

COMPANIES
HOUSE

REGISTERED NUMBER 00694360 (England & Wales)

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2016
FOR
ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)



ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

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For The Year Ended 30th September 2016

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ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

REPORT OF THE TRUSTEES

For The Year Ended 30th September 2016

The trustees present their report with the financial statements of the company for the year ended 30th September 2016.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of providing accommodation for lonely and elderly people in accordance with its memorandum and articles of association and the aims and principles of the Abbeyfield Society Limited. These activities fall wholly within Hostel Housing activities as defined in the Housing Act 1996.

CHARITABLE STATUS

The company is a registered charity, number 202045, under the Charities Act 2006 and is governed by its memorandum and articles of association as amended on 25th April 2001.

COMPANY REGISTRATION

The company was incorporated in England and Wales under the Companies Act 1985, registration number 694360.

ELECTION OF TRUSTEES

Trustees are elected at the annual general meeting and at management committee meetings held during the course of the year.

REGISTERED OFFICE, BANKERS, ACCOUNTANTS AND SOLICITORS

REGISTERED OFFICE

9/17 Richmond Avenue
Bognor Regis
West Sussex
PO21 2YE

ACCOUNTANTS

Bromley Clackett Ltd
74-76 Aldwick Road
Bognor Regis
West Sussex
PO21 2PE

BANKERS

Barclays Bank Plc
74-75 East Street
Chichester
West Sussex
PO19 1HR

Scottish Widows Bank PLC	CAF Bank Ltd
PO Box 12757	25 Kings Hill Avenue
67 Morrison Street	Kings Hill, West Malling
Edinburgh	Kent
EH3 8YJ	ME19 4JQ

ORGANISATIONAL STRUCTURE

The board of the trustees, also known as the management committee, are responsible for agreeing on key decisions and convene on a monthly basis with the house and care manager and house accountant to do so. The structure includes job roles for house and care manager, administrator, applications secretary, bookkeeping, payroll, cooks, maintenance and the care staff. Members of the management committee do not fulfil these roles and therefore liaise with these individuals as and when appropriate to exchange information, opinions and thoughts.

REVIEW OF BUSINESS

The results for the year and financial position of the company are as shown in the annexed financial statements.

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

REPORT OF THE TRUSTEES

For The Year Ended 30th September 2016

PUBLIC BENEFIT

Admission to both houses is assessed according to need. Equal & fair access is offered to all eligible older people regardless of financial circumstances - some residents are self-funded whereas others are state funded. It is the objective of the Trustees each year to maximise the public benefit provided by the Society in providing high quality care and support, having regard to the extent of the Society's income and reserves, the cost of care and facilities and the ability of residents to make payments from their own resources. The Society's policy is to provide all residents with support; stimulation and encouragement to an appropriate level for their individual needs.

REVIEW OF ACTIVITIES

The deficit for the year was kept down to £34,032 (£883 before depreciation) by careful control of our spending, making savings where possible without adversely affecting our service.

The committee regularly reviews the needs of the residents, a consultation with the Manager and her staff is held with the Chairman and members of the committee at 2 monthly intervals or more often as required. In addition, the Manager attends the board meetings and executive committee meetings.

The society has carried out many projects to enhance the quality of life of the residents over the past years. Re-decoration and renewal of curtains and carpets is ongoing. This is in addition to essential maintenance which included a new fan for the careside boiler, a new flat roof and replacement of many light fittings giving improved lighting around the home.

The structure of the home is 9 sheltered and 18 registered care units; one of the care units is reserved for respite use, but any vacant rooms can be used for respite at short notice as there seems to be an increase in demand for this sort of care.

This year has seen a continuing of our social activities; including quizzes, in-house shows, exercise classes, Novium museum talks, and a summer party.

RESERVES POLICY

The policy of the organisation is to retain sufficient reserves so as to provide the trustees with assurance that unforeseen expenditure and void room occupancy can be funded and that the organisation is likely to be able to continue as a going concern in the foreseeable future.

TRUSTEES

The trustees shown below have held office during the whole of the period from 1st October 2015 to the date of this report unless otherwise stated.

Mrs S M Hendrick

O Roberts

Mrs M Crane (Resigned 01.02.17)

Mrs A Judd

Mrs K Linskey (Appointed 18.04.16)

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

REPORT OF THE TRUSTEES

For The Year Ended 30th September 2016

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 regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 company and of the surplus or deficit of the company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mrs S M Hendrick - Trustee

Date: 17th February 2017

REPORT OF THE INDEPENDENT EXAMINERS TO THE MEMBERS OF
ABBEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

I report on the accounts for the year ended 30th September 2016, set out on pages five to twelve. 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).

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to an 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
- follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the 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 statements below.

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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 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.

Lee Clackett

Mr L Clackett FCCA ACA
Bromley Clackett Ltd
Chartered Accountants
Registered Auditors
74-76 Aldwick Road
Bognor Regis
West Sussex
PO21 2PE

Date: 17th February 2017

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)**INCOME AND EXPENDITURE ACCOUNT****For The Year Ended 30th September 2016**

	Notes	30.9.16 £	30.9.15 £
TURNOVER		537,376	487,173
Administrative expenses		<u>571,904</u>	<u>532,900</u>
		(34,528)	(45,727)
Other operating income		<u>358</u>	<u>1,436</u>
OPERATING DEFICIT	3	(34,170)	(44,291)
Interest receivable and similar income		<u>138</u>	<u>105</u>
DEFICIT ON ORDINARY ACTIVITIES BEFORE TAXATION		(34,032)	(44,186)
Tax on deficit on ordinary activities	5	<u>-</u>	<u>-</u>
DEFICIT FOR THE FINANCIAL YEAR		<u>(34,032)</u>	<u>(44,186)</u>

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current year or previous year.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the deficits for the current year or previous year.

NOTE OF HISTORICAL COST SURPLUSES AND DEFICITS**For The Year Ended 30th September 2016**

	30.9.16 £	30.9.15 £
REPORTED DEFICIT ON ORDINARY ACTIVITIES BEFORE TAXATION	(34,032)	(44,186)
Depreciation	<u>7,198</u>	<u>7,198</u>
HISTORICAL COST DEFICIT ON ORDINARY ACTIVITIES BEFORE TAXATION	<u>(26,834)</u>	<u>(36,988)</u>
HISTORICAL COST DEFICIT FOR THE YEAR RETAINED AFTER TAXATION	<u>(26,834)</u>	<u>(36,988)</u>

The notes form part of these financial statements

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)
(REGISTERED NUMBER: 694360)

BALANCE SHEET
30th September 2016

	Notes	30.9.16 £	30.9.15 £
FIXED ASSETS			
Tangible assets	6	662,444	695,593
CURRENT ASSETS			
Debtors	7	10,674	13,729
Cash at bank and in hand		<u>52,899</u>	<u>66,444</u>
		63,573	80,173
CREDITORS			
Amounts falling due within one year	8	<u>37,565</u>	<u>53,282</u>
NET CURRENT ASSETS		<u>26,008</u>	<u>26,891</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>688,452</u>	<u>722,484</u>
RESERVES			
Revaluation reserve	9	194,344	201,542
Designated reserves	9	113,540	121,731
Income and expenditure account	9	<u>380,568</u>	<u>399,211</u>
	11	<u>688,452</u>	<u>722,484</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th September 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th September 2016 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board of Trustees on 13th February 2017 and were signed on its behalf by:



Mrs S M Hendrick - Trustee

The notes form part of these financial statements

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended 30th September 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention (as modified by the revaluation of certain fixed assets) and in accordance with applicable financial reporting standards, the Statement of Recommended Practice (Accounting by registered social landlords 2008) and the Accounting Requirements for Registered Social Landlords General Determination 2006.

Financial reporting standard number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Turnover

Turnover represents amounts receivable from residents for the year and donations received in the year. The company is not registered for VAT.

Turnover also includes legacies which are recognised in the period in which the company became entitled to them to the extent that the income can be measured with reasonable accuracy and to the extent the charity can be reasonably sure it will receive the funds.

Tangible fixed assets

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

Buildings and development costs	- 2% on cost/10% on cost
Fixtures and fittings	-15% on reducing balance
Computer equipment	-25% on cost

The Housing Association Grant (H.A.G) is deducted from the cost of properties except where revaluations have taken place in which case the value of grants are taken into account in the calculation of the revaluation reserve. Accounting for the H.A.G in this way is a departure from the Companies Act that prohibits this treatment however, the departure is necessary to show a true and fair view and is consistent with the Accounting Requirements for Registered Social Landlords General determination 2006.

Depreciation is provided after deducting the Housing Association Grant and other Capital Grants where property expenditure has not been revalued.

Re-valuation

Where properties are included in the balance sheet at valuation, a full valuation exercise is undertaken at least once every five years and an interim valuation in the third year. However, since 1993 no revaluations have in fact been commissioned and therefore expenditure thereafter is stated at cost less the Housing Association Grant and other Capital Grants.

Impairment

Impairment reviews are undertaken where events or changes in circumstances indicate that the carrying amount of fixed assets or goodwill may not be fully recoverable.

Restricted reserves

Amounts received that are subject to external restrictions governing their use and restrictions applied to funds already held are disclosed separately as restricted reserves.

THE ABBEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

NOTES TO THE FINANCIAL STATEMENTS - continued

For The Year Ended 30th September 2016

1. ACCOUNTING POLICIES - continued

Works to existing properties and capitalisation

Works to existing properties that result in an increase in rental income or a reduction in maintenance costs are capitalised as is expenditure that represents the replacement or restoration of an item that has been treated separately and depreciated over its individual useful life but only where the cost of the item exceeds £250.

Works that do not result in an enhancement of economic benefits of a property are charged to the income and expenditure account. This includes expenditure incurred to ensure that the property can maintain its existing level of net rental income.

2. STAFF COSTS

	30.9.16	30.9.15
	£	£
Wages and salaries	361,141	325,895
Social security costs	<u>19,385</u>	<u>16,324</u>
	<u>380,526</u>	<u>342,219</u>

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

	30.9.16	30.9.15
Care staff	<u>27</u>	<u>25</u>

3. OPERATING DEFICIT

The operating deficit is stated after charging:

	30.9.16	30.9.15
	£	£
Depreciation - owned assets	33,149	34,430
Independent examiners fees	<u>2,100</u>	<u>2,160</u>
	<u>-</u>	<u>-</u>
Trustees' remuneration	<u>-</u>	<u>-</u>

ABBEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)**NOTES TO THE FINANCIAL STATEMENTS - continued**
For The Year Ended 30th September 2016**4. HOMES, BEDSPACES AND RENTAL INCOME**

	30.9.16 No.	30.9.15 No.
Properties		
General needs and supported housing	<u>5</u>	<u>5</u>
Units		
General needs housing	9	9
Supported housing accommodation	18	18
Staff units	<u>3</u>	<u>3</u>
	<u>30</u>	<u>30</u>
Rental income	£	£
Rents receivable	537,376	486,468
Rent losses arising from voids	195,044	158,364

5. TAXATION

The company is a registered charity and as such is not liable to corporation tax on any surplus whether arising from investments or its principal activities. The company is also not liable to corporation tax in respect of any gains on disposal of properties.

6. TANGIBLE FIXED ASSETS

	9 Richmond Avenue £	11 Richmond Avenue £	Development costs of 9 & 11 £
COST			
At 1st October 2015	<u>85,000</u>	<u>75,000</u>	<u>475,546</u>
At 30th September 2016	<u>85,000</u>	<u>75,000</u>	<u>475,546</u>
DEPRECIATION			
At 1st October 2015	37,400	33,000	191,694
Charge for year	<u>1,700</u>	<u>1,500</u>	<u>9,511</u>
At 30th September 2016	<u>39,100</u>	<u>34,500</u>	<u>201,205</u>
NET BOOK VALUE			
At 30th September 2016	<u>45,900</u>	<u>40,500</u>	<u>274,341</u>
At 30th September 2015	<u>47,600</u>	<u>42,000</u>	<u>283,852</u>

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 30th September 2016

6. TANGIBLE FIXED ASSETS - continued

	Cost & improvements costs of 13, 15, 17 £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1st October 2015	474,289	176,536	19,301	1,305,672
Additions	-	-	-	-
At 30th September 2016	<u>474,289</u>	<u>176,536</u>	<u>19,301</u>	<u>1,305,672</u>
DEPRECIATION				
At 1st October 2015	198,574	130,241	19,170	610,079
Charge for year	<u>13,379</u>	<u>6,932</u>	<u>127</u>	<u>33,149</u>
At 30th September 2016	<u>211,953</u>	<u>137,173</u>	<u>19,297</u>	<u>643,228</u>
NET BOOK VALUE				
At 30th September 2016	<u>262,336</u>	<u>39,363</u>	<u>4</u>	<u>662,444</u>
At 30th September 2015	<u>275,715</u>	<u>46,295</u>	<u>131</u>	<u>695,593</u>

	9 Richmond Avenue £	11 Richmond Avenue £	Development costs of 9 & 11 £
NOTE OF HISTORICAL COST			
Cost before re-valuation and H.A.G	29,288	183,798	527,657
H.A.G receivable	-	-	(52,111)
Increase/(Decrease) in valuation	<u>55,712</u>	<u>(108,798)</u>	<u>-</u>
At 30th September 2016	<u>85,000</u>	<u>75,000</u>	<u>475,546</u>

	Cost & improvement costs of 13,15,17 £	Fixtures and fittings £	Computer equipment £	Totals £
NOTE OF HISTORICAL COST				
Cost before re-valuation and H.A.G	662,538	176,536	19,301	1,599,118
H.A.G receivable	(492,435)	-	-	(544,546)
Increase/(Decrease) in valuation	<u>304,186</u>	<u>-</u>	<u>-</u>	<u>251,100</u>
At 30th September 2016	<u>474,289</u>	<u>176,536</u>	<u>19,301</u>	<u>1,305,672</u>

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 30th September 2016

6. TANGIBLE FIXED ASSETS - continued

Works to existing housing properties

	30.9.16	30.9.15
	£	£
Amounts capitalised	-	-
Amounts charged to income and expenditure account	<u>40,831</u>	<u>29,687</u>
	<u>40,831</u>	<u>29,687</u>

All properties are housing held for letting and are freehold.

The properties owned above were revalued in the year ended 30 September 1993 by the directors from £719,894 before Housing Association Grant (H.A.G.) of £360,994 to £610,000. The valuation basis is not known. The properties and improvements expended since this time have not been re-valued and are stated at cost less H.A.G.

The Housing Association Grant (H.A.G) may be repayable on a future disposal of the relevant property.

The properties of 13, 15 and 17 are secured by a charge of £1 for the benefit of The Housing Corporation.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.16	30.9.15
	£	£
Trade debtors	3,957	3,971
Other debtors	<u>6,717</u>	<u>9,758</u>
	<u>10,674</u>	<u>13,729</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.16	30.9.15
	£	£
Trade creditors	18,008	25,311
Social security and other taxes	6,756	4,090
Other creditors	<u>12,801</u>	<u>23,881</u>
	<u>37,565</u>	<u>53,282</u>

ABBNEYFIELD BOGNOR REGIS SOCIETY LIMITED (THE)

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 30th September 2016

9. RESERVES

	Income and expenditure account £	Revaluation reserve £	Designated reserves £	Totals £
At 1st October 2015	399,211	201,542	121,731	722,484
Deficit for the year	(34,032)			(34,032)
Depreciation transfer	<u>15,389</u>	<u>(7,198)</u>	<u>(8,191)</u>	<u>-</u>
At 30th September 2016	<u>380,568</u>	<u>194,344</u>	<u>113,540</u>	<u>688,452</u>

The designated reserve represents legacies received in July 1995 of £170,965 for the specific purpose of part funding the development costs of £428,151 in respect of the properties of 9 and 11 Richmond Avenue incurred during the year ended 30th September 1995. To date £75,218 of this restricted reserve has been released to the revenue reserve which has offset the appropriate proportion of depreciation on the development that has been funded by the grant.

The reserve also includes a designated fund of £15,400 which represents grants received of £46,000 towards the installation of walk in showers of which £30,600 has been released to the revenue reserve to offset the depreciation charges on the same basis as the above.

The reserve also includes designated reserves of £2,393 which represents grants received of £4,658 for the purchase of capital items of which £2,265 has been released to date.

10. RECONCILIATION OF MOVEMENTS IN RESERVES

	30.9.16 £	30.9.15 £
Deficit for the financial year	(34,032)	(44,186)
Non public capital grants	<u> </u>	<u> </u>
Net reduction of reserves	(34,032)	(44,186)
Opening reserves	<u>722,484</u>	<u>766,670</u>
Closing reserves	<u>688,452</u>	<u>722,484</u>