



Company No. 05386537

Report and Financial Statements

For The Year Ended

31<sup>st</sup> March 2014

Supported By:

The **co-operative**  
enterprise hub

The Midcounties **Co-operative**  
midcounties.coop

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# Annual Review

## 2013 - 14

It has been another busy year for Co-operatives South East and our members. We have used a rolling Chair for our Board Meetings, as initiated last year and this continues to work very well.

Here are some of the highlights of the last year:

### Governance & Membership

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At the 2013 AGM, we undertook a review of our terms of office and appointed directors for a one year, two year or three year term. This allowed directors to serve for a three year period before coming up for re-election. We currently have eight vacancies on the Board.

We have not actively sought new members this year, however we encourage co-operatives from the south-east region to join a growing network and are starting to receive information on new members of Co-operatives UK, based in the south east. These new members will receive a copy of the new membership leaflet

### Marketing and Communications

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We have continued to engage with both existing members and wider audiences using our Twitter account [@cooperativesse](https://twitter.com/cooperativesse). We joined Twitter in September 2010 and since then have grown our following to just over 500 and have sent out just over 400 Tweets in the same time period.

Communicating with our members, fellow co-operative organisations and the wider public, we use our Twitter account to promote and support our members and engage in dialogue on the wider cooperative movement. We have also used it to highlight various activities such as Board meetings, our conference and Co-operatives Fortnight.

We will continue to engage with existing and potential members and aim to grow our presence on Twitter. We encourage our members to follow our tweets and offer to re-tweet their news.

We have spent time this year focusing on improving our marketing materials. Working in co-operation with member Wave Design, they are designing a new membership leaflet (see right) which will be used to promote Co-operatives South East at events across the region.

The leaflet will include member case studies and photographs as well as information about Co-operatives South East and how to become a member.



## Member Engagement

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Our Annual Conference, normally held in March each year, has been postponed and will take place during Co-operatives Fortnight. It will focus on Protecting, Progressing and Prospering and give those outside the movement the opportunity to see how they can protect their community assets, progress their ideas into a co-operative and hear from those who have already take this step and whose business are prospering. Key note speakers will include Peter Couchman from the Plunkett Foundation and Di Bateman from the Midcounties Co-operative.

We communicate regularly with our members via our e-bulletin which is also forwarded onto non-member co-operatives across the south east quarterly. Once a year this e-bulletin is forwarded to external contacts and previous event attendees to further promote the organisation.

Members are offered the opportunity to promote their news and events in the e-bulletin and many also follow our twitter feed or use it to promote their tweets.

## Work with Co-operatives UK

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As always we have continued to work in close partnership with Co-operatives UK (the trade association for co-operative enterprises). They help to provide information and contacts that we use at a regional level. We continue to attend meetings with other Regional Co-operatives organised by Co-operatives UK.

## Our Thanks

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None of the work that we do would be possible without the support of our funders; The Midcounties Co-operative and The Co-operative Enterprise Hub. We would like to give them our heartfelt thanks.

The **co-operative**  
enterprise hub

The Midcounties **Co-operative**  
midcounties.coop

Also, our thanks go to Kathy O’Keeffe who works tirelessly on behalf of Co-operatives South East and keeps the Board in order.

Many thanks also to the board who continue to work hard on behalf of Co-operatives South East. They are:

- Nadiya Donovan
- Graham Hammond
- James Mathie
- Brian Morley
- Donald Morrison
- Sally Reith
- Andy Syrett

July 2014

**Co-operatives South East Limited**  
**Financial Statements**  
**for the year ended 31<sup>st</sup> March 2014**

**Company Information**

**Legal Status:** Company Limited by Guarantee

**Company Number:** 05386537

**Directors:** Nadiya Donovan  
Graham Hammond  
James Mathie  
Brian Morley  
Donald Morrison  
Sally Reith  
Andrew Syrett

**Secretary:** Graham Hammond

**Registered Office:** 1st Floor  
Persimmon House  
Anchor Boulevard  
Crossways  
Dartford  
Kent  
DA2 6QH

**Bankers:** The Co-operative Bank  
P O Box 250  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

# Co-operatives South East Limited Financial Statements for the year ended 31st March 2014

## Directors' Report

The Directors present their report and financial statements for the year ended 31<sup>st</sup> March 2014.

### Principal Activities

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The Company's principal activities are:

- a) Representation and promotion of Co-operative values and principles.
- b) Raise the profile of the Co-operative sector in the South East of England region.
- c) Representation of the Co-operative Sector within regional and where appropriate national forums and media.
- d) Facilitation of the provision of services to members that will assist them to develop as co-operatives, sustainable enterprises and contributors to the well-being of communities in the region.
- e) Involve members and potential members in the wider Co-operative Movement and in particular in active membership of Co-operatives UK.
- f) The building of partnership structures and arrangements within organisations with similar objectives.

### Directors

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The directors who served during the year and in the period up to signing the accounts were as follows:

Nadiya Donovan  
Graham Hammond  
James Mathie  
Brian Morley  
Donald Morrison  
Sally Reith  
Andrew Syrett

## Governing Document

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Co-operatives South East Limited is a Company limited by guarantee. It was incorporated on 9<sup>th</sup> March 2007 and commenced trading on 10<sup>th</sup> March 2007.

The Company was established under a Memorandum of Association which established the objects and powers of the Company and is governed under its Articles of Association.

## Results

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The results are as set out in the Income and Expenditure account.

## Directors Responsibilities

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The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accepted Accounting Practice

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the Company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

.....  
**Andrew Syrett - Director**

# Company No. 05386537

## Company Name: Co-operatives South East Limited

Income and Expenditure Account  
For the year ended 31<sup>st</sup> March 2014

	Note	2014		2013
		Unrestricted	Designated	Total
<b>INCOME</b>				
Bank Interest		28		24
Grants	1	8,000		14,500
Other		30		45
Total Income		8,058		14,569
<b>EXPENDITURE</b>				
AGM / Seminars		1,828		5,500
Directors Expenses		348		694
Sundry Costs		0		10
Management & Administration		1,875		2,875
Printing / Advertising		1,420		0
Co-ops Fortnight Bursaries			500	850
Total Expenditure		5,471	500	9,929
Surplus (Deficit) for the year prior to taxation		2,587	(500)	4,640
Taxation		(6)		(5)
Surplus (Deficit) for the year after taxation		2,581	(500)	4,635
Transfers				
Retained Surplus (Deficit)		2,581	(500)	4,635



# Company No. 05386537

## Company Name: Co-operatives South East Limited

Balance Sheet as at 31/03/2014

	Note	2014			2013
		Unrestricted	Designated	Total	Total
<b>FIXED ASSETS</b>		0		0	0
<b>CURRENT ASSETS</b>					
Debtors & Prepayments	2	274		274	2,548
Bank Accounts		18,844	678	19,522	13,746
Cash in Hand		0		0	0
		19,118	678	19,796	16,294
<b>CREDITORS:</b>					
Amounts falling due within one year	3	1,426		1,426	5
<b>NET CURRENT ASSETS/ LIABILITIES</b>		17,692	678	18,370	16,289
<b>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>		0	0	0	0
<b>NET ASSETS</b>		17,692	678	18,370	16,289
<b>CAPITAL &amp; RESERVES:</b>					
Income & Expenditure Account		15,111	1,178	16,289	11,654
Surplus (Loss) for the year		2,581	(500)	2,081	4,635
		17,692	678	18,370	16,289

- (a) For the year ending 31<sup>st</sup> March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.
- (b) The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- (c) The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.
- (d) These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008)

Approved by the board of directors on

and signed on their behalf by ..... Andrew Syrett, Director

# Company No. 05386537

## Company Name: Co-operatives South East Limited

### Notes to the Financial Statements

For the year ended 31<sup>st</sup> March 2014

<b>1</b>	<b>GRANT INCOME</b>	<b>2014</b>	<b>2013</b>
	The Co-operative Enterprise Hub	5,000	12,500
	Co-operatives UK	1,000	0
	Mid Counties Co-operative Society	<u>2,000</u>	<u>2,000</u>
		8,000	14,500
<b>2</b>	<b>DEBTORS</b>	<b>2014</b>	<b>2013</b>
	Bank Interest Receivable	4	4
	Grant	0	2,500
	Other Debtors	<u>270</u>	<u>45</u>
		274	2,548
<b>4</b>	<b>CREDITORS</b>	<b>2014</b>	<b>2013</b>
	Trade Creditors	1,420	0
	Corporation Tax	<u>6</u>	<u>5</u>
		1,426	5

Company Secretary: Graham Hammond  
c/o The Co-operative Group, 1<sup>st</sup> Floor Persimmon House, Anchor Boulevard, Crossways, Dartford, Kent DA2 6QH  
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Company Number 5386537