



Mutual Societies Annual Return Form (AR30)

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

Society name:

PENRITH ACTION FOR COMMUNITY TRANSITION LTD

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



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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	31972R
Registered office address	68 Arthur Street Penrith Cumbria CA11 7TX
Postcode	CA11 7TXCA11 7UL

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	0	3	/	2	0	1	7
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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	JOHN CHARLES WILLIAM BODGER
Address	68 Arthur Street Penrith
Postcode	CA11 7TX
Year of birth	1946
Business occupation and other directorships	Retired architect

1.4 Details of Treasurer

Name	JOHN ALFRED JOHNSON
Address	Cottesloe Greystoke Penrith
Postcode	CA11 0UQ
Year of birth	1942
Business occupation and other directorships	Retired

1.5 Details of Secretary

Name	CHRISTINE PRICE SUTHERLAND
Address	3 Sand Croft Penrith Cumbria
Postcode	CA11 8BB
Year of birth	1960
Business occupation and other directorships	Exercise teacher

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
MALCOLM CARRUTHERS	5 Cookson House Newton Road Penrith CA11 9EE	1947	Retired
GEOFFREY ROCKLIFFE-KING	White Gables Wordsworth Street Penrith CA11 7QY	1947	Development Economist
PETER SIMPSON	4 Carleton Terrace Penrith CA11 8LR	1938	Retired Director of Settle-Carlisle Railway Development Company Ltd and Penrith Parish Centre Ltd
NIGEL GRAHAM JENKINS	Pleasant View Farm Blencarn Penrith CA10 1TX	1970	Director of Eden Lighthouse
JAMES CHRISTOPHER CANT	Lake View Bampton Penrith CA10 2QU	1961	Computer programmer Director of PHD Computer Consultants Ltd
GRAHAM DAVID EXTON	5 Sandath Gardens Fell Lane Penrith CA11 8BG	1948	Retired schoolteacher

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

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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?

n/a

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?

n/a

1.17 How did members democratically control the society?

n/a

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.

n/a

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.

Continue to 2.1

Community benefit society

1.19 Who are the community the society benefited?

In general, the residents of Eden District in Cumbria.

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

PACT continued to promote and encourage fruit and vegetable growing, including a seed-swap event and stalls at public events. The Community Gardening group continues to plant and maintain many areas around Penrith and encourages people to grow and to share any surplus produce with the general public. They have also worked with the community on the Penrith in Bloom project.

PACT has worked with Freegle to set up and run regular Repair Cafes in three towns in Eden as well as several Give and Take days. PACT has also campaigned for a reduction of wasteful traffic-lighting at roundabouts on the outskirts of Penrith and has worked with others on the Penrith Neighbourhood Plan.

During the year PACT has hosted a talk on glaciation and climate change and a film about nuclear power and has supported the showing of other related films, to enable members of the community to become more aware of these issues.

PACT continued to work with other groups, including Freegle and Cumbria Action for Sustainability, Friends of Eden Public Transport, Penrith Partnership and Cumbria County Council Waste Prevention team, to deliver a variety of benefits to the residents of Penrith and Eden.

1.21 How did the society use any surplus/profit?

There was no surplus this year.

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	24
B	Members ceased during year	Nil
C	Members admitted during year	15
D	Members at end of year	39
E	Turnover for year	946
F	Total of income and expenditure (receipts and payments added together)	2,228
G	Net surplus/(deficit) for year	(336)
H	Fixed assets	Nil
I	Current assets	4,030
J	Total assets (equal to amount in row O, below)	4,072
K	Current liabilities	Nil
L	Share capital	42
M	Long-term liabilities	Nil
N	Reserves	4,030
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	4,072
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered 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 sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014

N/A

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

N/A

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 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	0	/	0	8	/	2	0	1	7
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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	CHRISTINE PRICE SUTHERLAND
Signature	
Phone number	077860 73584
Email	christinepsutherland@gmail.com
Date	16/10/17

Registered number
IP31972R

Penrith Action for Community Transition Limited

Report and Accounts

31 March 2017

The directors present their report and accounts for the year ended 31 March 2017.

PACT Limited was an unincorporated association which established as a limited company as an Industrial and Provident Society for the benefit of the community on March 5th, 2013.

Exemption

The directors have decided to take the exemption from audit for this financial year as provided for in its rules.

The Society's Objectives

The objects of the society are to carry on any business for the benefit of the community by:

- 1 Raising awareness of the issues associated with climate change, scarcity of resources and economic stability;
- 2 Reducing carbon emissions;
- 3 Increasing community resilience;
- 4 Actively working with other stakeholders to harness the energies of the local community to achieve the above three objectives.

Directors

The following persons served as directors during the year:

Nigel Jenkins (Chairman to September 2016)

John Johnson (Treasurer from June 2016)

Christine Sutherland (Secretary)

John Bodger (Chairman from September 2016)

Chris Cant (Treasurer to May 2016)

Malcolm Carruthers

Graham Exton

Geoff Rockliffe-King

Peter Simpson

Directors' Responsibilities for the Financial Statements

The directors are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the society. In preparing those financial statements, the directors are required to:

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

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 Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968. 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.

Penrith Action for Community Transition Limited


Registered number IP31972R

Directors' Report

Small Company Provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 11 August 2017 and signed on its behalf.

A handwritten signature in black ink, appearing to read 'John Bodger', with a stylized, cursive script.

John Bodger - Chairman
Director

Penrith Action for Community Transition Limited
Independent Examiner's Report

Independent Examiner's Report to the Directors of
Penrith Action for Community Transition Limited

I report on the accounts of the company for the year ended 31 March 2017, which are set out on pages 4 and 5.

You consider that the company is exempt from an audit for the year ended 31 March 2017. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

An examination of the company's accounting records was carried out and a comparison of the accounts presented with those records. This also included a consideration of any unusual items or disclosures in the accounts, with explanations being sought from the directors concerning any such matters. The procedures undertaken do not provide evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in statement below:

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records and comply with the requirements of section 396 of the Companies Act 2006have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Judith Heeley CPFA
11 August 2017

Penrith Action for Community Transition Limited
Balance Sheet as at 31 March 2017

	2017	2016
	£	£
Current Assets	4,030	4,524
Prepayments and accrued income	42	16
Creditors: amounts falling due within one year	<u>0</u>	(130)
Net current assets	<u>4,072</u>	<u>4,410</u>
Capital and reserves	<u>4,072</u>	<u>4,410</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 4A(1) of the Friendly and Industrial and Provident Societies Act 1968.

The members have not required the company to obtain an audit under the above section.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the micro-entities regime.



John Bodger - Chairman



John Johnson - Treasurer

Approved by the board 11 August 2017

Penrith Action for Community Transition Limited
Profit and Loss Account for the year ended 31 March 2017

	2017	2016
	£	£
Income	946	20,142
Administrative expenses	(1,282)	(28,628)
Tax	0	(2)
Deficit for the financial year	(336)	(8,488)