



Mutual Societies Annual Return AR30 – Industrial and Provident Societies Act 1965 Form

Full name of society: **DUNBAR COMMUNITY BAKERY LTD**

Important information you should read before completing this form

We require all Industrial and Provident societies to complete this form every year.

For a society registered on or after 8 January 2012, the year of account will end on the last day of the month in which the anniversary of its registration falls, unless the society has notified us otherwise. For a society registered before 8 January 2012, the society's year of account must end between 31 August to 31 January inclusive, unless the society has notified us otherwise.

All the required information must be submitted within seven months of the year end date. Failure to submit the documents constituting your society's annual return by the due date is an offence and may result in prosecution.

Please keep a copy of the form and the supporting documents for future reference.

The notes that accompany this form will help you complete the questions.

Please be aware that 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 assess your annual return.

Terms in this form and Contents

'FCA', 'PRA', 'we' and 'us' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society.

2	Statistics	7
3	The audit	9
4	Accounts and signature	10

FCA use only		
	Date Received	Case Officer
1st		
2nd		



Mutual Societies Annual Return AR30 –Industrial and Provident Societies Act 1965

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 out the completed form and arrange for it to be signed.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you think a question is not relevant to you, write 'not applicable' and explain why.

5 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 have to treat the return as incomplete. This will increase the time taken to assess your return.

6 If there is not enough space on the form, you may need to use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number.

7 Send us your application by post. It must include:

- this form;
- a set of printed accounts;
- an audit report or accountant's report where appropriate ; and
- supporting documents.

Send to:

Mutuals Team
Financial Conduct Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5H2

1

Details of society

1.1 Details of the society

Register number	SPO02 TIARS
Registered office address	60 HIGH STREET DUNBAR EAST LOTHIAN
Postcode	EH42 1JH

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	0	/	1	1	/	2	0	1	2
---	---	---	---	---	---	---	---	---	---

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	PHILIP REVELL
Address	27 HIGH STREET DUNBAR
Postcode	EH42 1EN
Year of birth	yyy 1956
Business occupation and other directorships	POTTER; NOURISH SCOTLAND; DUNBAR COMMUNITY KITCHEN; GREENER DUNBAR CIC; DUNBAR COMMUNITY ENERGY COMPANY.

1.4 Details of Treasurer

Name	PHILIP IMMIRZI
Address	29 HIGH STREET DUNBAR
Postcode	EH42 1EN
Year of birth	yyy 1958
Business occupation and other directorships	CONSULTANT; DIRECTOR GET THE POINT LTD.

1.5 Details of Secretary

Name	DAVID WILLIAMSON
Address	3 ROSEBERY PLACE DUNBAR
Postcode	EH42 1AQ
Year of birth	yyy 1947
Business occupation and other directorships	RETIRED

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
KATE DARRAH	MEIKLERIG BY DUNBAR EH42 1TF	yyy 1967	DIRECTOR "THE RIDGE"
MARK JAMES	5 MANOR GARDENS BELHAVEN EH42 1QY	yyy 1963	ENERGY ADVISOR
ALASDAIR BUNYAN	25 BRUNTSFIELD CRESCENT DUNBAR EH42 1QZ	yyy 1970	TECHNICAL CONSULTANT
JACQUE BELL	2 HIGH STREET BELHAVEN EH42 1NP	yyy 1958	SOCIAL WORKER
		yyy	
		yyy	

Please use separate sheets of paper if you need more space.

Please indicate how many separate sheets of paper you have used.

All societies must answer the following questions whether the answers are yes or no, and provide all other information requested

- 1.7 Does the society take deposits (excluding withdrawable shares) within the provisions of the Financial Services and Markets Act 2000?
 No
 Yes
- 1.8 Does the society hold deposits (excluding withdrawable shares) taken previously, even though it does not currently take them, within the provisions of the Financial Services and Markets Act 2000?
 No
 Yes
- 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 Inland Revenue as a charity for tax purposes?
 No ▶ Continue to question 1.12
 Yes ▶ Give details below
 Reference number of letter from Inland Revenue or the Scottish Charity number

 You must confirm that you have attached a copy of the Yes
 Inland Revenue's letter to this return
- 1.12 Is the society registered with the Homes and Communities Agency, Welsh Ministers or The Scottish Housing Regulator?
 No ▶ Continue to question 1.14
 Yes ▶ Select the one you are registered with below and provide the registration number
 Homes and Communities Agency
 Welsh Ministers
 The Scottish Housing Regulator
 Register number
- 1.13 Is the society a registered social landlord?
 No
 Yes
- 1.14 Does the society offer any insurance products?
 No
 Yes
- 1.15 Does the society undertake residential mortgage business?
 No
 Yes
- 1.16 Name of any organisation to which the society is affiliated

Benefit of the community societies

- 1.17 As once completed this return will be placed on the society's public file, benefit of the community societies are welcome to use the space below to provide a report for all those who may have an interest in the society. If provided, this report should cover the activities of the society during the financial period covered by the return and should set out how these activities have brought benefit to the community.

Please use separate sheets of paper if you need more space.

Please indicate how many separate sheets of paper you have used.

2

Statistics

We can use these figures in our Annual Report.

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	416
B	Members ceased during year	
C	Members admitted during year	148
D	Members at end of year	564
E	Turnover for year	€ 193,694
F	Total of income and expenditure (receipts and payments added together)	€ 472,640
G	Net surplus/(deficit) for year	(€ 85,252)
H	Fixed assets	€ 87,138
I	Current assets	€ 20,656
J	Total assets (equal to amount in row O, below)	€ 107,794
K	Current liabilities	€ 28,836
L	Share capital	€ 47,831
M	Long-term liabilities	€ 77,041
N	Reserves	(€ 45,914)
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	€ 107,794
All societies (excluding clubs) must complete boxes P-T		
P	Investments in other Industrial and Provident societies	NONE
Q	Loans from members	€ 20,000
R	Loans from Employees' Superannuation Schemes	NIL
S	Dividends on sales	NIL
T	Share interest	NIL

2.2 Names of subsidiaries as defined in Section 15 of the Friendly and Industrial and Provident Societies Act 1968

NONE

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

NONE

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 ▶ Continue to section 4
- Accountant's report ▶ Complete questions 3.2 and 3.3
- Lay audit ▶ Complete questions 3.2 and 3.3
- Unaudited ▶ 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 general meeting, in accordance with section 4A(2) of the Friendly and Industrial and Provident Societies Act 1968, a resolution allowing the society not to undertake a full professional audit for the year of account in question?

- 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)

2	2	1	0	5	1	2	0	1	3
---	---	---	---	---	---	---	---	---	---

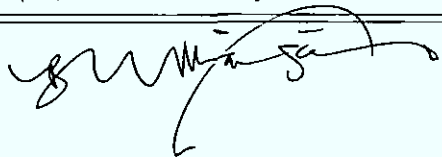
- 4.2 Has your society produced accounts to the minimum standard required?

- Yes ▶ 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 ▶ 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	DAVID WILLIAMSON
Signature	
Phone number	01368 863239
Email	davew832@gmail.com
Date	dd/mm/yy 06/06/13

DUNBAR COMMUNITY BAKERY LIMITED

Management Committee Report and Accounts

for the year

to 30 November 2012

Financial Statements

10 JUN 2013

14 JUN 2013

Society number SP002714RS

Contents

REPORT OF THE COMMITTEE OF MANAGEMENT.....	3
Principal Activity.....	3
Corporate Status.....	3
Members & Capital.....	3
Results and appropriations.....	4
Management Committee.....	4
Statement of Management Committee Responsibilities.....	4
Going Concern.....	5
The Management of Risk.....	5
ACCOUNTANTS' REPORT TO THE MEMBERS OF DUNBAR COMMUNITY BAKERY LIMITED (AUDIT EXEMPTION REPORT).....	7
Respective Responsibilities of Officers & Reporting Accountants.....	7
Basis of Opinion.....	7
Unqualified Opinion.....	7
SOCIETY PROFIT AND LOSS ACCOUNT.....	9
BALANCE SHEET AS AT 30 NOVEMBER 2012.....	10
Notes to the financial statements.....	11
Accounting policies.....	11

REPORT OF THE COMMITTEE OF MANAGEMENT

Principal Activity

Dunbar Community Bakery Limited is a Community Co-operative with the objects of carrying out any trade, business or service which may seem to the Co-operative to be conducive to its interests generally and to the interests of the Community it is established to serve.

Corporate Status

The Society is incorporated with limited liability under the Industrial and Provident Societies Acts 1965 to 2003. Net profits shall be applied as follows in such proportions and in such manner as may be decided by the Co-operative at the Annual General Meeting:

- a. First to a general reserve for the continuation and development of the Co-operative
- b. Secondly in paying dividends on issued share capital at a rate not exceeding 10%
- c. Thirdly in making payments for social or charitable purposes within the community served by the Co-operative

Members & Capital

In the year 148 Members joined the Society contributing £7,971 of Share Capital. Each share is issued at £1 per value and each member has only one vote.

Results and appropriations

The financial statements of the Society for the period ended 30 November 2012 are attached.

The Committee recommends that no dividend be paid in this period.

Management Committee

The Committee comprises not less than 3 and not more than 15 members.

The initial Committee Members from incorporation until the First Annual General Meeting were appointed by the founder members. Only members of the co-operative and representatives of organisations which are members may stand for election. New committee members are to be elected in accordance with procedures established by the co-operative.

Generally committee members hold office until the end of the next AGM following their election. Retiring members are eligible for re election.

The committee members during the period were:-

	Date Appointed	Date Resigned		Shares held
Matthew Alsop		May 2012		250
Janet Barnes				50
Jacquie Bell	May 2012			100
Alasdair Bunyan	May 2012			20
Ross Combe		May 2012		50
Kate Darrah	May 2012			100
Ann Duncan		May 2012		100
Lea Harris	May 2012			50
Philip Immirzi	Nov 2012		Interim Treasurer	20
Mark James	May 2012			200
Jo McNamara		May 2012		100
Richard Murray	May 2012			20
Robert Powell		Nov 2012		50
Philip Revell			Interim Chair	100
Allen Simpson		Nov 2012		250
Aishling Taylor	May 2012			70
Dave Williamson	Nov 2012		Interim Secretary	200
Jane Wood		Oct 2012		200

Statement of Management Committee Responsibilities

We are required by law to prepare financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice, which give a true and fair view of the state of affairs of the Society at the end of the financial year and of the result for the period to that date. In preparing those financial statements we 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; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to presume that the Society will continue in business

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Society and to enable us to ensure that the financial statements comply with the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968. We are also responsible for safeguarding the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other regularities, such as money laundering.

Going Concern

● We are satisfied that the Society has adequate resources to operate as a going concern for the foreseeable future.

The Management of Risk

We are satisfied that the Society has a sound system of internal control to safeguard its assets and funds. The system of internal control is intended to manage rather than eliminate risks, and to give reasonable rather than absolute assurance.


The Society operates a system of internal controls which are designed to mitigate these risks. The procedures used by the Management Committee to monitor the Society and its internal control system include:-

- An original business plan, which is being revised over time as the evolving situation dictates.
- Regular reporting of actual performance in terms of income and expenditure at monthly committee meetings.
- Annual review of the major risks to which the Society is exposed and the steps taken by management to mitigate those risks
- The compilation and publication of annual social accounts, which are reviewed by the committee.


As noted above, at least once a year the committee reviews the major risks to which the Society is exposed, and the measures taken to mitigate those risks. The Management Committee identified the following categories as most significant:

- Fraud and misappropriation of assets
- Insufficient capital to continue trading
- Completeness of accounts
- "Ultra Vires" decisions being made during formal meetings.

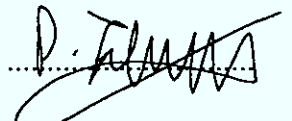
The Management Committee exercise their responsibilities for risk management primarily through receiving and considering reports from management at their regular board meetings.

Chair 
Registered Office
60 High Street
Dunbar
EH42 1JH

Date...12/6/2013.....

Secretary 
D. WILLIAMSON

Date...13 June 2013.....

Treasurer 
P. IMMIRZI

Date...12/6/2013.....

ACCOUNTANTS' REPORT TO THE MEMBERS OF DUNBAR COMMUNITY BAKERY LIMITED (AUDIT EXEMPTION REPORT)

We report on the financial statements on pages 9 to 14 for the year ended 30 November 2012. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

Respective Responsibilities of Officers & Reporting Accountants

As explained more fully in the Statement of Management Committee Responsibilities set out on page five, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to carry out procedures designed to enable us to report our opinion in accordance with applicable law and Standards for reporting accountants' applicable in the United Kingdom.

As described on page five the Management Committee are responsible for the preparation of the financial statements. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Statements 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 purposes of this report. These procedures provide the only assurance expressed in our opinion.

Unqualified Opinion

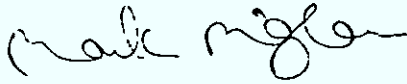
In our opinion :

(a) the income and expenditure account and the balance sheet, are in agreement with the accounting records kept by the Society under s.1 of the Friendly and Industrial and Provident Societies Act 1968.

(b) having regard to, and on the basis of, the information contained in those accounting records, the 'income and expenditure account' and balance sheet have been drawn up in a manner consistent with the accounting requirements of the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968.

(c) the Society satisfied the conditions for exemption from an audit of the financial statements for the year specified in s4(a)(1) of the Friendly and Industrial and Provident Societies Act

1968, and did not, at any time within that year, fall within any of the categories not entitled to the exemption specified in s4(a)(3) of the Friendly and Industrial and Provident Societies Act 1968.



Mark McGlone FCCA
59 Bernard Street
Edinburgh
EH6 6SL

SOCIETY PROFIT AND LOSS ACCOUNT

	Notes	2012	2011
Turnover		193,694	47,511
Less: Cost of sales			
Opening stock		1,779	-
Purchases		72,207	15,670
Less, Closing stock		(1,518)	(1,779)
		<u>72,468</u>	<u>13,981</u>
Gross Profit		121,226	33,530
Less expenses:			
Wages		155,285	25,927
Rent & Rates		8,959	7,180
Heat & light		6,755	332
Telephone		1,237	289
Repairs and renewals		6,621	3,168
Insurance		644	980
Advertising		278	636
Postage, printing and stationery		775	626
Staff training costs		457	2,315
Co-operative exhibition & meeting costs		1,058	728
Auditors remuneration		3,958	2,000
Accountancy fees		1,753	1,000
Subscriptions		460	340
Employment recruitment fees		-	500
Legal & professional fees		90	1,239
Bank charges		974	1,984
Hire purchase interest		1,692	177
Loan Interest		4,019	1,089
Depreciation of equipment		8,840	9,043
Depreciation of property improvements		2,623	8,529
		<u>206,478</u>	<u>68,082</u>
Trading (Loss)/profit		<u>(85,252)</u>	<u>(34,552)</u>
Other Income Receivable			
Grants		67,578	10,000
Donations		620	50
Bank Interest Receivable		16	49
		<u>68,214</u>	<u>10,099</u>
Total (Loss)/Profit before taxation	4	(17,038)	(34,552)
Corporation tax	5	-	-
Retained (Loss)/Profit for the year		<u>(17,038)</u>	<u>(34,552)</u>

BALANCE SHEET AS AT 30 NOVEMBER 2012

	Notes	2012	2011 £
Tangible fixed assets	5	<u>87,138</u>	<u>50,634</u>
Current assets and liabilities:			
Current assets			
Stock		1,518	1,779
Debtors	6	9,492	58,634
Cash at bank and in hand		9,646	23,955
		<u>20,656</u>	<u>84,368</u>
Creditors and accruals	7	<u>28,836</u>	<u>10,820</u>
Net Current (Liabilities)/Assets		(8,180)	73,548
Creditors: amounts falling due after more than one year	9	<u>77,041</u>	<u>113,198</u>
Total Net assets		<u>1,917</u>	<u>10,984</u>
Share capital and reserves:			
Share capital	10	47,831	39,860
Profit and loss account	11	(45,914)	(28,876)
	12	<u>1,917</u>	<u>10,984</u>

These accounts were approved by the Management Committee and authorised for issue on
 16 April 2013

The accompanying notes form an integral part of these financial statements.

Notes to the financial statements

Accounting policies

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom.

- a. The financial statements have been prepared under the historic cost convention and under the UK accounting policies set out below
- b. Interest on loans and bank balances is credited to the profit and loss account as it accrues
- c. Depreciation has been provided to write off fixed assets on a straight line basis over their anticipated useful life (3 to 5 years), property improvements over 10 years (on a 10% reducing balance) or for leased assets over the period of the lease
- d. Exchange rates: assets and liabilities denominated in foreign currencies are stated in the balance sheet at the equivalent value in sterling at the exchange rate prevailing at the balance sheet date. Transactions during the year denominated in foreign currencies are stated at their equivalent value in sterling at the exchange rate prevailing at the date of the transaction.
- e. Rentals payable under operating leases are charged on a straight line basis over the term of the lease
- f. Pension contributions. The Society does not operate a Society pension scheme but operates a stakeholder pension scheme.
- g. Investments are stated at cost less provisions for any permanent diminution in value
- h. Grants funding is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when project related grants are received in advance of a time specific project or event to which they relate

1. Remuneration of the Management Committee

None of the Management Committee received any remuneration under their capacity as Committee Members.

2. Profit/(Loss) before taxation is stated after

	2012	2011
	£	£
Depreciation (note 4)	11,463	17,572
Auditor / Accountant's remuneration:		
As auditor (2011) and accountant		
(2012)		
- <i>McGlone & Co</i>	1,000	2,000
Other services		
- <i>McGlone & Co</i>	0	1,000

3. Corporation tax charge

The charge for Corporation Tax in the year was nil (2011 – Nil).

4. Tangible fixed assets

	Property Improvements	Equipment	Total
	£	£	£
Cost			
Brought forward as at 1 December 2011	34,115	34,091	68,206
Additions	46,697	1,270	47,967
Disposals			
Carried forward as at 30 November 2011	80,812	35,361	116,173
Depreciation			
Brought forward as at 1 December 2011	8,529	9,043	17,572
Charge for year	2,623	8,840	11,463
Depreciation on disposals	-	-	-
Carried forward as at 30 November 2012	11,152	17,883	29,035
Net book value			
30 November 2012	69,660	17,478	87,138
30 November 2010	25,586	25,048	50,634

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property Improvements & Equipment - 10% reducing balance on cost

Included in the net book value of fixed assets is equipment acquired using hire purchase finance. The net book value of that equipment is £1,963.

5. Debtors and prepayments

	2012	2011
	£	£
Prepayments & Accrued Income	8,502	47,094
VAT Refund due	990	11,540
	9,492	58,634

6. Creditors falling due within one year

	2012 £	2011 £
Taxation and social security	2,611	3,145
Trade creditors & accruals	7,278	-
Hire purchase creditor	1,744	1,744
Other creditors	8,328	5,931
Loans	8,875	-
	<u>28,836</u>	<u>10,820</u>

7. Creditors: amounts falling due after more than one year

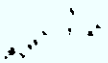
	2012 £	2011 £
Hire purchase creditor	1,454	3,198
Loans	75,587	110,000
	<u>77,041</u>	<u>113,198</u>

8. Movement in share capital

	2012 £	2011 £
Balance at 30 November 2011	39,860	35,120
Receipts	7,971	4,740
Withdrawals		
Net inflow	<u>7,971</u>	<u>4,740</u>
Balance at 30 November 2012	<u>47,831</u>	<u>39,860</u>

At 30 November 2011, the Management Committee had suspended the withdrawal of shares. The entitlement of members to the assets of the Society is limited to the shares that they hold in the Society, together with any interest declared by directors on those shares.

Each share is issued at a nominal £1 per share and each member has only one vote.



9. Profit and loss account

	2012	2011 £
Balance brought forward	(28,876)	5,577
(Loss)/Profit for the year	(17,038)	(34,453)
Balance carried forward	<u>(45,914)</u>	<u>(28,876)</u>

10. Reconciliation of shareholders' funds

	2012 £
Brought forward at 30 November 2011	10,984
Increase in share capital	7,971
Trading (Loss) for the year	(17,038)
Net decrease in shareholders' funds	<u>(9,067)</u>
Shareholders' funds at 30 November 2012	<u>1,917</u>

11. Financial Commitments

Financial commitments at the year-end under non-cancellable leases will result in the following payments:

	2012 £
Land and buildings	
Annual commitment for leases expiring: After five years	7,800