



Mutual Societies Annual Return Form (AR30)

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

Society name: **WEBARCH 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

1

Details of society

1.1 Details of the society WEBARCH CO-OPERATIVE LIMITED

Register number	31305 R
Registered office address	HARLAND WORKS 68a JOHN STREET SHEFFIELD
Postcode	S2 4QU

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

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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	CHRISTOPHER DENNIS CROOME
Address	WEBARCHITECTS, HARLAND WORKS, 68a JOHN STREET, SHEFFIELD
Postcode	S2 4QU
Year of birth	yyyy
Business occupation and other directorships	SYSTEMS ADMINISTRATION

1.4 Details of Treasurer

Name	KATE DAWSON
Address	WEBARCHITECTS, HARLAND WORKS, 68a JOHN STREET, SHEFFIELD
Postcode	S2 4QU
Year of birth	yyyy
Business occupation and other directorships	ADMINISTRATION

1.5 Details of Secretary

Name	JONATHAN COOK
Address	WEBARCHITECTS, HARLAND WORKS, 68a JOHN STREET, SHEFFIELD
Postcode	S2 4QU
Year of birth	yyyy
Business occupation and other directorships	ADMINISTRATION / EDUMAKE CO-OP PRINCIPLE 5 CO-OP

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
CHRISTOPHER DENNIS CROOME	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	SYSTEMS ADMINISTRATION
ADAM MORAN	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	ADMINISTRATION
KATE DAWSON	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	SYSTEMS ADMINISTRATION
JONATHAN COOK	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	ADMINISTRATION EDUMAKE CO-OP PRINCIPLE 5 CO-OP
MINA NIELSON	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	yyyy	WEB DESIGN
ROBERT DAINES	WEBARCHITECTS HARLAND WORKS 68a JOHN ST. SHEFFIELD S2 4QU	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

0

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 N/A

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 WERE HELPED TO REDUCE THEIR 'CARBON FOOTPRINT' BY USE OF OUR SUSTAINABLY-POWERED WEB HOSTING. ALSO BY EDUCATION IN USE OF FREE / LIBRE OPEN SOURCE SOFTWARE, WEB DESIGN, EMAIL & SYSTEMS ADMIN. WE MAINTAIN ETHICAL, RESPONSIBLE BUSINESS VALUES & ALSO HELP CAMPAIGNING GROUPS WITH INTERNET-RELATED MATTERS.

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?

AS WORKER-MEMBERS, CLIENT-MEMBERS AND/OR BY ATTENDANCE AT GENERAL MEETINGS (TAKING PART IN DECISION-MAKING).

1.17 How did members democratically control the society?

GENERAL MEETINGS ARE THE MAJOR DECISION-MAKING PROCESS FOR OUR CO-OPERATIVE. ALL MEMBERS ARE INVITED, AND MANY ATTEND.

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.

0

Continue to 2.1

Community benefit society

1.19 Who are the community the society benefited?

N/A

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	54
B	Members ceased during year	0
C	Members admitted during year	2
D	Members at end of year	56
E	Turnover for year	51,701
F	Total of income and expenditure (receipts and payments added together)	N/A
G	Net surplus (deficit) for year	(129)
H	Fixed assets	5,210
I	Current assets	3,962
J	Total assets (equal to amount in row O below)	27,078 9,172
K	Current liabilities	174
L	Share capital	27,078
M	Long-term liabilities	(18,080)
N	Reserves	-
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	9,172

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

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.

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Full professional audit | ▶ Continue to section 4 |
| <input checked="" 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 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)

14 / 06 / 2017

- 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	JONATHAN COOK
Signature	J. Cook
Phone number	0114 2769 709
Email	jonathan@webarchitects.coop
Date	dd/mm/yy 30/06/2017

WEBARCH CO-OPERATIVE T/A WEBARCHITECTS

TRADING ACCOUNT
FOR THE YEAR ENED 31st DECEMBER 2016

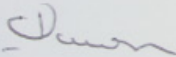
	2016		2015	
	£	£	£	£
<u>INCOME</u>				
Sales		51,701		48,129
<u>COST OF SALES</u>				
Purchases		22,352		23,650
<u>GROSS PROFIT</u>		29,349		24,479
<u>EXPENSES</u>				
Salaries	22,175		20,801	
Rent	2,310		2,310	
Repairs and renewals	324		394	
Travel	57		143	
Telephone	239		244	
Accountancy	174		168	
Sundries	1,635		841	
Bank charges	140		182	
Depreciation	2,424	29,478	2,424	27,507
<u>NET LOSS</u>		(129)		(3,028)

WEBARCH CO-OPERATIVE T/A WEBARCHITECTS

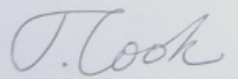
BALANCE SHEET AT 31st DECEMBER 2016

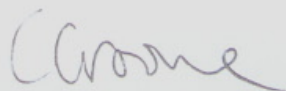
	2016		2015	
	£	£	£	£
<u>FIXED ASSETS</u>				
Equipment		5,210		7,634
<u>CURRENT ASSETS</u>				
Cash at bank	3,962		1,600	
<u>CURRENT LIABILITIES</u>				
Creditors	174		168	
<u>NET CURRENT ASSETS</u>		3,788		1,432
		8,998		9,066
Represented by:				
<u>CAPITAL ACCOUNTS</u>				
Share capital		27,078		27,017
Profit or Loss Account		(18,080)		(17,951)
		8,998		9,066

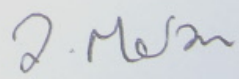
I have prepared the Accounts from books, vouchers and information as supplied and certify as correct in accordance therewith.


S.R. Dawson
Chartered Accountant

13th June 2017


JONATHAN COOK
SECRETARY
30/06/17


CHRISTOPHER CROOME
COMMITTEE MEMBER
30/06/17


ADAM MORAN
COMMITTEE MEMBER
30/06/17