

Registration number: IP30349R

The Tewin Stores Association Ltd

trading as
Tewin Stores

Committee Members' Report and Unaudited Financial Statements
for the Year Ended 30 September 2021

Holdings Limited
Chartered Certified Accountants & Business Advisors
5 Coopers Court
Folly Island
Hertford
SG14 1UB

The Tewin Stores Association Ltd
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The Tewin Stores Association Ltd
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Company Information

Chair	Peter Miller (Chair)
Committee Members	Peter Miller (Chair) Linda Crawford (Vice Chair) Eleanor Lohr (Hon Secretary) Graham Spring Dagmar Brook – re-appointed 19.05.2021 Katie-Anne Berk – appointed 24.09.2021 Michael Bennett – appointed 18.11.2021
Secretary	Eleanor Lohr (Hon. Secretary)
Registered office	12b Hertford Road Tewin Welwyn Hertfordshire AL6 0JY
Bankers	HSBC
Accountants	Holdings Limited Chartered Certified Accountants & Business Advisors 5 Coopers Court Folly Island Hertford SG14 1UB

The Tewin Stores Association Ltd
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Committee Members' Report for the Year Ended 30 September 2021

The Committee present their report and the financial statements for the year ended 30 September 2021.

Incorporation details

The association was incorporated under the Co-operative and Community Benefit Societies Act 2014 (formerly the Industrial and Provident Societies Acts 1965-2002) on 9th October 2007 and commenced trading on 21st February 2008.

Principal activity

The principal activity of the association is the operation of a community shop, post office and cafe for the benefit of local residents.

Committee Members

The Committee Members who held office during the year were as follows:

Peter Miller (Chair)
Linda Crawford (Vice Chair)
Eleanor Lohr (Hon Secretary)
Graham Spring
Jacquie Mercer – resigned 15.03.21
Jenny Mason (Treasurer) – resigned 30.09.2021
Dagmar Brook – re-appointed 19.05.2021
Katie-Anne Berk – appointed 24.09.21

The Tewin Stores Association Ltd
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Committee Members' Report for the Year Ended 30 September 2021

..... continued

This year we began trading during the second national lockdown with people being asked to work from or stay at home until late March. With the help of our wonderful volunteers and staff, particularly Bev Barraclough, Tewin Stores remained open throughout the lockdown. We reported last year the lockdown restrictions positively impacted sales of certain categories but that the necessary closure of the café impacted our profitability. This year the impact was not as marked as customers returned to their normal shopping habits. We were pleased to recommence a restricted café service which supported profitability. Comparisons with last year as a result of the different periods and depth of the restrictions are difficult and are therefore not strictly 'like for like'. Turnover for the full year was £170,720, down (£4,251) or (2.4%) versus last year. We are reporting an operating profit of £6,554, broadly the same as last year. We have however made several adjustments to operating profit, the details of which are explained below.

We were fortunate to receive a Covid recovery grant of £10,000 in 2020. We recognised £5,000 of this last year and had initially planned to release the balance into this year however with the effects of Covid still being felt we think it prudent to only release £2,500 into this year and the balance into 2021/22. Further, we have decided to write off all the preliminary architect's fees and other professional costs associated with the café redevelopment that we have incurred up to 30.09.21 in the 2021 accounts – rather than depreciating them over a number of years. These costs are reported under Sundry Expenses.

In a similar vein, in the absence of a Fixtures & Fittings and Plant Register we cannot identify what remains from earlier years and therefore have decided to depreciate fully historical depreciated values of Fixtures and Fittings, and Plant & Machinery, brought forward from 2020 in 2021. Only the new fridges purchased in 2020/21 would then remain in Fixtures & Fitting register at 30.09.21.

Finally, and going the other way in P & L terms, we have discovered that over a lengthy period of time some newspaper vouchers have not been processed correctly. This has led to a gradual build-up of cash which until recently could not be identified with any particular aspect of the shop's activities. At the beginning of 2020/21 this had built up to about £2,500 and by the end of year it increased to approximately £3,700. We have considered taking part of this as a prior year adjustment with the remainder in 2020/21 but have rather concluded that it would be easier all round to take it all into 2020/21 as an increase in sales and with associated cost already accounted for it feeds through into the profit for the year.

The error has continued into 2021/22. However now that we have identified the processing issue we will amend our processes and train all volunteers to ensure all newspaper vouchers are processed correctly going forward.

This year as in previous years we have benefitted from the generous support of so many people in the village. The donations of crafts and 'special buys' from Graham Bennell combined with the takings from the 'Coffee/Tea with a slice of homemade Cake' made in volunteer kitchens throughout the Village; the BBQ in September organised by Linda Crawford, held in conjunction with St Peter's Church, all involved so many people, and helped to increase the operational surplus.

The retail market is particularly challenging for small businesses and without these additional activities and the unasked-for generosity from customers and volunteers, Tewin Stores and Café would not be as successful. For us, as your Committee, it is a reassuring and constant reminder of how Tewin Stores and Café is valued by the Community.

The overheads last year are in line with previous years. We have been particularly attentive to renewing contracts for the supply of electricity, insurance, phone and wi-fi which can so easily get out of hand. Light, heat & power cost have benefited from an undercharge by our supplier which has now been corrected allowing us to release a credit into the accounts. Credit card processing costs were £654 lower this year compared last year. This is the result of lower volumes and negotiated rate improvements at the beginning of the year.

The Tewin Stores Association Ltd
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Committee Members' Report for the Year Ended 30 September 2021

..... continued

Grants & Subsidies

We applied for and were pleased to receive a Covid recovery grant from EHDC of £2,537 in September. This grant enabled us to replace our chiller and to purchase some highchair extensions. The balance of the grant will be spent on cleaning and advertising this year.

We were also able to replace the freezer thanks to a very generous donation from a village resident who wishes to remain anonymous. Therefore, our thanks must be limited to these few words however on behalf of all those connected and involved in Tewin Stores, thank you for your kind donation.

Refurbishment

Shareholder Members at the 2020 AGM held in March 2021 agreed plans to cover the Courtyard, so that the café can stay open all year round, level the courtyard floor to the level of the existing shop floor, demolish the WC and rebuild it as a disabled friendly internal access WC and improve the kitchen and its equipment.

Planning approval was given in late November 2021, and following concerns expressed by the owner of the adjoining Grade II listed property, the planning department required us to apply for List Building Consent which we have recently received.

Since March 2021, we have been assessing the financial costs and associated risks of carrying out the full refurbishment. Having taken all these factors into consideration the Committee is recommending that major works should not be undertaken until the Treasurer and Chairperson roles have been filled.

Maintenance and shop Improvements

Whilst the age of the building and inevitable damp are causes for concern, no serious issues have been raised by the surveyors who have carried out inspection on the fabric and stability of the building. However, we do plan to improve the conditions in shop and the working conditions of the volunteers and staff.

Recently, in order to encourage new custom, the Committee has purchased: a new coffee machine and replaced the deteriorating awning outside the shop.

This year we must say a big 'thank you' to Keith St Pier and Jim Hall for doing a lovely job mending the rotten timbers (caused by flooding) in the kitchen doorway. Keith regularly clears out the guttering and keeps an 'eye' on the state of the WC roof. We hope that many of these problems can be dealt with as part of the refurbishment work, and thereby make day-to-day maintenance less stressful for Bev and the volunteers.

Committee Members' Report for the Year Ended 30 September 2021

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Committee

Last year I explained that our Treasurer Jenny Mason had resigned from the committee and that we were seeking to appoint a new treasurer. Unfortunately, no one has come forward to take on the role of treasurer and as at the time of writing the position remains unfilled. We are very grateful to Jenny as she has continued to provide treasurer support and has completed the year end accounts for us.

We were delighted to appoint Katie-Anne Berk and Dagmar Brook to the committee. Katie is a civil servant by trade and has extensive experience in the working with volunteers and delivering training programmes. Dagmar is a well-known resident of Tewin and brings with her a wealth of business experience.

I am pleased to report Michael Bennett joined our committee in November 2021. Michael has a wealth of people management and operational experience having worked in both hospitality and estate management.

I notified the committee last summer that I wished to relinquish my role as chairman and resign from the committee at the AGM. I have enjoyed my time on the committee and helping with the community share sale in 2019. I am grateful to my fellow committee members for their support over the past 2 years. Linda Crawford as deputy chair will chair committee meetings with other responsibilities delegated to committee members until a full-time chairperson is appointed.

Plans for the year ahead

The immediate focus of the committee will be to appoint a new treasurer and chairperson. Until these roles are filled the committee has decided to pause the refurbishment plans and will instead focus on making small improvements to the shop and café. These plans include; replacing the Epos System which has become unreliable, replacing the deteriorating vegetable rack and improvements to the heating and lighting in the shop.

Approved by the Board and signed on its behalf by:



Peter Miller (Chair)

Date...11.3.22.....



Eleanor Lohr (Hon. Secretary)

Date...11.3.22.....

**Chartered Certified Accountants' Report to the Committee and Members on the
Unaudited Financial Statements of
The Tewin Stores Association Ltd trading as Tewin Stores**

In order to assist you to fulfil your duties under the Co-operative and Community Benefit Societies Act 2014 ,we have compiled the financial statements of the association which comprise the Profit and Loss Account, the Balance Sheet, and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the society's Committee, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the society's Committee that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's Committee, as a body, for our work or for this report.

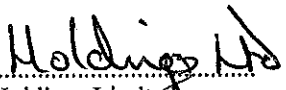
We have carried out this engagement in accordance with technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the Association relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 30 September 2020 your duty to ensure that the society has kept proper accounting records and to prepare financial statements that give a true and fair view under the Co-operative and Community Benefit Societies Act 2014 . You consider that the association is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. However, we have verified the accuracy and completeness of the accounting records and information and explanations you have given to us and, in our opinion, the financial statements comply with those underlying records.

Under section 85 of the Co-operative and Community Benefit Societies Act 2014, in our opinion:-

- The revenue account or accounts and the balance sheet are in agreement with the books of account kept by the society;
- On the basis of the information contained in the books of account, the revenue account etc. comply with the requirements of the Co-operative and Community Benefit Societies Act 2014;
- The financial criteria allowing the production of a report instead of a full audit report have been met.


.....
Holdings Limited
Chartered Certified Accountants & Business Advisors
Date: 12/3/22

5 Coopers Court
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The Tewin Stores Association Ltd
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Profit and Loss Account for the Year Ended 30 September 2021

	Note	2021 £	2020 £
Turnover		170,720	174,971
Cost of sales		(128,100)	(136,130)
Gross profit		42,620	38,841
Administrative expenses		(39,131)	(34,739)
Other operating income		3,065	7,293
Operating profit	3	6,554	11,395
Other interest receivable and similar income		10	121
Profit on ordinary activities before taxation		6,564	11,516
Profit for the financial year	8	6,564	11,516
Profit and loss reserve brought forward		51,022	39,506
Profit and loss reserve carried forward		57,586	51,022

The notes on pages 9 to 12 form an integral part of these financial statements.

The Tewin Stores Association Ltd
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Balance Sheet as at 30 September 2021

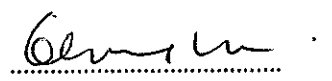
	Note	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	4		154,465		158,075
Current assets					
Stocks		6,113		6,471	
Debtors	5	7,966		7,687	
Cash at bank and in hand		116,738		108,274	
		<u>130,817</u>		<u>122,432</u>	
Creditors: Amounts falling due within one year	6	<u>(9,771)</u>		<u>(11,585)</u>	
Net current assets			121,046		110,847
Net assets			<u>275,511</u>		<u>268,922</u>
Capital and reserves					
Members' and non-members' capital donations, grant funding and bequests	7		217,925		217,900
Profit and loss reserve	8		57,586		51,022
Accumulated funds			<u>275,511</u>		<u>268,922</u>

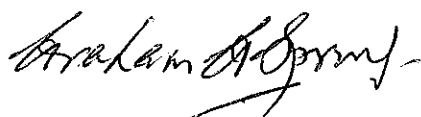
For the financial year ended 30 September 2021, the society was entitled to exemption from audit under section 84 of the Co-operative and Community Benefit Societies Act 2014 and a resolution to that effect has been passed at a general meeting. The directors acknowledge their responsibilities for ensuring that the society keeps accounting records which comply with section 75 of the Act and preparing accounts which give a true and fair view of the state of affairs of the society as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 80 and which otherwise comply with the Co-operative and Community Benefit Societies Act 2014.

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) (effective April 2008).

Approved by the Board on 17.2.22 and signed on its behalf by:


Peter Miller (Chair)


Eleanor Lohr (Hon. Secretary)
Company Secretary



The notes on pages 9 to 12 form an integral part of these financial statements.

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2021

2 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents amounts chargeable, net of value added tax, in respect of the sale of goods and services to customers.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	25% reducing balance basis
Furniture and fittings	25% reducing balance basis

Freehold property	Held at fair value
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Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs.

3 OPERATING PROFIT/(LOSS)

Operating profit/(loss) is stated after charging:

	2021 £	2020 £
Depreciation of tangible fixed assets	<u>4,235</u>	<u>1,562</u>

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

4 TANGIBLE FIXED ASSETS

	Freehold property £	Plant & machinery £	Total £
Cost			
As at 1 October 2020	153,012	41,106	194,118
Additions	-	3,966	3,966
Disposals	-	(4,832)	(4,832)
As at 30 September 2021	<u>153,012</u>	<u>40,240</u>	<u>193,252</u>
Depreciation			
As at 1 October 2020	-	36,043	36,043
Charge for the year	-	4,235	4,235
Disposals	-	(1,491)	(1,491)
As at 30 September 2021	<u>-</u>	<u>38,787</u>	<u>38,787</u>
Net book value			
As at 30 September 2021	<u>153,012</u>	<u>1,453</u>	<u>154,465</u>
As at 30 September 2020	153,012	5,063	158,075

5 DEBTORS

	2021 £	2020 £
Trade debtors	-	1,280
Other debtors	7,966	6,407
	<u>7,966</u>	<u>7,687</u>

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	2,856	5,330
Taxation and social security	-	251
Other creditors	6,915	6,004
	<u>9,771</u>	<u>11,585</u>

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

7 MEMBERS' AND NON-MEMBERS' CAPITAL DONATIONS, GRANT FUNDING AND BEQUESTS

	2021
	£
Members' capital donations – shares class 1	4,900
Matched grant funding – Plunkett foundation	12,000
Bequest from Mr Geoffrey Walter Malin*	100,000
Members' capital donations – shares class 2	78,575
Donations for shop purchase	2,450
Parish council grant	20,000
Total	<u>217,925</u>

Members' capital donations – shares class 1: Shares are neither withdrawable nor transferable and carry no right to interest, dividend or bonus, and shall be forfeited and cancelled on cessation of membership.

The grant funding comes from the Village Core Programme operated by the Plunkett Foundation and is designated in accordance with the grant terms and conditions.

Members' capital donations – shares class 2: Shares may be withdrawn by Members who have held them for a minimum of three years, having regard to the long term interest of the Society. They are not transferable except on death or bankruptcy. Any payment of interest must be from trading profits and is also at the discretion of the Management Committee having regard to the long term interest of the Society.

8 RESERVES

***The bequest from Mr Geoffrey Walter Malin has been capitalised for the future development of the shop**

	£
Balance at 1 October 2020	51,022
Transfer from profit and loss account for the year	6,564
Balance at 30 September 2021	<u>57,586</u>

The Tewin Stores Association Ltd
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Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

9 RELATED PARTIES

Controlling entity

The association is controlled by its members under the Co-operative & Community Benefit Societies Act 2014 for the benefit of the community and its Objects. Members have donated capital of at least £25 each. The company employs volunteers to work in the shop and considers them honorary members. A full list of members is available at the registered office.

Related party transactions

There is no fee charged by Holdings Limited in respect of the year end accounts preparation.

The Tewin Stores Association Ltd
trading as
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Detailed Profit and Loss Account for the Year Ended 30 September 2021

	2021		2020	
	£	£	£	£
Turnover				
Sales, UK	170,174		173,721	
Grants and subsidies	<u>546</u>		<u>1,250</u>	
		170,720		174,971
Cost of sales				
Opening stock	6,471		8,247	
Purchases	127,732		134,167	
Direct costs	10		187	
Closing stock	<u>(6,113)</u>		<u>(6,471)</u>	
		<u>(128,100)</u>		<u>(136,130)</u>
Gross profit		42,620		38,841
24.96% (2020 – 22.20%)				
Administrative expenses (analysed below)				
Employment costs	21,823		21,314	
Establishment costs	3,028		4,530	
General administrative expenses	8,410		5,044	
Finance charges	1,635		2,289	
Depreciation costs	<u>4,235</u>		<u>1,562</u>	
		(39,131)		(34,739)
Other operating income				
Donations and grants		<u>3,065</u>		<u>7,293</u>
Operating profit		6,554		11,395
Other interest receivable and similar income				
Bank interest receivable		<u>10</u>		<u>121</u>
Profit on ordinary activities before taxation		<u>6,564</u>		<u>11,516</u>
Profit for the financial year		<u><u>6,564</u></u>		<u><u>11,516</u></u>

This page does not form part of the statutory financial statements.

The Tewin Stores Association Ltd
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Detailed Profit and Loss Account for the Year Ended 30 September 2021

..... continued

	2021 £	2020 £
Employment costs		
Wages and salaries	21,748	21,075
Staff welfare	75	239
	<u>21,823</u>	<u>21,314</u>
	2021 £	2020 £
Establishment costs		
Rent	-	-
Water rates	125	168
Light, heat and power	1,465	2,999
Insurance	1,408	718
Repairs and maintenance	30	645
	<u>3,028</u>	<u>4,530</u>
	2021 £	2020 £
General administrative expenses		
Telephone and fax	905	895
Computer software and maintenance costs	749	899
Printing, postage and stationery	-	232
Sundry expenses	4,071	382
Cleaning and trade refuse	582	734
Motor expenses	-	-
Promotional expenses	-	-
Bookkeeping and administration	1,800	1,800
Legal and professional fees	303	102
	<u>8,410</u>	<u>5,044</u>
	2021 £	2020 £
Finance charges		
Bank charges	-	9
Credit card processing charges	1,635	2,280
	<u>1,635</u>	<u>2,289</u>
	2021 £	2020 £
Depreciation costs		
Depreciation of plant and machinery (owned)	1,613	538
Depreciation of fixtures and fittings (owned)	1,280	719
Depreciation of office equipment (owned)	1,342	305
	<u>4,235</u>	<u>1,562</u>

This page does not form part of the statutory financial statements.