



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:

1 Details of society

• write clearly; and **1.1** Details of the society **CLAPHAM PATCHING COMMUNITY SHOPS CAFE PROJECT**

• arrange for it to be signed and dated by all relevant individuals.

3 If you make a mistake, cross 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;

Registered office address	159 THE STREET CLAPHAM NORTHING, WEST SUSSEX
Postcode	BN13 3UU

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

1.2 Return date (dd/mm/yyyy)
See Note 1.2
31 / 03 / 2018

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 **Committee of management**
Email a scanned copy of the signed form and supporting documents to mutualsannrtns@fca.org.uk 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.

or send it by post to:
Mutuals Team
Financial Conduct Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5HS

1.3 Details of Chairman

Name	HAYDN SMITH
Address	172 THE STREET CLAPHAM NORTHING, WEST SUSSEX
Postcode	BN13 3UU

MUTUAL SOCIETIES REGISTRATION
FINANCIAL CONDUCT AUTHORITY
01 OCT 2018
CERTIFIED AS A TRUE COPY

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 accountants report where required; and
- any supporting documents.

Year of birth	yyyy 1946
Business occupation	RETIRED

1.4 Details of Treasurer

ANGELA CHAPMAN
159 THE STREET
CLAPHAM
NORTHING, WEST SUSSEX
BN13 3UU
1944 RETIRED

1.5 Details of Secretary

Name	NYVETTE FISHER
Address	FOUR WINDS THE STREET CLAPHAM NORTHING. WEST SUSSEX
Postcode	BN13 3UU
Year of birth	yyyy 1955
Business occupation and other directorships	SELF EMPLOYED

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
TRACEY HEADLEY - SMITH	95 HARDELOES RD. ANGMERING BN16 4LD	yyyy 1964	PLANNING OFFICER
ALAN PERRETT	THE COTTAGE THE STREET CLAPHAM BN13 3UU	yyyy 1948	RETIRED
MAX TOOTHORSON	167a Hazel Cottage Clapham BN13 3UU	yyyy 1993	PRODUCT SPECIALIST
		yyyy	
		yyyy	
		yyyy	

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

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

Vodafone Limited. Registered address: Vodafone House, The Connection, Newbury, Berkshire RG14
2FN. Registered in England No. 1471587.

Bona fide co-operative society

1.14 How did members benefit from the business, industry or trade of the society during the year?

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?

1.17 How did members democratically control the society?

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.

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?

THE LOCAL COMMUNITY OF CLAPHAM
AND PATCHING, WEST SUSSEX AND
SURROUNDING LOCALITIES

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

1) INITIATED NEGOTIATIONS FOR A
REPLACEMENT COMMUNITY SHOP/CAFE
2) SUBMITTED (AND SUBSEQUENTLY RECEIVED)
PLANNING PERMISSION FOR A NEW
BUILDING

1.21 How did the society use any surplus/profit?

SURPLUS FUNDS HELD IN A BANK ACCOUNT
PENDING THE COMMISSIONING OF THE
NEW BUILDING

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

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	6
B	Members ceased during year	1
C	Members admitted during year	1
D	Members at end of year	6
E	Turnover for year	167
F	Total of income and expenditure (receipts and payments added together)	6554
G	Net surplus/(deficit) for year	6554
H	Fixed assets	NONE
I	Current assets	NONE
J	Total assets (equal to amount in row O, below)	6554
K	Current liabilities	NONE
L	Share capital	NONE
M	Long-term liabilities	NONE
N	Reserves	6554
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	NONE
Q	Loans from members	NONE
R	Loans from Employees' Superannuation Schemes	NONE
S	Dividends on sales	NONE
T	Share interest	NONE

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
Unaudited

- Complete questions 3.2 and 3.3
- 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)

~~16/07/2018~~ 25/06/2018

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	YVETTE FISHER
Signature	
Phone number	01903 871255
Email	yvette_fisher@hotmail.co.uk
Date	dd/mm/yy 26 09 2018

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

THE CLAPHAM & PATCHING COMMUNITY SHOP
& CAFE PROJECT LIMITED

On accounts for the
year ended

31st March 2018

Charity
no (if any)

Respective
responsibilities of
trustees and examiner

The Management Committee are responsible for the preparation of the accounts. The Management Committee consider that an audit is not required for this year and that an independent examination is needed. It is my responsibility to:

- examine the accounts
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

An examination was carried out and includes a review of the accounting records kept and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Management Committee concerning any such matters. The procedures undertaken do not provide all the 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 the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements have not been met.

Signed:

A Woolner

Date:

14/05/2018

Name:

Andrew Woolner

Address:

3 Church Close,

Clapham Village

Worthing, West Sussex. BN13 3XP

THE CLAPHAM & PATCHING COMMUNITY SHOP & CAFE PROJECT LIMITED

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2018**

	<u>2018</u>		<u>2017</u>
	£	£	£
INCOME			
Transfer from The CPCSC Project		0	9,796
Donations		167	370
Fundraising		0	838
		<u>167</u>	<u>11,004</u>
ADMINISTRATION EXPENSES		2,727	2,040
DEFICIT /SURPLUS FOR THE YEAR		<u><u>-2,560</u></u>	<u><u>8,964</u></u>

BALANCE SHEET AS AT 31st MARCH 2018

CASH AT BANK		<u>6,554</u>	<u>8,964</u>
REPRESENTED BY:			
SHARE CAPITAL		150	0
RESERVES B/FWD	8,964		0
DEFICIT/ SURPLUS FOR THE YEAR	<u>-2,560</u>	<u>8,964</u>	
		6,404	8,964
TOTAL FUNDS		<u><u>6,554</u></u>	<u><u>8,964</u></u>

A Chapman
J Fisher
Wayde Smith

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