



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.

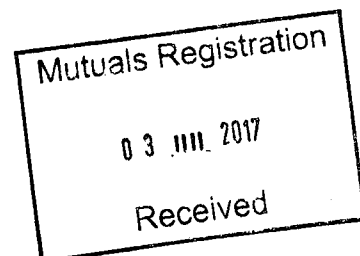
5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.

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.



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

Society name:

ASHBOURNE ROAD & DISTRICT ALLOTMENTS ASSOCIATION 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

1 Details of society

1.1 Details of the society

| | |
|---------------------------|---|
| Register number | IPO 6237R |
| Registered office address | ASHBORNE ROAD & DISTRICT ALLOTMENT ASSOCIATION, MACKWORTH ROAD (OFF KEDLESTON ROAD) DERBY |
| Postcode | DE22 3BL |

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 3 | 1 | / | 1 | 2 | / | 2 | 0 | 1 | 6 |
|---|---|---|---|---|---|---|---|---|---|

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 IAN FRASER STEWART |
| Address | 401, DUFFIELD ROAD, ALLESTREE, DERBY |
| Postcode | DE22 2EQ |
| Year of birth | 1945 |
| Business occupation and other directorships | Retired |

1.4 Details of Treasurer

| | |
|---|---|
| Name | Mr KENNETH RICE |
| Address | 3, THISTLEDOWN CLOSE DARLEY ABBEY, DERBY |
| Postcode | DE22 1RJ |
| Year of birth | yyyy |
| Business occupation and other directorships | RETIRED |

1.5 Details of Secretary

| | |
|---|---|
| Name | MR CHRISTOPHER DAWSON |
| Address | 3, PARK VIEW CLOSE, ALLESTREE, DERBY |
| Postcode | DE22 2GH |
| Year of birth | 1948 |
| Business occupation and other directorships | RETIRED |

1.6 Details of Members of the Committee

| Name | Address | Year of birth | Business occupation and other directorships |
|--------------------|--|---------------|---|
| MRS BARBARA DAWSON | 3, PARK VIEW CLOSE, ALLESTREE, DERBY | yyyy | Retired |
| MR JEROME PEAT | 177 DUFFIELD RD DERBY | yyyy | Retired |
| MR. LEE PICKERING | 23, SIMMS AVENUE, DERBY | yyyy | UNEMPLOYED |
| MR DAVID ANDERSON | 22, CRABTREE CLOSE, DERBY | yyyy | Retired |
| MRS ANGELA LAURIE | 12, MERTON DRIVE, MACKWORTH, DERBY | yyyy | NHS |
| MRS GLYNIS SMITH | DOLLY HOUSE, 105, BROADWAY, DERBY, DE22 1BP1 | yyyy | Retired |

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

| |
|------|
| NONE |
|------|

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?**

THE BUSINESS OF THE ASSOCIATION, AS MANAGED BY ITS COMMITTEE, IS TO PROVIDE ALLOTMENTS THAT ARE FIT FOR USE BY THE LOCAL COMMUNITY AND TO PROVIDE AN ATMOSPHERE AND ETHOS THAT ENCOURAGES EXISTING PLOT HOLDERS TO GET AS MUCH AS POSSIBLE OUT OF THE TENURE OF THEIR PLOTS IN TERMS OF CROPS, GENERAL ENJOYMENT AND COMMUNITY SPIRIT.

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?

THEY TENDED THEIR PLOTS AND INTERACTED WITH THE COMMITTEE THROUGH VARIOUS LINES OF COMMUNICATION. THERE WERE ALSO OPEN DAYS IN WHICH PLOT HOLDERS WERE ENCOURAGED TO PARTICIPATE

1.17 How did members democratically control the society?

VIA THE ANNUAL GENERAL MEETING AND RAISING ANY ISSUES WITH COMMITTEE MEMBERS TO BE CONSIDERED AT MONTHLY COMMITTEE MEETINGS

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.

WHAT PROFITS THE SOCIETY MAKES ARE PLOUGHED BACK INTO IIMPROVING THE SITE FACILITIES AND PROVIDING SOIL CONDITIONER AND MANURE FOR THE PLOT HOLDERS TO PURCHASE. IT WAS ALSO USED TO START UP AN ON-SITE SHOP FOR THE BENEFIT OF PLOT HOLDERS.

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.

NONE

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?

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.

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 | 137 |
| B | Members ceased during year | 7 |
| C | Members admitted during year | 10 |
| D | Members at end of year | 140 |
| E | Turnover for year | 6487.53 (7150.09 - 662.56 VAT) |
| F | Total of income and expenditure (receipts and payments added together) | Not anticipating lay audit appointments for next year |
| G | Net surplus/(deficit) for year | 3105.03 |
| H | Fixed assets | 3150 |
| I | Current assets | 11779.26 (Year end Bank + Year end Stock) |
| J | Total assets (equal to amount in row O, below) | 14929.26 |
| K | Current liabilities | NIL |
| L | Share capital | NIL |
| M | Long-term liabilities | NIL |
| N | Reserves | 14929.26 |
| O | Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above) | 14929.26 |
| 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

| |
|------|
| NONE |
| |
| |
| |
| |
| |
| |
| |
| |

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

| |
|------|
| NONE |
| |
| |
| |
| |
| |
| |
| |
| |

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)

0 5 / 0 2 / 2 0 1 7


- 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 | Mr. Christopher Dawson |
| Signature |  |
| Phone number | 07426854569 |
| Email | Secretary@araa.org.uk |
| Date | 24 June 2017 |

ARDAA - Accounts for 2016

Trading Account

| | Income | | Expenditure | |
|-----------------------|-------------------|------------------|------------------------------|-------------------------------------|
| | 2016 | 2015 | 2016 | 2015 |
| Rents Received | £3,718.00 | £3,296.10 | Insurance Premium | £170.00 : £440.00 |
| Rent Rebate DCC | £841.00 | £719.00 | Phone top up | £20.00 |
| Key Deposits | £775.00 | £629.00 | Stationery/ Consumable | £144.04 : £3.09 |
| Associate Membership | £57.50 | £65.00 | Stamps/Postage | £45.89 : £37.68 |
| | | | Site Maintenance | £1,008.87 : £725.02 |
| | | | Skip Hire | £524.00 |
| | | | Fuel & Oil | £92.66 : £127.49 |
| | | | Flowers and Donations | £25.00 |
| Manure | £434.00 | £608.02 | Rent Paid to DCC | £1,800.00 : £1,800.00 |
| University Fun Day | £18.35 | | Web Site Hosting | £121.01 |
| Plant Table Sale | | £171.44 | Manure and Compost | £386.75 : £355.84 |
| Insurance Refund | | £127.50 | Allotment Society Membership | £330.00 : £315.10 |
| Interest | £16.21 | £0.78 | Equipment Repairs | £68.63 |
| Equipment Hire | £188.00 | £314.00 | Christmas Trees - Ploy 11 | £120.00 |
| Donations | £137.00 | £35.50 | Shop - Costs | £42.93 : £276.73 |
| Shop - Sales | £2,902.77 | £2,266.28 | Key Deposit Refunds | £440.00 : £230.00 |
| Misc Sales | | £9.22 | Regulatory Fees | £60.00 : £60.00 |
| | | | Keys - Purchases | £104.00 : £293.20 |
| Event's Group Surplus | £1,167.29 | £531.25 | Legal Fees | £180.00 |
| | | | Shop - Stock | £2,131.32 : £2,149.58 |
| | <u>£10,255.12</u> | <u>£8,773.09</u> | | <u>£7,150.09</u> : <u>£7,478.74</u> |

Funds Reconciliation

| ARDAA Funds | | Cash at Bank and Petty Cash | |
|---------------------------|--------------------------------------|-----------------------------|--------------------------------------|
| Funds at 1st January | £8,144.23 : £6,849.88 | Closing Balances | |
| Trading Surplus / Deficit | £3,105.03 : £1,294.35 | Natwest Current Account: | £4,512.76 : £2,494.16 |
| | | Natwest Reserve Account | £901.30 : £900.82 |
| | | Derbyshire | £3,943.02 : £3,927.29 |
| | | Events Committee's Account | £1,858.54 : £691.25 |
| | | | <u>£11,215.62</u> : <u>£8,013.52</u> |
| | | Cash In Hand - Petty Cash | £33.64 : £60.71 |
| | | Letting Secretary's Float | £70.00 |
| Funds at 31/12/2016 | <u>£11,249.26</u> : <u>£8,144.23</u> | | <u>£11,249.26</u> : <u>£8,144.23</u> |

Mutuals Registration

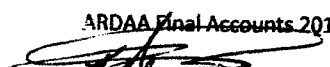
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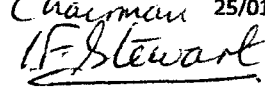
Received

Note: Fixed Asset at 1/1/2016; £3500 At 31/12/2016 £350

SHOP Trading Summary for 2016

| | | | |
|---------------------------|------------------|------------------------------|------------------|
| Shop Sales | £2,902.77 | Year End Stock - Dec 2015 | £539.23 |
| Year End Stock - Dec 2016 | £530.00 | Shop Costs | £42.93 |
| | | Shop Stock purchased in 2016 | £2,131.32 |
| | | 2016 Trading Surplus | £719.29 |
| | <u>£3,432.77</u> | | <u>£3,432.77</u> |

ARDAA Final Accounts 2016 send.xlsx

TREASURER.

Chairman 25/01/2017


Verified by:
