

Company number 0708411 (England and Wales)

Charity number 208819

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

(A company limited by guarantee)

DIRECTORS' AND TRUSTEES' REPORT

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2017

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

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THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name Abbeyfield (Chichester) Society Limited

Company Registration number 00708411

Charity Registration number 208819

Directors and Trustees
D S Martin
I B Peterkin (Chairman)
A Thompson-Dyke
V J Rogers
A Irwin-Brown

Secretary I B Peterkin

General manager H D Sque

**Registered office and
Operational address**
Oakshade
Market Avenue
Chichester
West Sussex
PO19 1JR

Reporting accountants
AccountArt
5 St Thomas Avenue
Hayling Island
Hampshire
PO11 0ET

Bankers
CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

ANNUAL REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees and directors present their report and accounts for the year ended 31 December 2017.

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee and is therefore governed by a memorandum and articles of association. The company was incorporated on 17 November 1961.

Recruitment and Appointment of the Trustees

The directors of the company are also the trustees of the charity for the purposes of charity law. There is no minimum or maximum length of service and all new trustees have a basic review made into their background including a check with the Criminal Records Bureau before they are accepted.

Risk Management

The Trustees have reassessed the future direction for the Society having reviewed environmental trends and opportunities. We have adopted a set of assumptions upon which to approve business strategies, plans and targets to improve performance.

The Abbeyfield Society has standards and guidelines which are used. Monthly, quarterly and other systems are used to monitor and adjust performance and to assess and manage risk. A number of outside inspection agencies periodically review aspects of performance.

Direction, management and service delivery

The directors are required to make judgements and assessments in the process of preparing the accounts periodically. Furthermore they are responsible for ensuring that the accounting records comply with the Company Act 2006. Finally they are responsible for safeguarding the assets of the Company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for reviewing and developing visions of the future, fundamental direction, for approving the Managements' annual business plan, monitoring and supporting the management's execution of approved plans.

A Management Team led by a General Manager delivers a business plan approved by the Board, an offering to the market and a service to the residents. It reports to the Board quarterly, as a minimum.

The Chairman manages Board activities, relations with external institutions and with Abbeyfield networks.

A directing Board of Trustees meets 6 – 10 times per annum to consider directions, key strategies and overall performance. As rooms are becoming vacant, they are being upgraded and kept fit for purpose.

Objectives and Activities

The Society manages and rents accommodation to elderly People. We provide support in our houses and also in their own homes with the care, security and Christian love to which they are entitled. At the same time it aims to foster a community spirit and a sense of independence for each individual.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on fee-charging.

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

ANNUAL REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 DECEMBER 2017

Achievements and Performance

The Society has 2 homes which are successful. The market is now very much more aware of the Society's offering as a result of a focused marketing drive.

The Management Team has performed outstandingly and included residents in the process of managing and improving performance. We have had 6 meetings between Residents' and Management, the residents happily joined in this process. A key cultural goal for the year.

The Society now offers an At Home service to the wider public and this has steadily grown throughout 2016. This year, the turnover amounted to £24,596. The emphasis is on allowing older persons to stay in their home for longer with support for all those things that they can't do such as picking up a bit of shopping, completing a form etc.

Financial Review

The charity's main source of income is from rents receivable. For the current year the statement of financial activities shows a net surplus of £31,717 and the assets and reserves stand at £2,513,134.00 in total as set out on the Statement of Financial Activities. Based on the small surplus for the year, the trustees have decided not to increase the monthly rental charges to residents.

Principal Funding Sources

The residents pay a monthly rent which is calculated on the basis of the proportion of the size and location of their room. This rent is reviewed each May on the basis of cost inflation and the need to generate a surplus to cover loss of revenue income should that occur.

The Society also receives interest on its investments and occasionally income from legacies and donations.

Investment & Reserves Policy

The charity periodically reviews its investment policy to establish whether funds can be invested, reinvested or reallocated. Monies have typically been invested in a Treasury Deposits but are now invested in a Rathbones portfolio. All interest earned is re-invested.

Trustees and Directors' responsibilities

The trustees and directors are responsible for preparing the report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss for that period. In preparing those accounts, 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 accounts 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 accounts comply with the Companies Act 2006. 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.

This report was approved by the board on 12 April 2018 and signed on behalf of the board by

D S Martin
Board of trustees

General Manager
of Management Team

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	2017 £ Restricted Funds	2017 £ Designated Funds	2017 £ Unrestricted Funds	2017 £ Total Funds	2016 £
Incoming resources						
Incoming resources from generated funds:						
Legacies and donations		-	-	-	-	6,386
Investment income		-	-	80	80	718
Incoming resources from charitable activities:						
Residential charges receivable		-	-	316,338	316,338	309,919
Other operating income		-	-	-	-	101
Total incoming resources		-	-	316,418	316,418	317,124
Resources expended						
Costs of generating voluntary income						
		310	-	-	310	1,078
Charitable activities:						
Costs of providing residential accommodation	4	-	-	283,743	283,743	277,759
Governance costs		-	-	648	648	700
Total resources expended		310	-	284,391	284,701	279,537
Net incoming resources before transfers		(310)	-	32,027	31,717	37,587
Transfers between funds			5,000	(5,000)	-	-
Net incoming resources/(resources expended)		(310)	5,000	27,027	31,717	37,587
Gains and losses on revaluations of		-	-	28,827	28,827	34,474
Net movement in funds for the year		(310)	5,000	55,854	60,544	72,061
Total funds at 1 January 2017		1,444	35,000	2,416,146	2,452,590	2,380,529
Total funds at 31 December 2017		1,134	40,000	2,472,000	2,513,134	2,452,590

All recognised gains and losses are reflected through the Statement of Financial Activities, and therefore no separate Statement of Total Recognised Gains and Losses is disclosed.

BALANCE SHEET

AS AT 31 DECEMBER 2017

	Notes	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	7		1,871,369		1,870,249
Investments	8		359,328		280,501
			2,230,697		2,150,750
Current assets					
Debtors	9		13,446		12,488
Cash at bank and savings	10		284,846		307,945
			298,292		320,433
Creditors: amounts falling due within one year	11		(15,855)		(18,593)
Net current assets			282,437		301,840
Net assets			2,513,134		2,452,590
Charity funds	13				
Restricted fund			1,134		1,444
Designated funds			40,000		35,000
Unrestricted fund			2,472,000		2,416,146
			2,513,134		2,452,590

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

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

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 accounts were approved by the board on 12 April 2018 and signed on behalf of the board by

I B Peterkin
Director

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

1 Principal accounting policies

Basis of accounting

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice, Accounting by Charities issued in March 2005 and the Companies Act 2006. The accounts have also been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

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 include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of VAT.

Freehold Land and buildings

Freehold Land and buildings are held for lettings and are stated at current market value.

Depreciation

Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost or valuation, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Plant and machinery 10% reducing balance

Pensions

Contributions in respect of the company's defined contribution pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

2 Legacies and donations

	2017	2017	2017	2017	<i>2016</i>
	Restricted	Designated	Unrestricted	Total	<i>Total</i>
	Funds	Funds	Funds	Funds	<i>Funds</i>
	£	£	£	£	£
Other donations	-	-	-	-	<i>5,505</i>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u><i>5,505</i></u>

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

3 Investment income	2017	2017	2017	2017	<i>2016</i>
	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	<i>Total Funds</i>
	£	£	£	£	£
Bank interest	-	-	80	80	<i>718</i>
4 Resources expended	2017	2017	2017	2017	<i>2016</i>
	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	<i>Total Funds</i>
	£	£	£	£	£
Costs of generating income					
Resident days out costs/ residents use	-	-	-	-	<i>1,078</i>
	-	-	-	-	<i>1,078</i>
Costs of providing residential accommodation					
Housekeeping	-	-	32,641	32,641	<i>32,608</i>
General managerial house expenses	-	-	14,045	14,045	<i>150</i>
Light and heat	-	-	12,378	12,378	<i>11,772</i>
Licenses	-	-	356	356	<i>728</i>
Telephone	-	-	2,540	2,540	<i>1,866</i>
Rates and water	-	-	10,405	10,405	<i>8,683</i>
Insurance	-	-	4,079	4,079	<i>3,943</i>
Services to property	-	-	17,938	17,938	<i>14,835</i>
Room refurbishment	-	-	8,188	8,188	<i>24,445</i>
Gardens and grounds	-	-	5,364	5,364	<i>5,513</i>
Miscellaneous	-	-	751	751	<i>13</i>
Wages, salaries and staff training	-	-	160,583	160,583	<i>157,254</i>
Pension contributions	-	-	1,048	1,048	<i>916</i>
Administration expenses and travel costs	-	-	406	406	<i>317</i>
Printing, postage and stationery	-	-	1,237	1,237	<i>1,632</i>
Advertising and marketing	-	-	4,706	4,706	<i>6,219</i>
Affiliation fees	-	-	4,704	4,704	<i>4,615</i>
Depreciation	-	-	2,374	2,374	<i>2,250</i>
	-	-	283,743	283,743	<i>277,759</i>
Governance costs					
Accountancy	-	-	648	648	<i>700</i>
	-	-	648	648	<i>700</i>

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

5 Staff costs	2017	2017	2017	2017	2016
	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	Total Funds
	£	£	£	£	£
Salaries and wages	-	-	159,737	159,737	155,650
	<u>-</u>	<u>-</u>	<u>159,737</u>	<u>159,737</u>	<u>155,650</u>

The average monthly number of employees during the year was as follows:

	2017	2016
House staff	<u>16</u>	<u>16</u>

No employees received remuneration amounting to more than £60,000 in either year.

6 Net incoming resources	2017	2017	2017	2017	2016
	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds	Total Funds
	£	£	£	£	£
This is stated after charging:					
Depreciation of owned fixed assets	-	-	2,374	2,374	2,250
	<u>-</u>	<u>-</u>	<u>2,374</u>	<u>2,374</u>	<u>2,250</u>

7 Tangible fixed assets

	Land and buildings	Plant and machinery	Total
	£	£	£
Cost/valuation			
Cost or valuation	1,850,000	86,393	1,936,393
Additions	-	3,494	3,494
At end of year	<u>1,850,000</u>	<u>89,887</u>	<u>1,939,887</u>
Depreciation			
At beginning of year	-	66,144	66,144
Charge for the year	-	2,374	2,374
At end of year	<u>-</u>	<u>68,518</u>	<u>68,518</u>
Net book value			
At 31 December 2017	<u>1,850,000</u>	<u>21,369</u>	<u>1,871,369</u>
<i>At 31 December 2016</i>	<u>1,850,000</u>	<u>20,249</u>	<u>1,870,249</u>

If the land and buildings held for letting had not been revalued it would have been included at the following historical cost:

2017	2016
£	£
<u>1,115,678</u>	<u>1,115,678</u>

Land and buildings were valued on an open market basis on 31 December 2015 by Stride & Son. in the local area.

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

8 Investments

Cost/valuation		Other investments £
At beginning of year		280,501
Revaluation		<u>78,827</u>
At end of year		<u>359,328</u>
	2017	<i>2016</i>
	£	£
Listed investments	<u>359,328</u>	<u>280,501</u>

9 Debtors

	2017	<i>2016</i>
	£	£
Trade debtors	3,205	<i>2,019</i>
Other debtors	<u>10,241</u>	<i><u>10,469</u></i>
	<u>13,446</u>	<i><u>12,488</u></i>

10 Bank balances

Current accounts	284,810	<i>190,788</i>
Savings accounts	-	<i>117,152</i>
Petty cash	<u>36</u>	<i><u>5</u></i>
	<u>284,846</u>	<i><u>307,945</u></i>

11 Creditors: amounts falling due within one year

	2017	<i>2016</i>
	£	£
Trade creditors	2,077	<i>6,800</i>
Other taxes and social security costs	7,156	<i>5,271</i>
Other creditors	<u>6,622</u>	<i><u>6,522</u></i>
	<u>15,855</u>	<i><u>18,593</u></i>

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2017

12 Provisions for liabilities

13 Statement of funds	Brought Forward	Incoming Resources	Resources Expended	Transfers and/or revaluations	Carried Forward
	£	£	£	£	£
Unrestricted funds					
General funds	<u>2,416,146</u>	<u>316,418</u>	<u>(284,391)</u>	<u>23,827</u>	<u>2,472,000</u>
Prior period adjustment	-	-	-	-	-
Total general funds as restated	<u>2,416,146</u>	<u>316,418</u>	<u>(284,391)</u>	<u>23,827</u>	<u>2,472,000</u>
Designated funds					
Sinking fund	35,000	-	-	5,000	40,000
Restricted funds					
Residents activities and days out	<u>1,444</u>	-	<u>(310)</u>	-	<u>1,134</u>
	<u>1,444</u>	-	<u>(310)</u>	-	<u>1,134</u>
	<u><u>2,452,590</u></u>	<u><u>316,418</u></u>	<u><u>(284,701)</u></u>	<u><u>28,827</u></u>	<u><u>2,513,134</u></u>

Designated funds

The trustees have set up a policy of transferring £5000 per annum to a designated 'Sinking Fund' to provide for future major works to the properties.

Restricted funds

The Residents Days Out Fund and residents use Fund was generated by a legacy from Gladys Jamieson in March 2010. A legacy from Jean Edwards was donated towards residents activities.

14 Analysis of net assets between funds	2017 Restricted Funds	2017 Designated Funds	2017 Unrestricted Funds	2017 Total Funds	<i>2016 Total Funds</i>
	£	£	£	£	£
Intangible assets	-	-	359,328	359,328	280,501
Current assets	1,134	40,000	257,158	298,292	320,433
Creditors due in one year	-	-	(15,855)	(15,855)	(18,593)
At end of year	<u><u>1,134</u></u>	<u><u>40,000</u></u>	<u><u>2,472,000</u></u>	<u><u>2,513,134</u></u>	<u><u>2,452,590</u></u>

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF

THE ABBEYFIELD (CHICHESTER) SOCIETY LTD

I report on the accounts of the Charity for the year ended 31 December 2017, which are set out on pages 2 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

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

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

V J Rogers

Chartered Certified Accountant

**AccountArt
5 St Thomas Avenue
Hayling Island
Hampshire
PO11 0ET**

Date: