BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

FCA
FINANCIAL CONDUCT AUTHORITY

Mutual Societies Annual Return Form (AR30)

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

Society name:

Atwell Housing Co-operative 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

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

mutualsannrtns@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	28429R
Registered office address	3 Marshalsea Road London
Postcode	SE1 1EP

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

31 / 03 / 2014

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	MAUREEN STABLES
Address	17 Strawfields Welwyn Garden City Herts
Postcode	AL7 1RB
Year of birth	N/K
Business occupation and other directorships	Retired - Housing Consultant; Director - Co-operative Housing Finance Society, CDS Co-operatives (17107R)

1.4 Details of Treasurer

Name	N/A
Address	
Postcode	
Year of birth	yyyy
Business occupation and other directorships	

1.5 Details of Secretary

Name	STEPHEN BROWN
Address	441 Wick Lane Bow London
Postcode	E3 2TB
Year of birth	1964
Business occupation and other directorships	Corporate Services Director - CDS Coperatives

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
See Attached Sheets		yyyy	
		yyyy	
		yyyy	
		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

2

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 co-op conducted no business in the past year. It has remained a shell co-operative, never having taken over either ownership or management of any housing stock. The co-op is no longer admitting new members and we will be seeking to cancel the registration of this co-operative in the coming 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?

N/A.

1.17 How did members democratically control the society?

There is a founder member committee which administers the co-op, albeit that the co-op has no operational activity. The founder members will be ballotting the remaining members about cancelling the registration in the near future.

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.

Profits are not distrubuted to members.

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.

Nil

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	25
B	Members ceased during year	5
C	Members admitted during year	4
D	Members at end of year	24
E	Turnover for year	5
F	Total of income and expenditure (receipts and payments added together)	N/A
G	Net surplus/(deficit) for year	5
H	Fixed assets	Nil
I	Current assets	106
J	Total assets (equal to amount in row O, below)	106

K	Current liabilities	Nil
L	Share capital	24
M	Long-term liabilities	Nil
N	Reserves	82
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	106

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

Nil

2.3Names 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

Nil

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)

24 / 11 / 2014

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	Stephen Brown
Signature	
Phone number	020 7397 5712
Email	stephen.brown@cds.coop
Date	14/10/2014

COMMITTEE OF MANAGEMENT – ATWELL HOUSING CO-OPERATIVE LIMITED
AS OF 22/10/2014

R/IP/AR30 ANNUAL RETURN **28429R**

NAME	ADDRESS	Y.O.B.	OCCUPATION & OTHER DIRECTORSHIPS
Chair MAUREEN STABLES	17 STRAWFIELDS WELWYN GARDEN CITY HERTS AL7 1RV	N/K	RETIRED HOUSING CONSULTANT CDS CO-OPERATIVES (17107R) CO-OPERATIVE HOUSING FINANCE SOCIETY
CYRIL DAVENPORT	18 TRINITY PLACE BEXLEYHEATH KENT DA6 7AX	N/K	DRIVER CDS CO-OPERATIVES (17107R)
THERESA LYONS	9 ASCOT HOUSE EPSOM CLOSE MAIDSTONE KENT ME15 8XF	N/K	RETIRED CDS CO-OPERATIVES (17107R) SENACRE HOUSING CO-OP (24518R)
VAL CAMPBELL	12 ABBOTT'S HOSPITAL HIGH STREET GUILDFORD GU1 3AJ.	N/K	RETIRED MEDICAL SECRETARY
PAULA FARROW	128 KENT AVENUE MINSTER SHEERNESS KENT ME12 2DU	N/K	PLAYGROUP BUSINESS MANAGER CDS CO-OPERATIVES (17107R) MINSTER HOUSING CO-OP (28417R)
LAWRENCE ZOLLNER	3b LAMBERT ROAD LONDON SW2 5BA	N/K	FREELANCE FABRIC CUTTER CDS CO-OPERATIVES (17107R) BONHAM & STRATHLEVEN CO-OP (22285R)

COMMITTEE OF MANAGEMENT – ATWELL HOUSING CO-OPERATIVE LIMITED
AS OF 22/10/2014

R/IP/AR30 ANNUAL RETURN **28429R**

NAME	ADDRESS	Y.O.B.	OCCUPATION & OTHER DIRECTORSHIPS
STEPHEN MALLABURN	62 GREAT GANETT WELWYN GARDEN CITY HERTS AL7 3DE	N/K	MAINTENANCE OFFICER CDS CO-OPERATIVES (17107R)
Secretary STEPHEN BROWN	441 WICK LANE OLD FORD LONDON E3 2TB	1964	ADMINISTRATION MANAGER – THE CO-OPERATIVE DEVELOPMENT SOCIETY LTD

PLEASE NOTE: THIS IS A FOUNDER MEMBER CO-OPERATIVE. THE COMMITTEE MEMBERS ALSO SERVE AS FOUNDER MEMBERS OF A NUMBER OF OTHER CO-OPERATIVES NEWLY DEVELOPED BY THE CO-OPERATIVE DEVELOPMENT SOCIETY LTD.

ATWELL HOUSING CO-OPERATIVE LIMITED

FINANCIAL STATEMENTS

FOR THE

YEAR ENDED 31ST MARCH 2014

ATWELL HOUSING CO-OPERATIVE LIMITED

REPORT OF THE COMMITTEE OF MANAGEMENT

FOR THE YEAR ENDED 31ST MARCH 2014

The Committee of Management present their report together with the audited financial statements for the year ended 31st March 2014.

Statement of Committee's Responsibilities

The Industrial and Provident Societies Acts require the Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Co-operative and of the surplus or deficit for the period. In preparing those financial statements, the committee are required to:-

- Select suitable accounting policies and then apply them consistently;

- make judgments and estimates that are reasonable and prudent;

- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements.

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Co-operative will continue in business.

The committee are responsible for ensuring that arrangements are made for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Co-operative and to enable them to ensure that the financial statements comply with the Industrial and Provident Societies Acts 1965 to 2002. They are also responsible for safeguarding the assets of the Co-operative and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Appleby & Wood have expressed their willingness to continue in office and a resolution to re-appoint them will be at the annual general meeting.

BY ORDER OF THE COMMITTEE

ATWELL HOUSING CO-OPERATIVE LIMITED

AUDITORS' REPORT

Independent Auditor's Report to the Members of Atwell Housing Co-operative Limited

We have audited the financial statements of Atwell Housing Co-operative Limited for the year ended 31st March 2014 which comprise the income and expenditure account and the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the society's members, as a body, in accordance with Industrial and Provident Societies Acts 1965 to 2002. Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of committee and auditor

As explained more fully in the Committee's Responsibilities Statement the committee is responsible for the preparation of financial statements which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial Statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Co-operative's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion of financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Co-operative's affairs as at 31st March 2014 and of its income and expenditure for the year then ended;and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the Industrial and Provident Societies Acts 1965 to 2002 and the information provided in the committee report is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Friendly and Industrial and Provident Societies Acts 1965 to 2002 require us to report to you if, in our opinion:

- proper books of account have not been kept by the Co-operative in accordance with the requirements of the legislation
- a satisfactory system of control over transactions has not been maintained by the Co-operative in accordance with the requirements of the legislation,
- the income and expenditure account or the other accounts (if any) to which our report relates, and the balance sheet are not in agreement with the books of account of the Co-operative.
- we have not obtained all the information and explanations necessary for the purposes of our audit.

2?. 9. 14

Appleby and Wood

40 The Lock Building
72 High Street
London

APPLEBY & WOOD
Statutory Auditors

ATWELL HOUSING CO-OPERATIVE LIMITED

GENERAL INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2014

	2014 £	2013 £
Shares Forfeited	5	1
Net Surplus for the year	5	1

All amounts relate to continuing activities.

None of the Co-operative's activities were acquired or discontinued during the above year.

All recognised gains and losses are included in the General Income and Expenditure account.

Comparatives figures are for the year ended 31st March 2013.

RECONCILIATION OF MOVEMENTS IN THE REVENUE RESERVE

Balance b/f 1.4.13	77	76
Net Surplus as above	5	1
Balance c/f 31.3.14	82	77

BALANCE SHEET AS AT 31ST MARCH 2014

Current Assets

Debtors	106	102

Capital and Reserves

Called - Up Share Capital	24	25
Revenue Reserve	82	77
	106	102

Committee Members