

Society No.: 30714 R

CO-OPERATIVE ASSISTANCE NETWORK LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MAY 2013

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 2013**

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 £18,675. After non-trading income and corporation tax, the net loss was £14,504.

PLANS FOR FUTURE PERIODS

The society plans to continue to consolidate its range of products and services over the next 12 months in order to attract new customers and avoid over reliance on the Co-operative Enterprise Hub for income.

MEMBER DIVIDEND AND TRANSFER TO RESERVES

The directors have recommended that there is no profit distribution this year.

DONATIONS

The directors recommended that there are no donations to the co-operative movement..

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. Tittley (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.

AUDIT EXEMPTION REPORT

The society has opted out of the requirement to have a full audit and chosen instead to have an exemption report prepared by a qualified accountant 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 £5.6m 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.

By Order of the Board:

_____ Signed	<u>Brian Tittley</u> Name	<u>Secretary/Director</u> Position	<u>11th October 2013</u> Date
_____ Signed	<u>Chris Funnell</u> Name	<u>Director</u> Position	<u>11th October 2013</u> Date
_____ Signed	<u>Austen Cordasco</u> Name	<u>Director</u> Position	<u>11th October 2013</u> Date

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2013**

PROFIT AND LOSS ACCOUNT FOR THE YEAR

	Notes	2013	2012
SALES		88,704	109,167
COST OF SALES		<u>(20,748)</u>	<u>(14,676)</u>
GROSS PROFIT		67,956	94,491
ADMINISTRATIVE EXPENSES	2	(84,960)	(70,266)
DEPRECIATION	3	(1,671)	(1,094)
OPERATING PROFIT		<u>(18,675)</u>	<u>23,131</u>
OTHER INCOME			
Donations	4	339	
Interest received		1,900	1,742
Member dividends received		1,932	
Surplus on disposal of fixed asset		-	25
NET PROFIT ON ORDINARY ACTIVITIES		<u>(14,504)</u>	<u>24,898</u>
MEMBER DIVIDENDS PAID	5	-	12,201
NET PROFIT BEFORE TAX		(14,504)	12,697
TAX ON PROFIT ON ORDINARY ACTIVITIES	6	-	347
NET PROFIT FOR THE FINANCIAL YEAR AFTER TAX		<u>(14,504)</u>	<u>12,350</u>
Charitable Donations	7	-	-
RETAINED PROFIT		<u>(14,504)</u>	<u>12,350</u>
BALANCE BROUGHT FORWARD		171	(12,179)
BALANCE CARRIED FORWARD		<u>(14,333)</u>	<u>171</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 2013

BALANCE SHEET AT YEAR END

	Notes	2013	2012
Tangible Assets			
Fixed Assets	8	1,116	1,990
Investments	9	479	461
		1,595	2,451
Current Assets			
Cash	10	3,363	13,186
Debtors, Prepayments & Work In Progress	11	21,135	30,505
		24,498	43,691
<i>less</i>			
Current Liabilities			
Creditors: Amounts falling within one year	12	16,697	23,169
Net Current Assets		7,801	20,522
Total Assets Less Current Liabilities		9,396	22,973
Creditors: Amounts falling due after more than one year			
	13	-	-
Net Worth		9,396	22,973

Financed By:

Reserves b/f		171	(12,179)
Profit for Year	14	(14,504)	12,350
Member Shares	15	23,729	22,802
Loan Stock	16	-	-
	17	9,396	22,973

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:

Signed	<u>Brian Titley</u>	<u>Secretary/Director</u>	<u>11th October 2013</u>
	Name	Position	Date
Signed	<u>Chris Funnell</u>	<u>Director</u>	<u>11th October 2013</u>
	Name	Position	Date
Signed	<u>Austen Cordasco</u>	<u>Director</u>	<u>11th October 2013</u>
	Name	Position	Date

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2013

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.

	2013	2012
2. DIRECTORS' REMUNERATION		
Wages and salaries, including Social Security costs	45,024	44,377
	<hr/> 45,024	<hr/> 44,377
3. OPERATING PROFIT		
The operating profit is stated after charging:		
Depreciation	1,671	1,094
	<hr/> 1,671	<hr/> 1,094

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2013**

4. OTHER INCOME

INTEREST & DIVIDENDS RECEIVED

Bank interest	16	10
Interest on outstanding trade debt	1,884	1,727
Interest on shares & Member dividends	1,932	5

SURPLUS ON DISPOSAL OF FIXED ASSET

Surplus on disposal of fixed asset	-	25
------------------------------------	---	----

DONATION

Donation from closure of Zoom Co-operative	339	-
Total	<u>4,171</u>	<u>1,767</u>

5. DISTRIBUTIONS

Interim dividends paid	-	-
Final dividend paid	-	12,201
	<u>-</u>	<u>12,201</u>

Contribution to the Co-op Movement		249
------------------------------------	--	-----

6. CORPORATION TAX ANNUAL RETURN

Corporation tax chargeable	-	347
Corporation tax prior year adjustment	-	-
Interest paid by corporation tax	-	-
Total payment to Inland Revenue	<u>-</u>	<u>347</u>

7. CHARITABLE DONATIONS

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

8. TANGIBLE ASSETS

Cost at beginning of year	5,692	96,959
Additions during year	797	2,794
Disposals	0	94,061
At year end	<u>6,489</u>	<u>5,692</u>

Depreciation at beginning of year	3,702	96,669
Accumulated depreciation on disposed assets	0	94,061
Depreciation charge during period	1,671	1,094
Depreciation at year end	<u>5,373</u>	<u>3,702</u>

Net book value at year end	<u>1,116</u>	<u>1,990</u>
-----------------------------------	---------------------	---------------------

Net book value at beginning of year	1990.00	290
-------------------------------------	---------	-----

Breakdown of Tangible Assets at Year End:

Office Equipment	826	1,700
Furniture and Fixtures	-	-
Art	290	290
CAN Products	-	-
Cycles	-	-
	<u>1,116</u>	<u>1,990</u>

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2013

9. SHARES HELD

ICOF Community Capital	260	260
Phone Co-op	107	92
South East Co-op Support	1	1
South West Co-op Support	1	1
Co-operative Gateway East of England	1	1
Co-operatives South West	1	1
Rootstock	108	105
	<u>479</u>	<u>461</u>

10. CASH

Current account	3,357	13,180
Instant deposit account	2	2
Deposit account	4	4
Petty cash	-	-
	<u>3,363</u>	<u>13,186</u>

11. DEBTORS, PREPAYMENTS & WORK IN PROGRESS

Trade debtors	13,979	22,510
Other debtors	-	-
Work in progress	7,156	7,995
Prepayments	-	-
	<u>21,135</u>	<u>30,505</u>

12. CREDITORS; AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors	2,907	3,831
Other Creditor	438	725
Corporation Tax	-	347
PAYE	845	910
VAT	4,977	7,581
Wages	-	(42)
Profit share provision	401	401
Loans	-	3,755
Payments received in advance	6,335	4,748
Accruals	-	-
Bank account overdraft	-	-
Credit card	794	913
	<u>16,697</u>	<u>23,169</u>

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

Loans	-	-
Members' investments	-	-
	<u>-</u>	<u>-</u>

14. PROFIT & LOSS ACCOUNT

Retained profits at beginning of year	171	(12,179)
Profits during the year	(14,504)	24,551
Member dividend paid	-	12,201
Retained profits at year end	<u>(14,333)</u>	<u>171</u>

15. MEMBER SHARES

	<u>23,729</u>	<u>22,802</u>
--	---------------	---------------

16. LOAN STOCK

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

CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2013

	-	-
17. RECONCILIATION OR MOVEMENTS IN MEMBERS FUNDS		
Profit for the financial year	(14,504)	12,350
New member shares	1	12,201
Member shares withdrawn	-	(2,500)
Interest on member shares	926	509
New loan stock subscribed	-	-
Interest on loan stock	-	-
New addition to members' funds	(13,577)	22,560
Members' funds at beginning of year	22,973	413
Members' funds at year end	<u>9,396</u>	<u>22,973</u>
Represented by:-		
Equity interests:-		
Member shares	23,729	22,802
Loan stock	-	-
Retained profit at year end	(14,333)	171
	<u>9,396</u>	<u>22,973</u>

Management Information

	2013	2012
SALES	88,704	109,167
DEVELOPED CAN PRODUCTS	0	0
COST OF SALES	<u>(20,748)</u>	<u>(14,676)</u>
GROSS PROFIT	67,956	94,491
ADMINISTRATIVE EXPENSES	(84,960)	(70,266)
DEPRECIATION	(1,671)	(1,094)
OPERATING PROFIT	<u>(18,675)</u>	<u>23,131</u>
OTHER INCOME		
Donations	339	
Interest and Member Dividends received	3,832	1,742
Surplus on disposal of fixed asset	<u>0</u>	<u>25</u>
TOTAL OTHER INCOME	4,171	1,767
NET PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	<u>(14,504)</u>	24,898
MEMBER DIVIDEND	-	12,201
NET PROFIT BEFORE TAXATION	(14,504)	12,697

**CO-OPERATIVE ASSISTANCE NETWORK LIMITED
YEAR ENDED 31ST MAY 2013**

	2013	2012
COST OF SALES		
Project purchases	356	2,363
Travel	3,036	3,329
Accommodation costs	411	312
Personal incidental expenses	447	406
Sub-contractors	5,409	4,139
Promotion	7,894	4,127
Regional marketing charges	3,195	-
	<hr/> 20,748	<hr/> 14,676
ADMINISTRATIVE EXPENSES		
Director salaries	45,024	44,377
Staff salaries	16,539	2,327
Admin contractors	1,426	1,892
Office rent, rates & insurance	8,868	6,968
Services		-
Strategic management	571	530
Finance	1,347	1,253
Social Accounting	46	-
Printed stationery		-
Postage	188	147
Telecommunications	2,181	1,930
Internet	2	26
Stationery	231	204
Library & resources	16	53
Office & ICT sundries	215	292
Copier	88	12
Decoration and maintenance		-
Professional, legal & audit fees	200	165
ICT	3,007	4,778
Subscriptions	95	139
HRD & PI Insurance	2,518	2,534
Health & Safety	51	24
Continuous Improvement & Quality Assurance		-
Product Research & Development	410	21
Support Services	498	-
Contributions to the Co-op Movement	32	259
Social Responsibility		-
Bank and visa charges	1,107	1,250
Bad Debts & Write Offs	300	1,085
	<hr/> 84,960	<hr/> 70,266
MEMBER DIVIDEND		
Member dividend	-	12,201