

Society No.: 30714 R

CO-OPERATIVE ASSISTANCE NETWORK LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MAY 2010

Society Secretary: B. J. Titley

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 2010

DIRECTORS REPORT FOR THE YEAR

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

PRINCIPAL ACTIVITIES

The society'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.

BUSINESS REVIEW

During the year, the society made a trading loss of £4,790. Contracts with three Regional Consortia for Co-operative Enterprise Hub funded work started in the middle of the year, helping the society to a profitable second half of the year.

PLANS FOR FUTURE PERIODS

The society plans to consolidate over the next 12 months: To bring enough profit to at least meet capital repayments on the CCF loans and to continue to repay long term debt; to maintain the current staff team without actively seeking to grow; to avoid over reliance on the Co-operative Enterprise Hub for income.

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.

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:

C.C. Funnell (shares held)
B.J. Titley (shares held)
A.J.C. Cordasco (shares held)

CLOSE COMPANY

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

STATEMENT OF DIRECTOR'S RESPONSIBILITIES

The law governing Industrial & Provident Society requires the directors to prepare financial statements for each financial year which give a true and fair record of the affairs of the society and of the profit or loss of the society 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 society and to enable them to ensure that the financial statements comply with the Industrial and Provident Societies Act 1965 and Friendly and Industrial and Provident Societies Act 1968. They are also responsible for safeguarding the assets of the society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Board:

<hr/> Signed	Brian Titley Name	Secretary Position	14/10/2010 Date
<hr/> Signed	Chris Funnell Name	Director Position	14/10/2010 Date
<hr/> Signed	Austen Cordasco Name	Director Position	14/10/2010 Date

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010**

**AUDIT REPORT
TO THE MEMBERS OF CO-OPERATIVE ASSISTANCE NETWORK LIMITED
FOR THE PERIOD**

The society has opted out of the requirement to have a full audit or submit an audit exemption report as Rule 55 of the society's rules do not require a full audit, the assets are valued at less than £2,800,000, the turnover was less than £90,000 and a resolution 'to disapply Section 4 of the Friendly and Industrial and Provident Societies Act 1968' was passed at a general meeting (at which i. less than 20% of the votes cast were against the resolution and ii. less than 10% of the votes held within the society were cast against the resolution). The society has opted to submit unaudited accounts.

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010

PROFIT AND LOSS ACCOUNT FOR THE YEAR

	Notes	2010	2009
SALES		59,032	73,971
DEVELOPED CAN PRODUCTS		559	1,177
COST OF SALES		<u>(8,100)</u>	<u>(9,048)</u>
GROSS PROFIT		51,492	66,100
ADMINISTRATIVE EXPENSES	2	(49,308)	(53,416)
DEPRECIATION	3	(6,985)	(7,940)
OPERATING PROFIT		<u>(4,802)</u>	<u>4,745</u>
OTHER INCOME	4	11	95
NET PROFIT ON ORDINARY ACTIVITIES		<u>(4,790)</u>	<u>4,839</u>
EXTRAORDINARY ITEMS (WRITE-OFFS)	5	-	(26,976)
NET PROFIT BEFORE TAXATION		<u>(4,790)</u>	<u>(22,137)</u>
TAX ON PROFIT ON ORDINARY ACTIVITIES	6	7	(74)
PROFIT FOR THE FINANCIAL YEAR		<u>(4,797)</u>	<u>(22,063)</u>
Dividends	7	-	-
Charitable Donations	8	-	-
RETAINED PROFIT		<u>(4,797)</u>	<u>(22,063)</u>
BALANCE BROUGHT FORWARD	15	(21,801)	262
BALANCE CARRIED FORWARD		<u>(26,598)</u>	<u>(21,801)</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 2010**

BALANCE SHEET AT YEAR END

	Notes	2010	2009
Tangible Assets			
Fixed Assets	9	6,692	12,658
Investments	10	<u>421</u>	<u>410</u>
		7,113	13,068
Current Assets			
Cash	11	6	9,784
Debtors, Prepayments & Work In Progress	12	<u>11,217</u>	<u>9,027</u>
		11,222	18,811
<i>/less</i>			
Current Liabilities			
Creditors: Amounts falling within one year	13	<u>26,964</u>	<u>38,359</u>
Net Current Assets		<u>(15,742)</u>	<u>(19,548)</u>
Total Assets Less Current Liabilities		<u>(8,629)</u>	<u>(6,480)</u>
Creditors: Amounts falling due after more than one year	14	<u>15,947</u>	<u>13,380</u>
Net Worth		<u><u>(24,576)</u></u>	<u><u>(19,861)</u></u>
Financed By:			
Reserves b/f		(21,801)	262
Profit for Year	15	(4,797)	(22,063)
Member Shares	16	2,022	-
Loan Stock	17	-	1,940
	18	<u>(24,576)</u>	<u>(19,861)</u>

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

The directors have taken advantage of the exemption conferred not to have these financial statements audited.

The director acknowledge their responsibilities for ensuring that:-

- i) The society keeps accounting records which comply with the Industrial and Provident Societies Act 1965 and Friendly and Industrial and Provident Societies Act 1968.
- ii) The financial statements give a true and fair view of the state of affairs of the society as at year end and of its profit for the year then ended, and which otherwise comply with the requirements of the relevant Act relating to financial statements, so far as is applicable to the society.

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

	Brian Titley	Secretary/Director	14/10/2010
Signed	Name	Position	Date
	Chris Funnell	Director	14/10/2010
Signed	Name	Position	Date
	Austen Cordasco	Director	14/10/2010
Signed	Name	Position	Date

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010

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
Cycles (under cycle to work scheme)	0% then written off when sold

1.4 DEFERRED TAXATION

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

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.

	2010	2009
2. DIRECTORS' REMUNERATION		
Wages and salaries, including Social Security costs	38,485	27,934
Annual bonus	-	-
	<u>38,485</u>	<u>27,934</u>
3. OPERATING PROFIT		
The operating profit is stated after charging:		
Depreciation	<u>6,985</u>	<u>7,940</u>
4. INTEREST RECEIVED		
Bank interest	3	0
Loan interest	-	-
Interest on shares	<u>8</u>	<u>20</u>
	<u>11</u>	<u>20</u>
PAYE on-line incentive	<u>-</u>	<u>75</u>
5. EXTRAORDINARY ITEMS (WRITE-OFFS)		
Trade creditor write-off	-	21,396
Work in progress write-off	-	5,580
Total write-offs	<u>-</u>	<u>26,976</u>

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010

6. CORPORATION TAX ANNUAL RETURN

Corporation tax chargeable	2	-
Corporation tax prior year adjustment	4	(128)
Interest on corporation tax	-	54
Interest paid by corporation tax	-	-
Corporation tax losses relief for previous years	-	-
Total payment to Inland Revenue	<u>7</u>	<u>(74)</u>

7. DIVIDENDS & PROFIT DISTRIBUTION

Member Dividends paid:-

Interim dividends paid	-	-
Final dividend paid	-	-
	<u>-</u>	<u>-</u>

8. CHARITABLE DONATIONS

	<u>-</u>	<u>-</u>
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9. TANGIBLE ASSETS

Cost at beginning of year	65,212	64,035
Additions during year	1,020	1,177
At year end	<u>66,232</u>	<u>65,212</u>
Depreciation at beginning of year	52,555	44,615
Depreciation charge during period	6,985	7,940
Depreciation at year end	<u>59,540</u>	<u>52,555</u>
Net book value at year end	<u>6,692</u>	<u>12,658</u>
Net book value at beginning of year	12,658	19,420

Breakdown of Tangible Assets at Year End:

Office Equipment	252	504
Furniture and Fixtures	611	764
Art	290	290
CAN Products	5,079	11,100
Cycles	461	-
	<u>6,692</u>	<u>12,658</u>

10. SHARES HELD

ICOF Community Capital	260	260
Phone Co-op	57	49
South East Co-op Support	1	1
South West Co-op Support	1	-
Co-operative Gateway East of England	1	-
Rootstock	100	100
	<u>421</u>	<u>410</u>

11. CASH

Current bank account	-	9,778
Deposits and Cash	6	6
	<u>6</u>	<u>9,784</u>

12. DEBTORS, PREPAYMENTS & WORK IN PROGRESS

Trade debtors	7,361	3,008
Other debtors	-	40
Work in progress	3,856	5,979
Prepayments	-	-
	<u>11,217</u>	<u>9,027</u>

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010

13. CREDITORS; AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors	721	4,727
Other Creditor	5,361	12,029
Corporation Tax	2	-
PAYE	252	154
VAT	4,709	3,841
Wages	-	-
Profit share provision	-	-
Loans	10,800	4,500
Payments received in advance	2,867	12,745
Accruals	-	-
Bank account overdraft	1,478	-
Credit card	774	364
	<u>26,964</u>	<u>38,359</u>

14. CREDITORS; AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

Loans	15,947	11,757
Members' investments	0	1,620
Member loans for transferring to IPS share accounts	-	3

15. PROFIT & LOSS ACCOUNT

Retained profits at beginning of year	(21,801)	262
Profits during the year	(4,797)	(22,063)
Retained profits at year end	<u>(26,598)</u>	<u>(21,801)</u>

16. MEMBER SHARES

	<u>2,022</u>	<u>-</u>
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17. LOAN STOCK

	<u>-</u>	<u>1,940</u>
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18. RECONCILIATION OR MOVEMENTS IN MEMBERS FUNDS

Profit for the financial year	(4,797)	(22,063)
New member shares	1,943	
Interest on member shares	79	
New loan stock subscribed	(1,940)	-
Interest on loan stock	-	120
New addition to members' funds	<u>(4,715)</u>	<u>(21,943)</u>

Members' funds at beginning of year	(19,861)	2,082
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Members' funds at year end	<u>(24,576)</u>	<u>(19,861)</u>
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Represented by:-

Equity interests:-

Member shares	2,022	-
Loan stock	-	1,940
Retained profit at year end	(26,598)	(21,801)

	<u>(24,576)</u>	<u>(19,861)</u>
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Management Information

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010

	2010	2009
SALES	59,032	73,971
DEVELOPED CAN PRODUCTS	559	1,177
COST OF SALES	<u>(8,100)</u>	<u>(9,048)</u>
GROSS PROFIT	51,492	66,100
ADMINISTRATIVE EXPENSES	(49,308)	(53,416)
DEPRECIATION	(6,985)	(7,940)
OPERATING PROFIT	<u>(4,802)</u>	<u>4,745</u>
OTHER INCOME		
PAYE on-line incentive	-	75
Interest received	<u>11</u>	<u>20</u>
TOTAL OTHER INCOME	11	95
NET PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	<u>(4,790)</u>	<u>4,839</u>

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2010

	2010	2009
COST OF SALES		
Project purchases	1,094	1,796
Travel	2,430	1,893
Accommodation costs	272	319
Personal incidental expenses	267	280
Sub-contractors	1,219	2,630
Promotion	2,818	2,130
Regional Management	-	-
	<u>8,100</u>	<u>9,048</u>
ADMINISTRATIVE EXPENSES		
Salaries	38,485	33,358
Member dividends	-	-
Travel (non-project)	-	35
Office rent, rates & insurance	7,159	7,622
Services	-	-
Strategic management	194	392
Finance	939	1,023
Printed stationery	-	-
Postage	97	127
Telecommunications	1,459	2,220
Internet	-	60
Stationery	150	143
Library & resources	-	-
Office & ICT sundries	192	365
Copier	7	27
Decoration and maintenance	-	-
Professional, legal & audit fees	94	156
ICT	122	821
Subscriptions	25	-
HRD & PI Insurance	1,190	4,465
Health & Safety	3	43
Continuous Improvement & Quality Assurance	-	-
Product Research & Development	40	-
Support Services	-	25
Contributions to the Co-op Movement	7	15
Social Responsibility	-	-
Bank and visa charges	1,517	2,516
Bad Debts & Write Offs	(2,371)	4
	<u>49,308</u>	<u>53,416</u>