



**Renewable Energy Societies**

**Administration Service**

## Shareenergy Renewable Energy Societies Administration Service

Shareenergy offers an administration service to renewable energy Societies. This is a high quality, professional service to help ensure the smooth running of the Society, at an affordable cost. This reduces the burden on directors acting in a voluntary capacity for the Society, ensures the Society complies with its legal obligations and provides members with a reliable and expert point of contact for all their needs. By providing these services to a number of Societies, Shareenergy can keep costs to a minimum and offer a competitive service. Shareenergy is a not-for-profit organisation and these services are provided on that basis.

### Services

There are two administration services on offer, one of which assists Societies in delivering successful share offers and the other which assists with the ongoing management of the Society, for the life of the project.

#### Share Offer Administration:

##### *Share Offer*

- Receipt of all share offer applications
- Return of any invalid applications and correspondence
- Creation of database and logging of all changes during share offer period
- Response to generic issues during share offer (tax breaks, buying shares for children, transfer of shares etc.)
- Forwarding of project specific queries to directors
- Book-keeping and bank reconciliation during share offer period

##### *Share Issue*

- Design and printing of share certificates
- Issuing of shares in accordance with directors' instructions

##### *Seed EIS & EIS Application and Administration*

- Pre approval application, where applicable
- Registration of enterprise for SEIS & EIS
- Issuing of SEIS & EIS certificates to eligible Society members
- Correspondence with members, where required

#### Annual Administration Service:

##### *Web Hosting*

- Project website with full content management system. Societies can author and manage their own content. This can be as a subset of the Shareenergy website ([www.shareenergy.coop/projectname](http://www.shareenergy.coop/projectname)) or connected to the project's own domain name ([www.projectname.co.uk](http://www.projectname.co.uk)).

##### *Member Database Management*

- Maintaining up to date records for all members (legal requirement). All records will be held in our in-house Customer Relationship Management (CRM) database.

- Dealing with updates of Member details as communicated by members
- Sending out messages to members through the mailing list as directed by the Board
- Providing membership statistics and details as required by the Board

#### ***Member and Board Liaison***

- Dealing with queries from members and Society board members. Sharenergy maintains a paid Member Services co-ordinator who is trained to deal with the vast majority of everyday queries from members regarding their membership or shareholding. Sharenergy has access through its staff and board to expertise in order to answer more complex queries.

#### ***Financial***

- Book-keeping using our in-house accounts software
- Preparation of annual accounts (unaudited)
- Registration for VAT and Corporation Tax with HM Revenue and Customs
- VAT quarterly returns
- Payment of annual interest to members in accordance with the decision of the board
- Invoicing for all electricity and/or heat use
- Submission of claims for FITs and/or RHI
- Preparation of invoices and payment of bills

#### ***Statutory Returns***

- Annual FCA returns completed and submitted
- -Preparation and submission of CT600 to HM Revenue and Customs, with attached accounts and tax computations
- Data protection registration

#### ***AGM Preparation, Documentation & Support***

- Preparation of papers for AGM
- Distribution of papers to members
- Advice in preparation for first AGM and where necessary support of Company Secretary at the first meeting

#### ***Terms and Conditions***

#### ***Qualifying Societies***

Societies need to meet the following criteria to be eligible for the Sharenergy admin service:

1. Registered as a Registered Society (Co-operative Society or Community Benefit Society), or an Industrial and Provident Society (if registered before 01/08/14). The admin service is open both to Societies registered with our Model Rules and to those registered with other Model Rules.

2. Have the generation of renewable energy as their primary function and source of income (although we may be able to provide services to Societies in related areas)

The Sharenergy Society Administration Service is available on an annual basis.

### **Exclusions**

While we will strive to provide support to the best of our abilities, the Sharenergy administration service specifically excludes the provision of legal and financial advice to Societies, their members and boards. The accounts we provide as part of the service are unaudited and Societies must ensure that they have passed a resolution permitting the submission of such accounts or made separate provision for an audit. For provision of legal advice we recommend that Societies join Co-operatives UK who have in-house lawyers specializing in Society law.

The Sharenergy administration service does not relieve directors' of any of their responsibilities and directors are encouraged to read Co-operatives UK's 'Simply Governance' and 'Simply Legal' documents, if they are unsure of what these responsibilities are.

Our charge excludes the payment of statutory fees which are currently:

FCA annual charge	£55-£425 /yr	Subsistence fee for any Registered Society dependent on value of assets.
Data protection	£35/yr	This is to join the Register, which is compulsory as the Society holds all the details of its members.

### **Cost**

The cost of the Share Offer service varies depending on the level of support required by the Society and the complexity of the share offer. As a guide price we would administer a simple £150,000 share offer for a minimum of £2,500. A reduction will be offered when a Society signs up for a minimum 5 year Society Administration Service contract.

Sharenergy's development staff can of course help with creation of share offer documents and the underlying business models – this is not part of our administrative offer and can be separately negotiated.

Our Society Administration Service is charged at a flat rate plus per-member fee. Our flat rate is £2,500 which covers all services for up to 100 members. For Societies with over 100 members we charge an additional £10/member/year.

For Societies where 5% or more of the membership are not contactable by email, Sharenergy reserves the right to charge a small surcharge of £5/member/year for each additional member who needs to be contacted via post. This is a nominal fee to cover part of the extra postal, printing and time costs incurred.

***Payment terms***

Payment for the share offer administration service will be due upfront. Payment for the Society administration service is annual, in advance (although Sharenergy may in some cases be able to defer invoicing where this is a problem for Societies' cash flow).