

REGISTERED CHARITY NUMBER: 221746

**Report of the Trustees and
Audited Financial Statements for the Year Ended 31st January 2019
for
Honeywood House Nursing Home**

Cleghorn
Chartered Accountants & Registered Auditor
Hardham Business Park
Mill Lane
Pulborough
West Sussex
RH20 1LA

Honeywood House Nursing Home

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Honeywood House Nursing Home

Report of the Trustees for the Year Ended 31st January 2019

The Trustees present their report with the financial statements of the charity for the year ended 31st January 2019. The Trustees have adopted the provisions of 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) (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

Charitable objectives

The objectives of the charity, which have been applied during the year, are set out in the Trust Deed. Such objectives require the Trustees to apply the property, Honeywood House, as a nursing home for the members of the public requiring long or short term care.

It is the overall philosophy of Honeywood House that each resident should be reviewed as an individual with basic rights of privacy, dignity and respect. The aims of the nursing care are - to endeavour to provide a homely, caring, safe and tranquil environment - to implement and maintain a planned approach to nursing care where emphasis is placed on the promotion of independence wherever possible, but able to identify self-care deficits when they arise. It is the Home's responsibility to prepare and encourage genuine teamwork within this multi-disciplinary setting. Finally, the importance of maintaining a quality of living and all that can be done to help until life's end is recognised. The Trustees are required to levy a charge for the provision of such services of an amount, which they in their absolute discretion consider fair and reasonable.

The accommodation is full board and welfare facilities such as a library, general shopping, hairdressing, chiropody, physiotherapy, visiting optician and dentist and personal laundry are provided. A communion service is held monthly. Musical entertainment is provided on a regular basis.

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on the Public Benefit requirement under the Charities Act 2011.

Objectives for the year

This year the focus has been on the continued provision of high standards of nursing care and kind attention according to its objectives.

Key risks and uncertainties

Employment issues

Within the nursing sector there has been a shortage of experienced care home workers driven by falling UK student nursing places, reduced government spending in the sector, policies on immigration and regulatory compliance issues which have led to nursing homes having to supplement the workforce through the use of more expensive agency staff.

The Home continues to offer competitive rates of pay to entice new care home workers as well as retain existing staff. Also, the nursing home is committed to developing its staff through mandatory training both on site and through training organisations.

Regulatory and compliance issues

Due to recent high profile incidents in relation to care levels within the care home sector there is an increase in focus on regulations imposed by the Care Quality Commission (CQC). The CQC determines the ratings for care homes and if a care home fails to meet the minimum industry standards, the CQC has the power to revoke the care home's registration.

The Home maintains a high quality of care and reviews the CQC's regulations in order to comply fully with these. The Trustees endeavour to provide the best quality of care through a focussed, well managed workforce as well as through constant upgrades and maintenance to the property.

Maintenance issues

With many nursing homes, where the property has been converted for use instead of being purpose built, there tends to be higher long-term maintenance costs required to ensure that the home complies with the ever-increasing regulation standards. As the cost of general maintenance increases this could have a significant financial impact on the nursing home.

The Home is committed to making the necessary refurbishment works needed to maintain the property, meet regulations and provide residents with enjoyable surroundings.

Honeywood House Nursing Home

Report of the Trustees for the Year Ended 31st January 2019

Achievement and performance Review of developments

The Charity's philosophy of providing a high standard of nursing care and kind attention according to its objectives was continued throughout the year. This has enabled the Nursing Home to maintain an excellent reputation within the community.

The Home has continued its registered membership with the Care Quality Commission (CQC) and with the National Care Homes Association (NCHA). It has also become a member of the West Sussex Partners in Care Association (WSPiC).

The Home continues its association with Quality Compliance System (QCS) and Citation with regard to Policies and Procedures for Health & Safety, Care Standards & Employment Law.

Staff are continually kept up to date on all mandatory training and any training needs relevant to the care of our residents. They receive tuition from professional trainers in-house and it is also available online from WSCC Gateway system, Laser and via Citation on-line courses. We continue to use Crawley College for Health & Social care training and all new Health Care Assistants complete the Care Certificate. We have gone into partnership with Clinical Skills this year widening our range of training available to our staff and giving our nurses the skills they require regarding re-validation with the NMC.

The Trustees have ensured that Honeywood House continues to be maintained to the highest standard and in the year to 31st January 2019 and in the forthcoming year, the nursing home continues to be upgraded and maintained inside and outside. Bedrooms continue to be refurbished as they become vacant ready for new residents.

New kitchen equipment including a food warmer / hot plate, water heater and fridge have been purchased.

Reminiscence and activity equipment have been purchased to enhance the quality of our resident's lives.

Our new maintenance manager has started work on replacing all our fire doors, as well as purchasing and installing fires to new areas of the home to offer additional warmth other than the main central heating. He has also assisted in the refurbishment of our generator, ensuring that power cuts are a thing of the past. Further windows have also been upgraded.

Additional manual handling equipment has been purchased to assist our staff and remain compliant with Health and Safety regulations.

There is an ongoing 10-year refurbishment plan to continue in making the home a better place. Therefore, for the coming year further works are planned for the interior and exterior of the nursing home, with the continuous upgrade of all windows and fire doors.

Various fundraising events continue throughout the year to help the running of the minibus and outings and activities for our residents.

Financial review

Operating and financial review

The total income receivable from residents amounts to £1,242,249 (2018 - £1,180,297). Resident's occupancy numbers increased in the year.

The total expenditure in the year increased by 5.6% (2018 - 3.1%). Trustee, staff and agency cost account for 74.3% (2018 - 72.7%) of total charity expenditure. Food, provisions, medical and patient care consumables also account for 6.1% (2018 - 6.0%) of total charity expenditure.

The deficit for the year was £38,946 compared to a deficit in 2018 of £37,951.

Honeywood House Nursing Home

Report of the Trustees for the Year Ended 31st January 2019

Financial review

Reserves policy

It is the policy of the charity to maintain unrestricted funds at a level which equates to approximately two months' income. This would provide sufficient funds to cover all outgoings. In addition, dedicated funds may also be set aside, as and when required, for future major essential capital outlay.

Structure, governance and management

Governing document

The Charity is governed by its Trust Deed dated 1st December 1959.

Governing bodies

The structure of the Charity consists of a management committee, made up of the Trustees, the details of which are given on page 1.

Organisational management and remuneration of key management personnel

The Trustees of the Charity are legally responsible for the overall management and control of the nursing home. The day to day running of the nursing home is delegated to the full-time registered manager (matron), Mrs Ivy Blackwell and the general manager, Miss Sandra White, who are supported by fully trained nursing staff on duty 24 hours a day and domestic and maintenance staff. Weekly visits are made by a doctor and physiotherapist.

Remuneration for the key management personnel is reviewed annually in accordance with average earnings, as benchmarked, against pay levels of other nursing homes of a similar size and nature.

Recruitment and training of Trustees

Appointment of Trustees is governed by the Trust Deed. The board of Trustees is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing trustee. Suitable candidates would be interviewed and a training course would be made available.

Reference and administrative details

Registered Charity number

221746

Principal address

Horsham Road
Rowhook
Horsham
West Sussex
RH12 3QD

Trustees

Mr David William Triggs
Mrs Valerie Ann White
Miss Sandra Margaret White
Mr Paul Roger Johnson
Ms Wilma Kathryn Trett
Mrs Ivy G Blackwell

(Retired Policeman)
Resigned 26/09/2018
Appointed 26/09/2018

Auditors

Cleghorn
Hardham Mill Business Park
Mill Lane
Pulborough
West Sussex
RH20 1LA

Solicitors

DMH Stallard LLP
Ridgeland House
15 Carfax
Horsham
West Sussex
RH12 1DY

Honeywood House Nursing Home

Report of the Trustees for the Year Ended 31st January 2019

Reference and administrative details (continued)

Bankers and other financial advisers

National Westminster Bank plc
77 High Street
Godalming
Surrey
GU7 1AR

Honeywood House Nursing Home is registered with the Charities Commission under charity number 221746. The committee members, who are also the Trustees and address of the Charity, are listed on page 1, along with particulars of the Charity's professional advisers.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of Trustees on 05.11.2019 and signed on its behalf by:


.....

Miss Sandra Margaret White - Trustee

Report of the Independent Auditors to the Trustees of Honeywood House Nursing Home

Opinion

We have audited the financial statements of Honeywood House Nursing Home (the 'charity') for the year ended 31st January 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st January 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Report of the Independent Auditors to the Trustees of Honeywood House Nursing Home

Responsibilities of Trustees

As explained more fully in the Statement of Trustees Responsibilities, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditors' 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 charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Matthew Cleghorn (Senior Statutory Auditor)
for and on behalf of Cleghorn (Chartered Accountants & Statutory Auditor)
Hardham Business Park
Mill Lane
Pulborough
West Sussex
RH20 1LA

Date: 12 November 2019

Honeywood House Nursing Home

Statement of Financial Activities for the Year Ended 31st January 2019

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	Total 2019 funds £	Total 2018 funds £
Income and endowments from						
Donations and legacies	2	5,938	-	-	5,938	2,425
Charitable activities						
Nursing Home	5	1,242,249	-	-	1,242,249	1,180,297
Other trading activities	3	3,609	-	-	3,609	1,915
Investment income	4	237	-	-	237	44
Total		1,252,033	-	-	1,252,033	1,184,681
Expenditure on						
Raising funds	6	880,263	-	-	880,263	850,939
Charitable activities						
Nursing Home	7	410,716	-	-	410,716	360,109
Other		(15,000)	15,000	-	-	11,584
Total		1,275,979	15,000	-	1,290,979	1,222,632
Net expenditure		(23,946)	(15,000)	-	(38,946)	(37,951)
Reconciliation of funds						
Total funds brought forward		232,470	1,400,000	1,000,000	2,632,470	2,670,421
Total funds carried forward		208,524	1,385,000	1,000,000	2,593,524	2,632,470

The notes form part of these financial statements

Honeywood House Nursing Home

Balance Sheet At 31st January 2019

		Unrestricted fund	Restricted fund	Endowment fund	Total 2019 funds	Total 2018 funds
	Notes	£	£	£	£	£
Fixed assets						
Tangible assets	11	32,259	1,385,000	1,000,000	2,432,259	2,467,047
Current assets						
Stocks	12	2,640	-	-	2,640	3,347
Debtors	13	48,336	-	-	48,336	17,379
Cash at bank and in hand		<u>229,814</u>	<u>-</u>	<u>-</u>	<u>229,814</u>	<u>259,872</u>
		280,790	-	-	280,790	280,598
Creditors						
Amounts falling due within one year	14	(119,525)	-	-	(119,525)	(115,175)
Net current assets		<u>161,265</u>	<u>-</u>	<u>-</u>	<u>161,265</u>	<u>165,423</u>
Total assets less current liabilities		<u>208,524</u>	<u>1,385,000</u>	<u>1,000,000</u>	<u>2,593,524</u>	<u>2,632,470</u>
Net assets		<u>208,524</u>	<u>1,385,000</u>	<u>1,000,000</u>	<u>2,593,524</u>	<u>2,632,470</u>
Funds	15					
Unrestricted funds:						
General fund					208,524	232,470
Restricted funds:						
Restricted fund					1,385,000	1,400,000
Endowment funds:						
Permanent endowment fund					<u>1,000,000</u>	<u>1,000,000</u>
Total funds					<u>2,593,524</u>	<u>2,632,470</u>

The financial statements were approved by the Board of Trustees on 05.11.2019 and were signed on its behalf by:


Miss Sandra Margaret White -Trustee

The notes form part of these financial statements

Honeywood House Nursing Home

Cash Flow Statement for the Year Ended 31st January 2019

	Notes	2019 £	2018 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>(32,508)</u>	<u>33,091</u>
Net cash (used in) / provided by operating activities		<u>(32,508)</u>	<u>33,091</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(12,787)	(5,746)
Sale of tangible fixed assets		15,000	11,584
Interest received		<u>237</u>	<u>44</u>
Net cash provided by investing activities		<u>2,450</u>	<u>5,882</u>
Change in cash and cash equivalents in the reporting period		(30,058)	38,973
Cash and cash equivalents at the beginning of the reporting period		<u>259,872</u>	<u>220,899</u>
Cash and cash equivalents at the end of the reporting period		<u><u>229,814</u></u>	<u><u>259,872</u></u>

The notes form part of these financial statements

Honeywood House Nursing Home

Notes to the Cash Flow Statement for the Year Ended 31st January 2019

1. Reconciliation of net income/(expenditure) to net cash flow from operating activities	2019	2018
	£	£
Net expenditure for the reporting period (as per the statement of financial activities)	(38,946)	(37,951)
Adjustments for:		
Depreciation charges	32,575	36,549
Interest received	(237)	(44)
Decrease/(increase) in stocks	707	(404)
(Increase)/decrease in debtors	(30,957)	16,812
Increase in creditors	<u>4,350</u>	<u>18,129</u>
Net cash (used in) / provided by operating activities	<u>(32,508)</u>	<u>33,091</u>

Honeywood House Nursing Home

Notes to the Financial Statements for the Year Ended 31st January 2019

1. Accounting policies

Charity information

Honeywood House Nursing Home is an unincorporated charity that meets the definition of a public benefit entity under FRS 102. The principal address is Rowhook, Horsham, West Sussex, RH12 3QD.

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
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Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cash at bank and in hand

Included with cash at bank and in hand are amounts held within reserve accounts which bear interest. As these accounts grant instant access to the Trustees these short-term, highly liquid investments have been included in cash at bank and in hand rather than being separately disclosed.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Honeywood House Nursing Home

Notes to the Financial Statements for the Year Ended 31st January 2019

1. Accounting policies (continued)

Basic financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

Freehold property revaluations

The Charity has adopted a policy to revalue its freehold property at least every five years by a suitably qualified person, independent of Honeywood House Nursing Home with the most recent valuation carried out on 29th August 2015 by ML Surveyors LLP. An interim revaluation was carried out by the Trustees as at 31st January 2019 following the sale of some land.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged to SOFA on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the lease s asset are consumed.

Going concern

The accounts have been prepared on a going concern basis and there are no material uncertainties about the Charity's ability to continue for the foreseeable future.

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

2. Donations and legacies

	2019	2018
	£	£
Donations	<u>5,938</u>	<u>2,425</u>

3. Other trading activities

	2019	2018
	£	£
Fundraising events	<u>3,609</u>	<u>1,915</u>

4. Investment income

	2019	2018
	£	£
Deposit account interest	<u>237</u>	<u>44</u>

5. Income from charitable activities

	2019	2018
	£	£
Income from residents	<u>1,242,249</u>	<u>1,180,297</u>

Activity
Nursing Home

6. Raising funds

Other trading activities

	2019	2018
	£	£
Opening stock	3,347	2,943
Purchases	56,837	57,458
Closing stock	(2,640)	(3,347)
Staff costs	755,723	713,998
Laundry & cleaning	35,458	36,514
Newspapers, magazines etc.	2,285	2,895
Patient care consumables	21,982	15,349
Freelance nursing care	<u>7,271</u>	<u>25,129</u>
	<u>880,263</u>	<u>850,939</u>

7. Charitable activities costs

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Nursing Home	<u>234,950</u>	<u>175,766</u>	<u>410,716</u>

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

8. Support costs

	Management £	Finance £	Information technology £
Nursing Home	<u>110,015</u>	<u>638</u>	<u>1,815</u>
	Human resources £	Other £	Governance costs £
Nursing Home	<u>8,657</u>	<u>32,575</u>	<u>22,066</u>
			Totals £
			<u>175,766</u>

Support costs, included in the above, are as follows:

	2019 Nursing Home £	2018 Total activities £
Abortive planning fees	4,320	19,396
Trustees' remuneration etc	79,530	63,891
Motor expenses	1,766	1,865
Minibus contract hire	9,966	9,966
Telephone	3,203	3,115
Postage and stationery	3,391	3,589
Copier leasing	1,245	1,526
Nurse call system leasing	4,053	3,214
Entertainment	6,861	5,516
Credit card fees	70	70
Bank charges	568	1,069
Computer, web-site & software costs	1,815	1,294
Staff training	6,237	4,014
Staff CRB checks	304	186
Staff uniforms	829	1,582
Advertising	1,287	1,289
Depreciation of tangible fixed assets	32,575	36,549
Auditors' remuneration	4,800	4,800
Accountancy fees	4,619	4,468
Legal & professional fees	<u>8,327</u>	<u>10,019</u>
	<u>175,766</u>	<u>177,418</u>

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

9. Trustees' remuneration and benefits

	2019	2018
	£	£
Trustees' salaries	71,274	58,347
Trustees' social security	7,513	5,253
Trustees' pension contributions to money purchase schemes	<u>743</u>	<u>291</u>
	<u><u>79,530</u></u>	<u><u>63,891</u></u>

During the year, the following Trustees received a gross salary as follows:

	2019	2018
	£	£
Miss S M White	31,835	33,966
Ms W K Trett	15,350	24,381
Ms I Blackwell	<u>24,089</u>	<u>-</u>
	<u><u>71,274</u></u>	<u><u>58,347</u></u>

All transactions were undertaken at arm's length and normal commercial terms.

Trustees' expenses

There were no Trustees' expenses paid for the year ended 31st January 2019 nor for the year ended 31st January 2018.

10. Staff costs

	2019	2018
	£	£
Wages and salaries	892,871	805,586
Social security costs	51,614	45,123
Other pension costs	<u>7,542</u>	<u>4,009</u>
	<u><u>952,027</u></u>	<u><u>854,718</u></u>

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

	2019	2018
Support staff (excluding agency staff)	50	51
Trustee and management staff	<u>2</u>	<u>2</u>
	<u><u>52</u></u>	<u><u>53</u></u>

No employees received emoluments in excess of £60,000.

Included in wages and salaries above is £116,774 (2018 - £76,829) in respect of agency staff costs.

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

11. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Totals £
Cost			
At 1st February 2018			
Additions	2,400,000	301,712	2,701,712
Disposals	-	12,787	12,787
	<u>(15,000)</u>	<u>-</u>	<u>(15,000)</u>
At 31st January 2019	<u>2,385,000</u>	<u>314,499</u>	<u>2,699,499</u>
Depreciation			
At 1st February 2018			
Charge for year	-	234,665	234,665
	<u>-</u>	<u>32,575</u>	<u>32,575</u>
At 31st January 2019	<u>-</u>	<u>267,240</u>	<u>267,240</u>
Net book value			
At 31st January 2019	<u>2,385,000</u>	<u>47,259</u>	<u>2,432,259</u>
At 31st January 2018	<u>2,400,000</u>	<u>67,047</u>	<u>2,467,047</u>

The Trustees engaged the services of an Independent Valuer, N.C.D. Jones, BSc, MRICS of ML Surveyors LLP on 29th August 2015 to value the freehold property.

The basis of the valuation was by inspection, carried out in accordance with the Royal Institution of Chartered Surveyors Valuation Professional Standards January 2014 (Red Book) 9th Edition effective 6th January 2014.

As at 29th August 2015, the market value on the assumption of full vacant possession but with the benefit of current use is £2,400,000. This was revalued down by the Trustees as at 31st January 2019 to £2,385,000 following the sale of some land.

12. Stocks

	2019 £	2018 £
Stocks	<u>2,640</u>	<u>3,347</u>

13. Debtors: amounts falling due within one year

	2019 £	2018 £
Residents fees outstanding	36,332	3,591
Prepayments	<u>12,004</u>	<u>13,788</u>
	<u>48,336</u>	<u>17,379</u>

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

14. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	17,384	19,412
Social security and other taxes	22,291	16,463
Other creditors	6,634	4,374
Accrued expenses	34,632	33,032
Fees received in advance	38,584	41,894
	<u>119,525</u>	<u>115,175</u>

15. Movement in funds

	At 1/2/18	Net movement in funds	At 31/1/19
	£	£	£
Unrestricted funds			
General fund	232,470	(23,946)	208,524
Restricted funds			
Restricted fund	1,400,000	(15,000)	1,385,000
Endowment funds			
Permanent endowment fund	1,000,000	-	1,000,000
TOTAL FUNDS	<u>2,632,470</u>	<u>(38,946)</u>	<u>2,593,524</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Transfers	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	1,252,033	(1,290,979)	15,000	(23,946)
Restricted funds				
Restricted fund	-	-	(15,000)	(15,000)
TOTAL FUNDS	<u>1,252,033</u>	<u>(1,290,979)</u>	<u>-</u>	<u>(38,946)</u>

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

15. Movement in funds - continued

Comparatives for movement in funds

	At 1/2/17	Net movement in funds	At 31/1/18
	£	£	£
Unrestricted funds			
General fund	270,421	(37,951)	232,470
Restricted funds			
Restricted fund	1,400,000	-	1,400,000
Endowment funds			
Permanent endowment fund	1,000,000	-	1,000,000
TOTAL FUNDS	<u>2,670,421</u>	<u>(37,951)</u>	<u>2,632,470</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	1,184,681	(1,222,632)	(37,951)
TOTAL FUNDS	<u>1,184,681</u>	<u>(1,222,632)</u>	<u>(37,951)</u>

Endowment funds

There have been no movements on endowment funds during the year ended 31st January 2019. The fund originated from the Trust Deed dated 1st December 1959 which settled the property, known as Honeywood House Nursing Home and surrounding land.

Restricted funds

There has been a £15,000 movement in restricted funds during the year ended 31st January 2019. The fund represents from the total net increase in fair value of the property, known as Honeywood House Nursing Home and surrounding land from revaluations carried out in prior years. The last revaluation was carried out in August 2015 and the land and buildings were given a value of £2.4 million which the Trustees have revised down to £2.385 million following the sale of some land in the year ended year ended 31st January 2019.

16. Related party disclosures

There were no related party transactions for the year ended 31st January 2019.

Honeywood House Nursing Home

Notes to the Financial Statements - continued for the Year Ended 31st January 2019

17. Operating lease commitments

At the reporting end date, the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

2019	2018
£	£
<u>7,878</u>	<u>18,835</u>

Honeywood House Nursing Home

Detailed Statement of Financial Activities for the Year Ended 31st January 2019

	2019 £	2018 £
Income and endowments		
Donations and legacies		
Donations	5,938	2,425
Other trading activities		
Fundraising events	3,609	1,915
Investment income		
Deposit account interest	237	44
Charitable activities		
Income from residents	<u>1,242,249</u>	<u>1,180,297</u>
Total incoming resources	1,252,033	1,184,681
Expenditure		
Other trading activities		
Opening stock	3,347	2,943
Food & provisions	38,305	38,958
Medical & clinical costs	18,532	18,500
Salaries & wages	704,823	670,410
Social security	44,101	39,870
Pensions	6,799	3,718
Laundry & cleaning	35,458	36,514
Newspapers, magazines etc.	2,285	2,895
Patient care consumables	21,982	15,349
Freelance nursing care	7,271	25,129
Closing stock	<u>(2,640)</u>	<u>(3,347)</u>
	880,263	850,939
Charitable activities		
Agency staff salaries	116,774	76,829
Rates and water	5,498	6,429
Insurance	9,162	8,315
Light and heat	40,289	34,842
Sundries	1,142	695
Garden maintenance cost	9,816	8,909
Repairs & maintenance costs	43,787	50,563
Fire alarm & security costs	2,032	1,976
Subscriptions	<u>6,450</u>	<u>5,717</u>
	234,950	194,275
Support costs		
Management		
Trustees' salaries	71,274	58,347
Trustees' social security	7,513	5,253
Carried forward	78,787	63,600

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Honeywood House Nursing Home

Detailed Statement of Financial Activities for the Year Ended 31st January 2019

	2019 £	2018 £
Management		
Brought forward		
Trustees' pension contributions	78,787	63,600
Motor expenses	743	291
Minibus contract hire	1,766	1,865
Telephone	9,966	9,966
Postage and stationery	3,203	3,115
Copier leasing	3,391	3,589
Nurse call system leasing	1,245	1,526
Entertainment	4,053	3,214
	<u>6,861</u>	<u>5,516</u>
	110,015	92,682
Finance		
Credit card fees	70	70
Bank charges	<u>568</u>	<u>1,069</u>
	638	1,139
Information technology		
Computer, web-site & software costs	1,815	1,294
Human resources		
Staff training	6,237	4,014
Staff CRB checks	304	186
Staff uniforms	829	1,582
Advertising	<u>1,287</u>	<u>1,289</u>
	8,657	7,071
Other		
Fixtures and fittings	32,575	36,549
Governance costs		
Auditors' remuneration	4,800	4,800
Abortive planning fees	4,320	19,396
Accountancy fees	4,619	4,468
Legal & professional fees	<u>8,327</u>	<u>10,019</u>
	<u>22,066</u>	<u>38,683</u>
Total resources expended	1,290,979	1,222,632
	<u> </u>	<u> </u>
Net expenditure	<u>(38,946)</u>	<u>(37,951)</u>

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