66

**Number of Employees**

0

**Share Capital**

0

**Highest rate of interest  
paid on shares**

0

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**

**Botanical and zoological gardens and nature  
reserves activities (91040)**

\*

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 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

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

### 7A.1 What is the business of the society?

For example, did you provide housing, manufacture goods, develop IT systems etc.

The business of the association, as managed by the committee, is to provide allotments that are fit for use by the local community, to provide an atmosphere and ethos that encourages existing plot holders to gain as much as possible from the tenure of the plots in terms of crops, health, general enjoyment and community spirit.

### 7A.2 Please describe the members' common economic, social and cultural needs and aspirations.

In answering this question, please make sure it is clear what needs and aspirations members had in common.

The members tend their plots in order to grow vegetables and flowers, enjoy the natural surroundings, and relaxation that gardening brings, joining in with the growing community spirit and activities the association offers.

### 7A.3 How did the society's business meet those needs and aspirations?

You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

They tend their plots and interact with the committee through various lines of communication, a growing online community and typically open days that the plot holders were encouraged to participate in. Unfortunately the open days have not occurred due to COVID regulations.  
Experienced members were allocated areas of plots around the site in order to act as

### 7A.4 How did members democratically control the society?

For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

Via the annual general meeting. Raising issues with committee members to be considered to be considered at meetings; some of these have been virtually due to COVID regulations and members shielding.

#### 7A.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?

Profits the society makes are ploughed back into improving site facilities and security. This includes an onsite shop that is well used by plot holders as well as the local community.

## Notes

1. The Nationwide's account book had not been updated since 31/12/2015
2. A benefit of NAS membership paid for by the Association - see 6
3. Stationary, printing, postage and communication costs
4. Flowers sent to Peter Gresham's funeral
5. We now use Square to take card payments in the shop and online for shop purchases, rents, membership fees and key deposits; they charge between 1.75% and 1.9% of the transaction value with no monthly costs
6. Membership of The National Allotment Society (NAS)
7. Registration with the Information Commissioner's Officer for Data Protection; registering our new lease with HM Land Registry
8. Annual General Meetings and rent days
9. Depreciation of the building
10. A trial tablet and access to the internet was required to pilot the use of Square
11. Shop stock now appears in the Assets of the Association and the stock utilised during the year is shown in the expenditure rather than the cost of all stock during the year
12. Material donated by Members, the general public and our partners eg G F Tomlinson
13. The final year this will be paid as a new lease was signed in April 2020
14. Depreciation for shed on plot 10 for use by the Starter Plots
15. Fuel for equipment, equipment repair and maintenance, road stone, skips, other materials
16. The new lease signed in April 2020 starts at a lower rate than we previously paid but has annual increases applied over its term
17. Security fencing depreciation (over 10 years); new padlocks and cameras
18. Items from 2019 accounts not fitting into new format
19. Cost of fuel and maintenance of the equipment included in Maintenance expenditure
20. The keys we purchase are now treated as an Asset as we would be able to sell the padlocks and keys to another site; valued at 50% of the purchase cost; the deposits we collect are properly listed as a liability. As of 31/12/2020 we have 170 keys recorded in circulation but we know that there are more in circulation than this; numbers of keys have been increased by 25% to reflect this
21. Following successful trial of Square a new tablet was purchased and is depreciated over 2 years
22. Monies taken by Square on 31/12/2020 to be transferred on the the first working day of 2021
23. Income for membership fees, rent and potato orders taken in 2020 for services and sales to be completed in 2021
24. An adjustment to 2019's accounts to reflect the new approach regarding keys and shop stock



ARDAA 2020

Income	Notes	2020	2019	Expenditure	Notes	2020	2019	Surplus	2020	2019
Association										
Donations		£ 213.84	£ 279.85	Administration	3	£ 474.75	£ 508.50			
Interest		£ 4.78	£ 1.79	Insurance		£ 225.00				
Interest previous years	1	£ 20.24		Member Recognition	4	£ 35.00	£ -			
Kings Seeds	2	£ 213.64		Payment Processing	5	£ 115.45				
Membership		£ 1,325.00	£ 1,200.00	Professional Membership	6	£ 411.00	£ 372.00			
				Regulatory Compliance	7	£ 80.00				
				Room Hire	8	£ 105.00				
		<u>£ 1,777.50</u>	<u>£ 1,481.64</u>			<u>£ 1,446.20</u>	<u>£ 880.50</u>		<u>£ 331.30</u>	<u>£ 601.14</u>
Growing Academy										
Plant Sales		£ 1,222.42	£ 1,136.92	Equipment		£ 89.95				
		<u>£ 1,222.42</u>	<u>£ 1,136.92</u>	Stock		£ 7.20	£ 261.82		<u>£ 1,125.27</u>	<u>£ 875.10</u>
						<u>£ 97.15</u>	<u>£ 261.82</u>			
Shop										
Sales		£ 4,047.97	£ 6,773.72	Administration		£ 49.17	£ 9.99			
				Building	9	£ 600.00	£ 600.00			
				Equipment	10	£ 159.18				
				Stock	11	£ 2,520.98	£ 4,894.52			
		<u>£ 4,047.97</u>	<u>£ 6,773.72</u>			<u>£ 3,329.33</u>	<u>£ 5,504.51</u>		<u>£ 718.64</u>	<u>£ 1,269.21</u>
Site										
Recycled Materials	12	£ 377.90	£ 797.50	Fixtures	14	£ 130.00				
Rent		£ 4,488.07	£ 4,292.75	Health & Safety		£ 366.25	£ 3,717.83			
Rent Rebate	13	£ 873.20	£ 802.00	Maintenance	15	£ 2,205.97	£ 1,800.00			
				Rent	16	£ 900.00	£ 2,689.69			
				Security	17	£ 831.20	£ 8,207.52			
		<u>£ 5,739.17</u>	<u>£ 5,892.25</u>			<u>£ 4,433.42</u>	<u>£ 8,207.52</u>		<u>£ 1,305.75</u>	<u>£ (2,315.27)</u>
Other										
Coach Trip Sales	18		£ 350.00	Coach Trip Costs			£ 470.00			
Equipment Hire	19		£ 100.00							
Key Deposits	20		£ 1,175.00	Key Refunds	20		£ 385.00			
Sale of Marquee			£ 475.00	Starter Plot Sheds			£ 566.95			
Open Day			£ 465.31							
		<u>£ -</u>	<u>£ 2,565.31</u>			<u>£ -</u>	<u>£ 1,421.95</u>		<u>£ -</u>	<u>£ 1,143.36</u>
Total									<u>£ 3,480.96</u>	<u>£ 1,573.54</u>



ARDAA 2020

Assets	Notes	31/12/2020	31/12/2019	Liabilities	Notes	31/12/2020	31/12/2019	Net Assets	31/12/2020	31/12/2019
Cash & Cheques	20	£ 211.31	£ 84.73	Deferred Income	23	£ 6,236.80				
Keys		£ 1,473.70	£ 1,050.00	Key Deposits	20	£ 4,575.00	£ 3,895.00			
Nationwide	1	£ 3,967.23	£ 3,943.02							
NatWest Current #1		£ 8,826.49	£ 9,593.39							
NatWest Current #2		£ 3,426.50	£ 84.65							
NatWest Reserve		£ 904.92	£ 904.11							
Security Fencing	17	£ 4,222.82								
Shed Plot 10		£ 520.00								
Shop Building		£ 1,700.00	£ 2,300.00							
Shop Stock	11	£ 3,930.11	£ 1,022.00							
Shop tablet	21	£ 159.06								
Square	22	£ 37.52								
		<u>£ 29,379.66</u>	<u>£ 18,981.90</u>			<u>£ 10,811.80</u>	<u>£ 3,895.00</u>		<u>£ 18,567.86</u>	<u>£ 15,086.90</u>

<b>Funds</b>		
Opening	£ 15,086.90	£ 15,336.36
Retained Surplus	£ 3,480.96	£ 1,573.54
Adjustment		£ (1,823.00)
<b>Total</b>	<u><b>£ 18,567.86</b></u>	<u><b>£ 15,086.90</b></u>

*David Mox*

TREASURER

*John*

SECRETARY

*E. Smith*

CHAIRMAN