

Company registration number: 982753

Charity registration number: 271317

# The Abbeyfield (Exmouth) Society Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 July 2019

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Thompson Jenner LLP  
Chartered Accountants  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

# **The Abbeyfield (Exmouth) Society Limited**

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## **The Abbeyfield (Exmouth) Society Limited**

### **Reference and Administrative Details**

<b>Charity Registration Number</b>	271317
<b>Company Registration Number</b>	982753
<b>Registered Office</b>	Harding House 101 Salterton Road Exmouth Devon EX8 2NG
<b>Trustees</b>	Mr H S Ritchie, Chairman Miss L M Elson, Treasurer Mr R E Buckler Mrs V A Dolby Mrs A P Hughes Mr R W Lawrence Mr T F Pearman (resigned 12 August 2019) Rev R Sellers Mrs M Lawrence Mrs H Hughes (resigned 11 October 2019)
<b>Secretary</b>	Miss L M Elson, Treasurer
<b>Independent Examiner</b>	Thompson Jenner LLP Chartered Accountants 1 Colleton Crescent Exeter Devon EX2 4DG

## **The Abbeyfield (Exmouth) Society Limited**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 July 2019.

#### **Objectives and activities**

##### ***Objects and aims***

The object of the charity is to provide the elderly with their own home within the security and companionship of small households which can provide focal points for goodwill and friendly contact within the Community.

Abbeyfield (Exmouth) Society is a member of Abbeyfield which is also a registered charity which provides homes for the elderly over a wide range of differing care within the UK.

##### ***Objectives, strategies and activities***

In furtherance of the objects detailed above, the charity operates a home for up to 13 elderly residents at Salterton Road, Exmouth providing a safe and secure environment with a communal feel. Overall direction of the charity and management of the house is undertaken by the trustees. The house is run by a non-resident house manager, assisted by a deputy and three part-time assistants to provide meals, cleaning and general care for the residents. We do not provide personal care; this is provided by a care agency if required. There is also a part time Administrator. Limited use is made of occasional volunteer helpers when available.

##### ***Public benefit***

In setting objectives and planning activities, the Trustees have considered the Charity Commission's general guidance on public benefit and to its supplementary public benefit guidance on fee-charging. An individual's economic status, gender, ethnicity, race, religion or disability do not form part of our assessment processes except where the care offered by the society is not deemed to be appropriate for their needs i.e. dementia, severe mobility problems or chronic illness. If needed, the charity assists residents with Housing Benefit applications.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **The Abbeyfield (Exmouth) Society Limited**

### **Trustees' Report**

#### **Achievements and Performance**

The home operated by Abbeyfield (Exmouth) Society has continued to operate throughout the year with a stable level of occupancy with less voids than in previous years. Where there has been a void it has been filled relatively quickly. The charity does, when voids occur redecorate and upgrade the accommodation before reletting. The charity has also improved the communal areas within the house and enhanced the services provided to residents particularly in view of their increasing age. The garden area has been upgraded to provide better facilities for the residents. The trustees continue to look at ways to improve accommodation for residents specifically by replacing baths with showers. Considering the increasing age of the residents the trustees review regularly the need to ensure it is a suitable environment.

#### **Financial Review**

The reserves of the charity as at the year-end are shown on the balance sheet. During the year major works were carried out on the roof costing in the region of £40,000 it was also necessary to update the alarm call system costing a further £12,000. This was achievable with a grant from the Normans Family Charitable Trust. Due to maintenance work this year it was not possible to upgrade the furniture in the lounge however this is planned for the forthcoming year.

The Charity has no separate funds, all reserves being held are unrestricted.

The trustees do not plan any change in the activities of the charity or the way the present activities are conducted at present, however the Executive Committee review and monitor this on a regular basis to ensure that the Charity provides the accommodation and services needed for present and future residents.

# The Abbeyfield (Exmouth) Society Limited

## Trustees' Report

### Structure, governance and management

#### *Name of governing document*

The governing document of the charity is its memorandum and articles of association.

#### *Organisational structure*

The Abbeyfield (Exmouth) Society Limited is a company limited by guarantee.

### Recruitment and appointment of trustees

New Trustees are selected either from people known to the existing Trustees or members of the community who have shown an interest in Harding House and have the appropriate experience and skills that would benefit the Charity.

Specific Trustees are responsible for fire and health and safety, residents, maintenance, finance and staffing.


### Induction and training of trustees

It is the opinion of the Trustees that the nature of the work carried out by the Abbeyfield (Exmouth) Society is such that no specialised training is required for them to carry out their work as Trustees. However, training is provided for staff and for Trustees, where appropriate, to enable them to carry out specific duties or responsibilities. All new Trustees and staff follow an induction programme.

### Major risks and management of those risks

The Trustees regularly review the major risks which face the Charity and have implemented systems and procedures to manage those risks.

The annual report was approved by the trustees of the charity on 22/01/20 and signed on its behalf by:



.....  
Mr H S Ritchie, Chairman  
Trustee

## The Abbeyfield (Exmouth) Society Limited

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Abbeyfield (Exmouth) Society Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 22/01/20 and signed on its behalf by:



Mr H S Ritchie, Chairman  
Trustee

## The Abbeyfield (Exmouth) Society Limited

### Independent Examiner's Report to the trustees of The Abbeyfield (Exmouth) Society Limited

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2019 which are set out on pages 7 to 14.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of The Abbeyfield (Exmouth) Society Limited (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

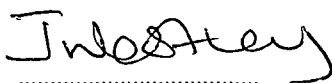
Having satisfied myself that the accounts of The Abbeyfield (Exmouth) Society Limited are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of The Abbeyfield (Exmouth) Society Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Jonathan Westley FCA, Thompson Jenner LLP  
Chartered Accountants

1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

Date: 28.01.2020



## The Abbeyfield (Exmouth) Society Limited

### Statement of Financial Activities for the Year Ended 31 July 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	182	10,000	10,182
Charitable activities	3	<u>180,098</u>	<u>-</u>	<u>180,098</u>
Total income		<u>180,280</u>	<u>10,000</u>	<u>190,280</u>
<b>Expenditure on:</b>				
Charitable activities	4	<u>(193,179)</u>	<u>(10,000)</u>	<u>(203,179)</u>
Total expenditure		<u>(193,179)</u>	<u>(10,000)</u>	<u>(203,179)</u>
Net expenditure		<u>(12,899)</u>	<u>-</u>	<u>(12,899)</u>
Net movement in funds		(12,899)	-	(12,899)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>430,178</u>	<u>-</u>	<u>430,178</u>
Total funds carried forward	13	<u>417,279</u>	<u>-</u>	<u>417,279</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	38	1,500	1,538
Charitable activities	3	<u>162,730</u>	<u>-</u>	<u>162,730</u>
Total income		<u>162,768</u>	<u>1,500</u>	<u>164,268</u>
<b>Expenditure on:</b>				
Charitable activities	4	<u>(145,604)</u>	<u>(1,500)</u>	<u>(147,104)</u>
Total expenditure		<u>(145,604)</u>	<u>(1,500)</u>	<u>(147,104)</u>
Net income		<u>17,164</u>	<u>-</u>	<u>17,164</u>
Net movement in funds		17,164	-	17,164
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>413,014</u>	<u>-</u>	<u>413,014</u>
Total funds carried forward	13	<u>430,178</u>	<u>-</u>	<u>430,178</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2019 & 2018 is shown in note 13.

The Abbeyfield (Exmouth) Society Limited

(Registration number: 982753)  
Balance Sheet as at 31 July 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	10	320,256	320,512
<b>Current assets</b>			
Cash at bank and in hand		108,426	113,150
<b>Creditors: Amounts falling due within one year</b>	11	<u>(11,403)</u>	<u>(3,484)</u>
<b>Net current assets</b>		<u>97,023</u>	<u>109,666</u>
<b>Net assets</b>		<u>417,279</u>	<u>430,178</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted income funds		<u>417,279</u>	<u>430,178</u>
<b>Total funds</b>	13	<u>417,279</u>	<u>430,178</u>

For the financial year ending 31 July 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on 22/01/20..... and signed on their behalf by:



Mr H S Ritchie, Chairman  
Trustee

## The Abbeyfield (Exmouth) Society Limited

### Notes to the Financial Statements for the Year Ended 31 July 2019

#### 1 Accounting policies

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### ***Other income***

Income from other trading activities include rental income in respect of the tenants at Harding House and is recognised where there is entitlement.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

##### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## The Abbeyfield (Exmouth) Society Limited

### Notes to the Financial Statements for the Year Ended 31 July 2019

#### Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including examination of the statutory accounts, strategic management and Trustee's meetings and reimbursed expenses.

#### Tangible fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

It is the Charitable Company's policy to maintain the freehold property in a state of sound repair, the costs being written off to the Statement of Financial Activities when incurred. Accordingly, the Trustees believe that the useful economic life of the buildings is so long and that the residual value, measured in prices prevailing at the time of acquisition, is so high, that any depreciation is not material to these accounts. Any permanent diminution in the value of freehold property is recognised in the Statement of Financial Activities when incurred.

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:

Asset class	Depreciation method and rate
Plant and machinery	15% reducing balance

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

## 2 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Donations and legacies;				
Donations from companies, trusts and similar proceeds	-	10,000	10,000	1,500
Donations from individuals	182	-	182	38
	<u>182</u>	<u>10,000</u>	<u>10,182</u>	<u>1,538</u>

**The Abbeyfield (Exmouth) Society Limited**

**Notes to the Financial Statements for the Year Ended 31 July 2019**

**3 Income from charitable activities**

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Property rental income	<u>180,098</u>	<u>180,098</u>	<u>162,730</u>

**4 Expenditure on charitable activities**

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Employment cost	87,796	-	87,796	83,902
Establishment costs	40,109	-	40,109	39,899
Repairs and maintenance	55,633	10,000	65,633	15,181
Membership fees	3,993	-	3,993	3,866
Printing, posting and stationery	239	-	239	261
Sundry and other costs	2,594	-	2,594	1,219
Cleaning	876	-	876	856
Advertising and promotion	123	-	123	118
Depreciation of tangible fixed assets	256	-	256	302
Governance costs (analysed below)	<u>1,560</u>	<u>-</u>	<u>1,560</u>	<u>1,500</u>
	<u>193,179</u>	<u>10,000</u>	<u>203,179</u>	<u>147,104</u>

**5 Analysis of governance and support costs**

**Governance costs**

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Independent examiner's fee	<u>1,560</u>	<u>1,560</u>	<u>1,500</u>
	<u>1,560</u>	<u>1,560</u>	<u>1,500</u>

## The Abbeyfield (Exmouth) Society Limited

### Notes to the Financial Statements for the Year Ended 31 July 2019

#### 6 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2019 £	2018 £
Depreciation of fixed assets	<u>256</u>	<u>302</u>

#### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
<b>Staff costs during the year were:</b>		
Wages and salaries	<u>87,796</u>	<u>83,902</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2019 No	2018 No
Charitable activities	5	5
Administration	<u>1</u>	<u>1</u>
	<u>6</u>	<u>6</u>

No employee received emoluments of more than £60,000 during the year.

#### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

**The Abbeyfield (Exmouth) Society Limited**

**Notes to the Financial Statements for the Year Ended 31 July 2019**

**10 Tangible fixed assets**

	<b>Land and buildings £</b>	<b>Other tangible fixed asset £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 August 2018	<u>318,803</u>	<u>41,419</u>	<u>360,222</u>
At 31 July 2019	<u>318,803</u>	<u>41,419</u>	<u>360,222</u>
<b>Depreciation</b>			
At 1 August 2018	-	39,710	39,710
Charge for the year	-	<u>256</u>	<u>256</u>
At 31 July 2019	<u>-</u>	<u>39,966</u>	<u>39,966</u>
<b>Net book value</b>			
At 31 July 2019	<u>318,803</u>	<u>1,453</u>	<u>320,256</u>
At 31 July 2018	<u>318,803</u>	<u>1,709</u>	<u>320,512</u>

**11 Creditors: amounts falling due within one year**

	<b>2019 £</b>	<b>2018 £</b>
Other creditors	<u>11,403</u>	<u>3,484</u>

**12 Charity status**

The charity is a company incorporated in England & Wales, limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The principal place of business is:

Harding House  
101 Salterton Road  
Exmouth  
Devon  
EX8 2NG

**The Abbeyfield (Exmouth) Society Limited**

**Notes to the Financial Statements for the Year Ended 31 July 2019**

**13 Funds**

	Balance at 1 August 2018 £	Incoming resources £	Resources expended £	Balance at 31 July 2019 £
<b>Unrestricted funds</b>				
Unrestricted general funds	430,178	180,280	(193,179)	417,279
<b>Restricted funds</b>	<u>-</u>	<u>10,000</u>	<u>(10,000)</u>	<u>-</u>
<b>Total funds</b>	<u>430,178</u>	<u>190,280</u>	<u>(203,179)</u>	<u>417,279</u>
	Balance at 1 August 2017 £	Incoming resources £	Resources expended £	Balance at 31 July 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted income fund	413,014	162,768	(145,604)	430,178
<b>Restricted funds</b>				
Restricted income fund	<u>-</u>	<u>1,500</u>	<u>(1,500)</u>	<u>-</u>
<b>Total funds</b>	<u>413,014</u>	<u>164,268</u>	<u>(147,104)</u>	<u>430,178</u>

**14 Analysis of net assets between funds**

	Unrestricted funds General £	Total funds £
Tangible fixed assets	320,256	320,256
Current assets	108,426	108,426
Current liabilities	<u>(11,403)</u>	<u>(11,403)</u>
<b>Total net assets</b>	<u>417,279</u>	<u>417,279</u>

**15 Related party transactions**

There were no related party transactions in the year.

**Controlling entity**

The charity is controlled by the Trustees who are all directors of the company.