

# Annual Return (AR30) form

## Section 1 – About this form

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register <https://mutuals.fca.org.uk>.

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see here: <https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

## Section 2 – About this application

<b>Society name</b>	Alcester & Forest of Arden Food Festival
<b>Register number</b>	7318
<b>Registered address</b>	Tremarta Cross Road Alcester
<b>Postcode</b>	B49 5EX

**2.1 What date did the financial year covered by these accounts end?**

3	1	1	2	2	0	2	0
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**Section 3 – People**

**3.1 Please provide the names of the people who were directors of the society during the financial year this return covers.** Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director	Month and year of birth	
Steven Michael Lloyd Brown	January	1957
Alison Margaret Brown	November	1960
Ian Whitehead	July	1970
Lucy Abney-Hastings	February	1984
David Henderson	September	1954
Dianne Williams	February	1946
Helen Hill	May	1972
Sarah Large	March	1983
Andrew Wells	August	1957

Continue on to a separate sheet if necessary.

**3.2 All directors must be 16 or older. Please confirm this is this case:**

All directors are aged 16 or over ☒

**3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:**

No director is disqualified ☒



**3.4 Please state any close links which any of the directors has with any society, company or authority.** 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

**Steven Brown is a Director of Thames Side Sensors Ltd.  
Thames Side Sensors Europe Ltd (registered in Ireland)  
Thames Side Sensors India Private Ltd(registered in India)  
And Solids Handling and Processing Association Ltd**

**3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers.** Societies must have a secretary.

Name of secretary	Month and year of birth	
<b>Dianne Williams</b>	<b>February</b>	<b>1946</b>

## **Section 4 – Financial information**

### **4.1 Please confirm that:**

- accounts are being submitted with this form ☒
- the accounts comply with relevant statutory and accounting requirements ☒
- the accounts are signed by two members and the secretary (3 signatures in total) ☒

**4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.**

Number of members	<b>25</b>
Turnover	<b>0</b>
Assets	<b>£17,858</b>
Number of employees (if any)	<b>0</b>
Share capital	<b>25</b>
Highest rate of interest paid on shares (if any)	<b>0</b>

**4.3 What Standard Industrial Classification code best describes the society's main business?** Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: <http://resources.companieshouse.gov.uk/sic/>

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## Section 5 – Audit

Societies are required to appoint an auditor to audited unless they are small or have disappplied this requirement. For further guidance see chapter 7 of our guidance: <https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

### 5.1 Please select the audit option the society has complied with:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| Full professional audit          | <input type="checkbox"/>            |
| Auditor's report on the accounts | <input type="checkbox"/>            |
| Lay audit                        | <input type="checkbox"/>            |
| No audit                         | <input checked="" type="checkbox"/> |

### 5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

We have complied with the audit requirements ☒

### 5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

Yes ☐

Not applicable ☒

The information below impacts the level of audit required of the society's accounts. Please provide answers to the following questions.



**5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?**

Yes ☐

No ☒

**5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.**

Not applicable ☒

OSCR number:	
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**5.6 Is the society a housing association?**

No ☒ Go to **section 6**

Yes ☐ Go to question **5.7**

**5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:**

		Registration number
Homes and Communities Agency	<input type="checkbox"/>	
Scottish Housing Regulator	<input type="checkbox"/>	
The Welsh Ministers	<input type="checkbox"/>	
Department for Communities (Northern Ireland)	<input type="checkbox"/>	

## Section 6 – Subsidiaries

### 6.1 Is the society a subsidiary of another society?

Yes ☐

No ☒

### 6.2 Does the society have one or more subsidiaries? (As defined in sections 100 and 101 of the Act)

Yes ☐ Continue to question 6.3

No ☒ Continue to Section 7

### 6.3 If the society has subsidiaries, please provide the names of them below (or attach an additional sheet)

Registration Number	Name

### 6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion



## Section 7– Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); **or**
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

## Section 7A - Co-operative societies

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

**7A.1 What is the business of the society?** For example, did you provide housing, manufacture goods, develop IT systems etc.

**7A.2 Please describe the members' common economic, social and cultural needs and aspirations.** In answering this question, please make sure it is clear what needs and aspirations members had in common.

**7A.3 How did the society's business meet those needs and aspirations?**

You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

**7A.4 How did members democratically control the society?** For example, did the members elect a board at an annual general meeting; did all members collectively run the society.



**7A.5 What did the society do with any surplus or profit?** For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

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## Section 7B - Community benefit societies

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

**7B.1 What is the business of the society?** For example, did you provide social housing, run an amateur sports club etc.

**We run food festivals (usually May and October)  
Both were cancelled in 2020 due to covid**

**7B.2 Please describe the benefits to the community the society delivered?** Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

**Food festivals were cancelled in 2020 due to covid**

**7B.3 Please describe how the society's business delivered these benefits?** The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 7B.1) provided benefit to the community.

**Food festivals were cancelled due to covid**

**7B.4 Did the society work with a specific community, and if so, please describe it here?** For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.



**Food festivals were cancelled due to covid**

**7B.5 What did the society do with any surplus or profit?** For instance, did you donate the money; did money get reinvested in the business; put into reserves; used for some other purpose?

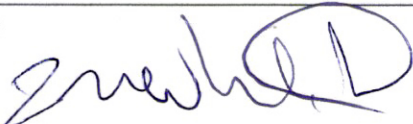
**Donations were made to Alcester Covid Resilience Fund and the local food bank**

**7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest.** Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

**none**

## Section 8– Declaration

The secretary of the society must complete this section.

<b>Name</b>	<b>Ian Whitehead</b>
My signature below confirms that the information in this form is accurate to the best of my knowledge	
<b>Signature</b>	
<b>Position</b>	<b>Company Secretary</b>
<b>Date</b>	11/9/21

## Section 9 – Submitting this form

Please submit a signed, scanned version of this form along with your accounts and any auditor's report by email to: [mutualsannrtns@fca.org.uk](mailto:mutualsannrtns@fca.org.uk).

Or you can post the form to:

Mutual Societies  
Financial Conduct Authority  
12 Endeavour Square  
London  
E20 1JN

This form is available on the Mutuals Society Portal:

<https://societyportal.fca.org.uk>

Community Benefit Society Registered Number:  
7318

**Alcester and Forest of Arden Food Festival**

**Accounts**

**31-Dec-20**



**Alcester and Forest of Arden Food Festival**  
**Report and accounts**  
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**Alcester and Forest of Arden Food Festival**  
**Community Benefit Society Registered Number: 7318**

2020 was a very quiet year as we were unable to hold either the May or October Festival due to Covid 19. We also had to cancel the Awards Dinner.

Fortunately our liabilities as a result of the cancellations are negligible and the expenses, other than for the Awards dinner, were minimal and we had reserve funds in place. The ongoing costs of the Food Festival, without holding an event, are very low and therefore there has been no substantial effect on funds and we remain in a healthy financial position.

As a result, we were able to make a substantial donation of £2000 to the Alcester Covid Resilience fund to support the effort to supply hot meals to NHS key workers and to the elderly that otherwise may not have been able to afford a hot meal delivered during isolation. We also donated £300 to the Arden Food Bank.

We did successfully hold a Covid delayed AGM on June 26<sup>th</sup> via zoom and we were pleased to welcome the election of 3 new Directors, Helen Hill, Sarah Large and Andrew Wells. Steven and Alison Brown had previously indicated that they intended to move out of the area at some point in late 2020 or early 2021 and would therefore no longer be able to continue as Chairman and Sales Director respectively beyond the 2021 AGM. In addition Dianne Williams has relinquished her role as Secretary. Ian Whitehead has therefore moved from Treasurer to Secretary with Helen Hill taking over as Treasurer. Lucy Abney-Hastings will take over the Sales Director role during 2021 with Sarah Large handling PR and Marketing. Andrew Wells brings a wealth of business experience which will augment the Board's skills.

It is unlikely that we will be able to hold an event in May 2021 and October is questionable but we have the opportunity to re-evaluate the Food Festival, re-set and re-launch in 2022.

Steven Brown  
Chairman

Directors serving during the year were;

Steven Brown  
Dianne Williams  
Ian Whitehead  
Alison Brown  
David Henderson  
Lucy Abney-Hastings  
Helen Hill  
Sarah Large  
Andrew Wells

**Independent Accountants report under section 85 of the Co-Operative and Community Benefit Societies Act 2014**

We report to the members on the unaudited accounts for the year ended December 2020

**RESPECTIVE RESPONSIBILITIES OF OFFICERS AND REPORTING ACCOUNTANTS**

The societies officers are responsible for the preparation of the accounts, and consider that the society is entitled to opt out of an audit. It is our responsibility to carry out procedures designed to enable us to report on our opinion

**BASIS OF OPINION**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the society, and making such limited enquiries of the officers of the society as we considered necessary for the purpose of this report. These procedures provide the only assurance expressed in our opinion

**OPINION**

In our Opinion:

1. The accounts, including income and expenditure and balance sheet are in agreement with accounting records kept by the society under s75 of the Cooperative and Community Benefit Societies Act 2014
2. Having regard only to, and on the basis of, the information contained in those accounting records, the income and expenditure account and balance sheet comply with the requirements of the cooperative and community benefit societies Act 2014

Scott Dunning  
Charterhouse Accountants

16 Eastgate  
Eastern Avenue  
Burton-on-Trent  
Staffordshire  
DE13 0AT

10-Mar-21



**Alcester and Forest of Arden Food Festival**  
**Profit and Loss Account**  
**For the Year Ended 31 December 2020**

	2,020 £	2019 £
Income	-	31,539
Cost of Sales	-	(10,847)
<b>Gross Profit</b>	<u>-</u>	<u>20,692</u>
Administrative Expenses	(4,815)	(19,933)
<b>Operating Profit</b>	<u>(4,815)</u>	<u>759</u>
Tax	-	-
<b>Surplus for the Year</b>	<u><u>(4,815)</u></u>	<u><u>759</u></u>

**Alcester and Forest of Arden Food Festival**  
**Balance Sheet**  
**as at 31 December 2020**

		2019 £		2,019 £
Fixed assets		1,891		4,157
Current assets	38,645		29,109	
Creditors: amounts falling due within one year	(22,678)		(10,593)	
Net Current Assets		<u>15,967</u>		<u>18,516</u>
<b>Net Assets</b>		<u>17,858</u>		<u>22,673</u>
<b>Capital and reserves</b>		<u>17,858</u>		<u>22,673</u>

Secretary *D. Williams*

Director *[Signature]*

TREASURER *Heleen Heel*

**Alcester and Forest of Arden Food Festival**  
**Detailed profit and loss account items**  
**For the year ended 31 December 2020**

	2,020 £	2019 £
<b>Sales</b>		
Sales	-	31,539
	<hr/>	<hr/>
<b>Cost of Sales</b>		
Purchases	-	10,847
	<hr/>	<hr/>
<b>Gross Profit</b>	-	20,692
	<hr/>	<hr/>
<b>Administrative Expenses:</b>		
Travel & Subsistence	-	143
Telephone & Fax	112	114
Postage	-	20
Stationery & Printing	125	196
Subscriptions	60	60
Insurance	-	2,135
Equipment Expenses	-	1,625
Software	924	1,074
Depreciation	188	312
Amortisation of Goodwill	-	-
Donations	2,000	6,774
Sundry Expenses	-	670
Awards Dinner	1,265	4,065
Accountancy Fees	30	450
Advertising & PR	-	1,565
Other Legal & Professional	111	730
	-	-
	<hr/>	<hr/>
	4,815	19,933
	<hr/>	<hr/>
<b>Operating Profit</b>	<u>(4,815)</u>	<u>759</u>



**Alcester and Forest of Arden Food Festival**  
**Balance Sheet**  
**as at 31 December 2020**

	2,020 £	2019 £
<b>Fixed assets</b>	<u>1,891</u>	<u>4,157</u>
<b>Current assets</b>		
Trade Debtors	9,715	125
Cash at bank and in hand	28,930	28,984
	<u>38,645</u>	<u>29,109</u>
Creditors: amounts falling due within one year		
Trade Creditors	(1,375)	(39)
Other Creditors	(21,303)	(10,554)
	<u>(22,678)</u>	<u>(10,593)</u>
<b>Net Assets</b>	<u><u>17,858</u></u>	<u><u>22,673</u></u>
<b>Capital and reserves</b>		
Called Up share capital	25	25
Profit and Loss	17,833	22,648
	<u><u>17,858</u></u>	<u><u>22,673</u></u>