



## **Mutual Societies Annual Return Form (AR30)**

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

### **Society name:**

ICOF COMMUNITY CAPITAL LIMITED

### **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



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### 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

[mutualsanrtns@fca.org.uk](mailto:mutualsanrtns@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	IP27915R
Registered office address	Brunswick Court Brunswick Square Bristol
Postcode	BS2 8PE

## 1.2 Year end date (dd/mm/yyyy)

See Note 1.2

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## 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	JOANNE WHITE
Address	8 Smithwood Grove Charlton Kings Cheltenham Gloucester
Postcode	GL53 9JN
Year of birth	1968
Business occupation and other directorships	Co-operative Futures Regional Infrastructure for Social Enterprises Ltd Industrial Common-Ownership Finance Ltd ICO Fund Plc Co-operatives South East Ltd Gloucester Infrastructure Group Ltd Gloucester Gateway Trust Social Enterprise South East

## 1.4 Details of Treasurer

Name	TIMOTHY BLANC
Address	61 Beckington Road Knowle Bristol
Postcode	BS3 5ED
Year of birth	1958
Business occupation and other directorships	Co-opportunity Ltd Regional Infrastructure for Social Enterprises Ltd Industrial Common-Ownership Finance Ltd ICO Fund Plc

## 1.5 Details of Secretary

Name	ALAIN DEMONTOUX
Address	308 Armidale Place Montpelier Bristol
Postcode	BS6 5BQ
Year of birth	1966
Business occupation and other directorships	Operations Manager

## 1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
See attached		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

1

**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 4 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?**

**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?**

Local communities looking to invest in community assets and set up community enterprises

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

By the provision of commercial loan finance

**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	13
B	Members ceased during year	3
C	Members admitted during year	0
D	Members at end of year	10
E	Turnover for year	£27,726
F	Total of income and expenditure (receipts and payments added together)	£69,392
G	Net surplus/(deficit) for year	(£1,002)
H	Fixed assets	£112,823
I	Current assets	£667,251
J	Total assets (equal to amount in row O, below)	£780,074
K	Current liabilities	£97,280
L	Share capital	£690,019
M	Long-term liabilities	£0
N	Reserves	(£7,235)
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	£780,064
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other registered societies	£20,000
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**

N/A

**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

N/A

# 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 4 Continue to section 4
- Accountant's report 4 Complete questions 3.2 and 3.3
- Lay audit 4 Complete questions 3.2 and 3.3
- Unaudited 4 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)

□	□	□	□	□	□	□	□	□
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### 4.2 Has your society produced accounts to the minimum standard required?

- Yes 4 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 4 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	<a href="#">Alain Demontoux</a>
Signature	
Phone number	<a href="#">0117 9166752</a>
Email	<a href="mailto:al@coopfinance.coop">al@coopfinance.coop</a>
Date	<a href="#">dd/mm/yy</a>