

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 2017

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 R E Buckler, Chairman Miss L M Elson, Treasurer Mrs V A Dolby Mrs A P Hughes Mr R W Lawrence Mr T F Pearman Mr H S Ritchie Rev R Sellers (appointed 26 January 2017) Mrs M Lawrence Mrs H Hughes (appointed 26 January 2017)
<b>Secretary</b>	Mr A L Wade
<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 2017.

### **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 in particular 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 here the care offered by the society is not deemed to be appropriate for their needs i.e dementia, severe mobility problems or chronic illness.

The trustees confirm that they have complied with the requirements under 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.

#### **Achievements and performance**

The home operated by Abbeyfield (Exmouth) Society has continued to operate throughout the year with a stable level of occupancy; less voids have occurred in previous years and the majority have been filled relatively quickly. The charity has, when voids have occurred redecorated and upgraded the accommodation before reletting. The charity has improved and enhanced the services provided to residents particularly in view of their increasing age. The garden area available for residents has been upgraded to provide improved facilities. The trustees are continuing to look at ways to improve accommodation for residents specifically by replacing baths with showers.

During the year a new deputy manager has been appointed.

#### **Financial review**

The reserves of the charity as at the year-end are shown on the balance sheet. The trustees feel it is appropriate to maintain a reasonable amount of surplus funds to ensure monies are available should any major repairs be required.

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, 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 20/02/18 and signed on its behalf by:



.....  
Mr R E Buckler, 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 20/02/18 and signed on its behalf by:



.....  
Mr R E Buckler, Chairman  
Trustee

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

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

I report on the accounts of the Charity for the year ended 31 July 2017 which are set out on pages 7 to 13 .

Your attention is drawn to the fact that the Charity has prepared the Financial Statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## The Abbeyfield (Exmouth) Society Limited

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

#### Independent examiner's statement

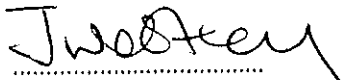
In connection with my examination, no matter has come to my attention:

(1) which gives me a reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn 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

20 February 2018



## The Abbeyfield (Exmouth) Society Limited

### Statement of Financial Activities for the Year Ended 31 July 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	460	2,100	2,560
Other trading activities	3	<u>147,286</u>	<u>-</u>	<u>147,286</u>
Total Income		<u>147,746</u>	<u>2,100</u>	<u>149,846</u>
<b>Expenditure on:</b>				
Charitable activities	4	<u>(138,498)</u>	<u>(2,100)</u>	<u>(140,598)</u>
Total Expenditure		<u>(138,498)</u>	<u>(2,100)</u>	<u>(140,598)</u>
Net income		<u>9,248</u>	<u>-</u>	<u>9,248</u>
Net movement in funds		9,248	-	9,248
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>403,766</u>	<u>-</u>	<u>403,766</u>
Total funds carried forward	13	<u><u>413,014</u></u>	<u><u>-</u></u>	<u><u>413,014</u></u>
	Note	Unrestricted funds £	Unrestricted funds £	Total 2016 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	118	118	118
Other trading activities	3	<u>134,146</u>	<u>134,146</u>	<u>134,146</u>
Total Income		<u>134,264</u>	<u>134,264</u>	<u>134,264</u>
<b>Expenditure on:</b>				
Charitable activities	4	<u>(133,719)</u>	<u>(133,719)</u>	<u>(133,719)</u>
Total Expenditure		<u>(133,719)</u>	<u>(133,719)</u>	<u>(133,719)</u>
Net income		<u>545</u>	<u>545</u>	<u>545</u>
Net movement in funds		545	545	545
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>403,221</u>	<u>403,221</u>	<u>403,221</u>
Total funds carried forward	13	<u><u>403,766</u></u>	<u><u>403,766</u></u>	<u><u>403,766</u></u>

All of the Charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2017 & 2016 is shown in note 13.

# The Abbeyfield (Exmouth) Society Limited

(Registration number: 982753)  
Balance Sheet as at 31 July 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	10	320,814	321,169
<b>Current assets</b>			
Cash at bank and in hand		94,293	86,279
<b>Creditors: Amounts falling due within one year</b>	11	<u>(2,093)</u>	<u>(3,682)</u>
<b>Net current assets</b>		<u>92,200</u>	<u>82,597</u>
<b>Net assets</b>		<u>413,014</u>	<u>403,766</u>
<b>Funds of the Charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted income funds		<u>413,014</u>	<u>403,766</u>
<b>Total funds</b>	13	<u>413,014</u>	<u>403,766</u>

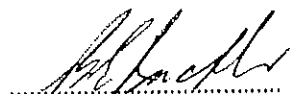
For the financial year ending 31 July 2017 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### 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 13 were approved by the trustees, and authorised for issue on 20/02/18 and signed on their behalf by:



Mr R E Buckler, Chairman  
Trustee

# The Abbeyfield (Exmouth) Society Limited

## Notes to the Financial Statements for the Year Ended 31 July 2017

### 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.

#### 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.

## The Abbeyfield (Exmouth) Society Limited

### Notes to the Financial Statements for the Year Ended 31 July 2017

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2017 £	2016 £
<b>Staff costs during the year were:</b>		
Wages and salaries	<u>72,937</u>	<u>67,401</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:

	2017 No	2016 No
Charitable activities	5	6
Administration	<u>1</u>	<u>1</u>
	<u>6</u>	<u>7</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.

#### 10 Tangible fixed assets

	Land and buildings £	Other tangible fixed asset £	Total £
<b>Cost</b>			
At 1 August 2016	<u>318,803</u>	<u>41,419</u>	<u>360,222</u>
At 31 July 2017	<u>318,803</u>	<u>41,419</u>	<u>360,222</u>
<b>Depreciation</b>			
At 1 August 2016	-	39,053	39,053
Charge for the year	-	<u>355</u>	<u>355</u>
At 31 July 2017	-	<u>39,408</u>	<u>39,408</u>
<b>Net book value</b>			
At 31 July 2017	<u>318,803</u>	<u>2,011</u>	<u>320,814</u>
At 31 July 2016	<u>318,803</u>	<u>2,366</u>	<u>321,169</u>

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

	2017 £	2016 £
Other creditors	<u>2,093</u>	<u>3,682</u>

## The Abbeyfield (Exmouth) Society Limited

### Notes to the Financial Statements for the Year Ended 31 July 2017

#### 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.

#### 13 Funds

	Balance at 1 August 2016 £	Incoming resources £	Resources expended £	Balance at 31 July 2017 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
Unrestricted income fund	403,766	147,746	(138,498)	413,014
<b>Restricted funds</b>				
Restricted income fund	-	2,100	(2,100)	-
<b>Total funds</b>	<u>403,766</u>	<u>149,846</u>	<u>(140,598)</u>	<u>413,014</u>
	Balance at 1 August 2015 £	Incoming resources £	Resources expended £	Balance at 31 July 2016 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
Unrestricted income fund	<u>403,221</u>	<u>134,264</u>	<u>(133,719)</u>	<u>403,766</u>

#### 14 Analysis of net assets between funds

	Unrestricted funds General funds £	Total funds £
Tangible fixed assets	320,814	320,814
Current assets	94,293	94,293
Current liabilities	(2,093)	(2,093)
<b>Total net assets</b>	<u>413,014</u>	<u>413,014</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.