

**Company No.: 02454057**

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**

**FINANCIAL STATEMENTS (AMENDING)**

**FOR THE YEAR ENDED**

**31ST MAY 2008**

**Company Secretary: N.M. Brown**

**Registered Office & Business Address: 2 Upper York Street, Bristol, BS2 8QN**

**Principal Bankers: Co-operative Bank plc, Albert Hall Building, High Street, Colchester, CO1 1JW**

**The financial statements for the year have been produced without audit.**

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

**DIRECTORS REPORT FOR THE YEAR**

The directors present their report and the financial statements for the year.

**PRINCIPAL ACTIVITIES AND BUSINESS REVIEW**

The company's principal trading activity during the year was the provision of consultancy, training and project management services in the field of co-operative and social enterprise development.

During the year, the company made a net loss of £10,830. Members' unpaid wages reduced to £1,892 during the year.

**DIVIDEND AND TRANSFER TO RESERVES**

The directors have paid no interim profit distribution and have recommended a payment of a final profit distribution of £0. It is proposed that the retained loss is transferred against reserves.

**CHARITABLE DONATIONS**

The directors recommend, in line with policy, £0 of profits is allocated to co-operative movement support.

**FIXED ASSETS**

Full disclosure of all matters relating to fixed assets is set out in the notes to the financial statements.

**DIRECTORS AND THEIR INTERESTS**

The directors at the balance sheet date and their interests in the company at that date and at the beginning of the year (or on appointment if later), were as follows:

Guarantors of £1 each:

C.C. Funnell  
B.J. Tittley  
N. Brown  
K.L. Harkavy  
A.J.C. Cordasco

Loan stock held by directors:

C.C. Funnell £1,820

**CLOSE COMPANY**

The company is a close company as defined by the Income and Corporation Taxes Act 1988.

**STATEMENT OF DIRECTOR'S RESPONSIBILITIES**

Company Law requires the directors to prepare financial statements for each financial year which give a true and fair record of the affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements the directors are required to:-

- Select suitable accounting policies and then apply them consistently
- Make judgements 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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**OPINION**

There is a substantial debt outstanding from one customer. This customer is significantly late in paying invoices amounting to £17,619. This customer has however honoured £103,978 of the £105,897 invoices issued after 1st November 2000 and pays interest on the pre-1st November 2000 arrears of £15,700.75. The customer has entered into a sole trading agreement with ourselves whereby 75% of value generated by our work for the customer is paid for. We are confident that we have taken sufficient steps to secure the debt. In addition, the trading outlook for this customer is improving and given the agreement outlined above it is in our best interests that the customer be allowed to trade through. This debt has therefore not been written down and the full sum appears in the turnover figure.

**By Order of the Board:**

Signed

Chris Funnell  
Name

8th October 2008  
Date

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

**PROFIT AND LOSS ACCOUNT FOR THE YEAR**

	<b>Notes</b>	<b>2008</b>	<b>2007</b>
<b>SALES</b>		103,394	158,190
<b>DEVELOPED CAN PRODUCTS</b>		2,790	14,981
<b>COST OF SALES</b>		<u>(13,185)</u>	<u>(10,199)</u>
<b>GROSS PROFIT</b>		93,000	162,972
<b>ADMINISTRATIVE EXPENSES</b>	2	(97,563)	(150,275)
<b>DEPRECIATION</b>	3	(9,307)	(7,301)
<b>OPERATING PROFIT</b>		<u>(13,871)</u>	<u>5,395</u>
<b>INTEREST RECEIVABLE</b>			
Loan interest	4	3,808	4,252
<b>TOTAL OTHER INCOME</b>		3,808	4,252
		<u>                    </u>	<u>                    </u>
<b>NET PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		(10,062)	9,647
<b>TAX ON PROFIT ON ORDINARY ACTIVITIES</b>	5	768	945
<b>PROFIT FOR THE FINANCIAL YEAR</b>		<u>(10,830)</u>	<u>8,702</u>
Dividends	6	-	-
Charitable Donations	7	-	100
<b>RETAINED PROFIT</b>		<u>(10,830)</u>	<u>8,602</u>
<b>BALANCE BROUGHT FORWARD</b>	13	14,132	5,531
<b>BALANCE CARRIED FORWARD</b>		<u>3,302</u>	<u>14,132</u>

None of the company's activities were acquired or discontinued during the above two financial years.

The company has no recognised gains or losses other than those dealt with in the profit and loss account.

The "Notes to the financial statements" form part of these financial statements.

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

**BALANCE SHEET AT YEAR END**

	Notes	2008	2007
<b>Fixed Assets</b>			
Office Equipment		1,008	2,017
Furniture and Fixtures		955	1,194
Art		290	290
CAN Products		<u>17,167</u>	<u>22,437</u>
	8	<u>19,420</u>	<u>25,937</u>
Shares held		<u>291</u>	<u>290</u>
		19,711	26,227
<b>Current Assets</b>			
Cash	9	6	5,041
Debtors, Prepayments & Work In Progress	10	<u>62,877</u>	<u>75,918</u>
		62,883	80,959
<i>less</i>			
<b>Current Liabilities</b>			
Creditors: Amounts falling within one year	11	<u>61,642</u>	<u>59,645</u>
<b>Net Current Assets</b>		<u>1,240</u>	<u>21,313</u>
<b>Total Assets Less Current Liabilities</b>		<u>20,952</u>	<u>47,540</u>
<b>Creditors: Amounts falling due after more than one year</b>	12	<u>15,829</u>	<u>31,708</u>
<b>Net Worth</b>		<u><u>5,122</u></u>	<u><u>15,832</u></u>
<b>Financed By:</b>			
Reserves b/f		14,132	5,531
Profit for Year	13	(10,830)	8,602
Loan Stock	14	<u>1,820</u>	<u>1,700</u>
	15	<u><u>5,122</u></u>	<u><u>15,832</u></u>

The "Notes to the financial statements" form part of these financial statements.

The directors have taken advantage of the exemption conferred by section 249A(1) not to have these financial statements audited and confirms that no notice has been deposited under section 249B(2) of the Companies Act 1985.

The director acknowledge their responsibilities for ensuring that:-

- i) The company keeps accounting records which comply with section 221 of the Companies Act 1985:
- ii) The financial statements give a true and fair view of the state of affairs of the company as at year end and of its profit for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as is applicable to the company.

**The financial statements were approved by the Board and signed on its behalf by:**

	<b>Chris Funnell</b>	<b>8th October 2008</b>
Signed	Name	Date

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR**

**Notes**

**1. ACCOUNTING POLICIES**

**1.1 BASIS OF ACCOUNTING**

The financial statements have been prepared under the historical cost convention.

**1.2 TURNOVER**

Turnover represents the total invoice value of services rendered during the year.

**1.3 DEPRECIATION**

Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives:-

Office equipment	50% Reducing balance
Furniture & Fittings	20% Reducing balance
Motor vehicles	not applicable
Art	0%
Developed CAN products	25% Straight line

**1.4 DEFERRED TAXATION**

Deferred taxation is provided where there is a reasonable probability of the amount becoming payable in the foreseeable

**1.5 GOODWILL**

Purchased goodwill is written off immediately against reserves. Goodwill which is generated by the activities of the company is not recognised as an asset on the balance sheet and the associated costs are written off to the profit and loss account when they are incurred.

**1.6 WORK IN PROGRESS**

Work in progress is valued on the basis of direct costs plus attributable overheads based on normal level of activity. Provision is made for any foreseeable losses where appropriate. No element of profit is included in the valuation of work in progress.

**1.7 CASH FLOW STATEMENT**

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the grounds that the company is small.

**1.7 ACCOUNTING PERIOD**

The accounting period covers the 12 month duration up to the date stated at the top of each page of these accounts.

**2. DIRECTORS' REMUNERATION**

Wages and salaries, including Social Security costs  
 Annual bonus

	<b>2008</b>	<b>2007</b>
	72,831	68,577
	-	-
	<u>72,831</u>	<u>68,577</u>

**3. OPERATING PROFIT**

The operating profit is stated after charging:

Depreciation

	<u>9,307</u>	<u>7,301</u>
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**4. INTEREST RECEIVED**

Interest receivable

	<u>3,808</u>	<u>4,252</u>
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**5. CORPORATION TAX ANNUAL RETURN**

Corporation tax chargeable  
 Corporation tax prior year adjustment  
 Interest on corporation tax  
 Interest paid by corporation tax  
 Corporation tax losses relief for previous years  
 Total payment to Inland Revenue

	768	943
	-	-
	-	2
	-	-
	-	-
	<u>768</u>	<u>945</u>

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

**6. DIVIDENDS & PROFIT DISTRIBUTION**

Ordinary Dividend:-

Interim dividends paid

Final dividend paid

-	-
-	-
<u>-</u>	<u>-</u>

Profit Distribution:- (noted on P&L as "Overhead")

Interim profit distribution paid

Final profit distribution paid

-	-
-	-
<u>-</u>	<u>-</u>

**7. CHARITABLE DONATIONS**

<u>-</u>	<u>100</u>
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**8. TANGIBLE ASSETS**

Cost at beginning of year

Additions during year

**At year end**

61,245	45,863
<u>2,790</u>	<u>15,382</u>
<u>64,035</u>	<u>61,245</u>

Depreciation at beginning of year

Depreciation charge during period

**Depreciation at year end**

35,308	28,007
<u>9,307</u>	<u>7,301</u>
<u>44,615</u>	<u>35,308</u>

**Net book value at year end**

<u>19,420</u>	<u>25,937</u>
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Net book value at beginning of year

25,937                      17,856

**9. CASH**

Current bank account

Deposits and Cash

6	5,035
-	6
<u>6</u>	<u>5,041</u>

**10. DEBTORS, PREPAYMENTS & WORK IN PROGRESS**

Trade debtors

Other debtors

Work in progress

Prepayments

50,430	59,650
-	-
<u>12,447</u>	<u>16,268</u>
<u>-</u>	<u>-</u>
<u>62,877</u>	<u>75,918</u>

**11. CREDITORS; AMOUNTS FALLING DUE WITHIN ONE YEAR**

Trade creditors

Other Creditor

Corporation Tax

PAYE

VAT

Wages

Profit share provision

Loans

Payments received in advance

Accruals

Bank account overdraft

Credit card

15,526	10,220
1,953	1,207
1,711	943
(409)	1,582
7,779	15,580
1,105	-
-	100
4,800	16,800
16,973	12,690
-	-
12,328	-
(123)	524
<u>61,642</u>	<u>59,645</u>

**12. CREDITORS; AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

Loans

Members' investments

13,938	11,645
<u>1,892</u>	<u>20,063</u>
<u>15,829</u>	<u>31,708</u>

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

**13. PROFIT & LOSS ACCOUNT**

Retained profits at beginning of year	14,132	5,531
Profits during the year	<u>(10,830)</u>	<u>8,602</u>
Retained profits at year end	<u><u>3,302</u></u>	<u><u>14,132</u></u>

**14. LOAN STOCK**

	<u>1,820</u>	<u>1,700</u>
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**15. RECONCILIATION OR MOVEMENTS IN MEMBERS FUNDS**

Profit for the financial year	(10,830)	8,602
Dividends	<u>-</u>	<u>-</u>
	<u>(10,830)</u>	<u>8,602</u>

New loan stock subscribed	-	500
Interest on loan stock	<u>120</u>	<u>100</u>
New addition to members' funds	<u>(10,710)</u>	<u>9,202</u>

Members' funds at beginning of year	15,832	6,631
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Members' funds at year end	<u><u>5,122</u></u>	<u><u>15,832</u></u>
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Represented by:-

Equity interests:-

Loan stock	1,820	1,700
Retained profit at year end	3,302	14,132

	<u><u>5,122</u></u>	<u><u>15,832</u></u>
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**Management Information**



**CO-OPERATIVE ASSISTANCE NETWORK LIMITED**  
**YEAR ENDED 31ST MAY 2008**

	<b>2008</b>	<b>2007</b>
<b>COST OF SALES</b>		
Project purchases	5,020	7,572
Travel	2,699	1,346
Accommodation costs	229	-
Personal incidental expenses	341	101
Sub-contractors	1,067	-
Promotion	3,602	1,179
Regional Management	227	-
	<u>13,185</u>	<u>10,199</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Salaries	70,337	122,609
Member' annual profit share	-	-
Travel (non-project)	-	376
Office rent, rates & insurance	10,937	10,968
Services	-	-
Strategic management	956	767
Finance	985	834
Printed stationery	-	-
Postage	168	169
Telecommunications	2,961	4,468
Internet	383	250
Stationery	450	991
Library & resources	24	9
Office & ICT sundries	506	463
Copier	495	806
Decoration and maintenance	42	44
Professional & legal fees	50	50
ICT	1,633	2,487
Subscriptions	-	-
HRD & PI Insurance	3,940	2,891
Health & Safety	28	110
Continuous Improvement & Quality Assurance	-	-
Product Research & Development	38	112
Support Services	20	75
Contributions to the Co-op Movement	33	28
Social Responsibility	-	-
Bank and visa charges	3,407	4,964
Bad Debts & Write Offs	171	(3,194)
	<u>97,563</u>	<u>150,275</u>