

REGISTERED COMPANY NUMBER: 704595 (England and Wales)  
REGISTERED CHARITY NUMBER: 221563

**REPORT OF THE TRUSTEES AND**  
**AUDITED FINANCIAL STATEMENTS For The Year Ended**  
**30 September 2010**  
**FOR**  
**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

SATURDAY



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06/08/2011

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COMPANIES HOUSE

Connor Warm Limited  
Chartered Accountants and Registered Auditors  
Trinity House  
Sewardstone Road  
Waltham Abbey  
Essex  
EN9 1PH

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

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**for the Year Ended 30 September 2010**

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**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 30 September 2010**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

704595 (England and Wales)

**Registered Charity number**

221563

**Registered office**

Warburton Lodge  
Meadow Cross  
Waltham Abbey  
Essex  
EN9 3DJ

**Trustees**

G Negus

J Avery

V Clancy

L Clancy

J Smith

G A Avery

K Broden

Resigned 18 08 2010

Resigned 18 08 2010

Resigned 18 08 2010

**Company Secretary**

K Lindblom

**Auditors**

Connor Warin Limited

Chartered Accountants and Registered Auditors

Trinity House

Sewardstone Road

Waltham Abbey

Essex

EN9 1PH

**Bankers**

HSBC

36 Highbridge Street

Waltham Abbey

Essex

EN9 1BT

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

Possible candidates for Trusteeship are usually known and nominated by existing Trustees and appointed by the Trustees as a body. In future it may be decided to advertise vacancies.

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 30 September 2010**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error

**OBJECTIVES AND ACTIVITIES**

**Objectives and organisation**

The object of the charity is to provide residential care for aged persons in need of accommodation. The two houses occupied by the charity are staffed by paid housekeepers, cooks and ancillary staff. The addresses of the two houses are, Warburton Lodge, Meadowcross, Waltham Abbey, Essex and Clarisse Lodge, Meadowcross, Waltham Abbey, Essex.

**FINANCIAL REVIEW**

**Reserves policy**

In the context of the company's relationship with the charity of Mabel Clarisse Warburton, the directors have established a policy of monitoring the levels of funds to ensure that the company is able to continue its current activities. The directors consider that unrestricted reserves of at least £100,000 are required to enable the charity to continue its activities at the present level.

The Financial Year which these accounts cover is October 2009 until September 2010 and show a better financial situation than previously. The improvement to the accounts has partly been achieved by undertaking essential maintenance only, with just one improvement carried out, that being to update one of the bathrooms in Warburton Lodge by adding a walk in shower suitable for assisted showering to take place. We have however, during the year been able to increase our occupancy of both permanent and Respite Residents and this has been the major reason for our current financial position. We are not complacent but are pleased to have been able to increase our General Reserves to what we feel is a sensible level.

Our Charity currently has only Four Trustees forming our Executive Committee as unfortunately we have had 3 resignations during this current year. We are aware that we need to seek new people to join who can bring with them the necessary skills to keep the Charity running successfully and to help in pushing us forward into providing a modern and forwarding thinking organisation that can deal with the new requirements for the new decade. New Trustees or those considering it, have available to them an excellent folder of information supplied by the Abbeyfield Society Limited regarding volunteering and other information currently available from the Charity Commission. Trustees are encouraged to spend time in the House, with the Residents, but there is no formal training as they do not perform or undertake work within the Home.

Volunteers undertake two responsibilities other than that of Trustees, firstly in the form of a House Committee dealing with admissions to the Houses, publicity and providing entertainment and purpose to our Residents as well as backing up our Manager. The "Friends of Abbeyfield" is a nucleus of assistance for Fund Raising and entertainment as well as providing a face onto the local community and thus helping to raise both finances and our profile locally. Residents are offered a weekly keep fit session together with a painting group, musical entertainment, talks covering many different subjects and the chance to get out to local gardens and theatre. We have also established a weekly "shop" which enables those unable to get out regularly to buy the necessities of everyday life, together with birthday cards and other small items suitable for them to give as gifts. We also arrange for a Company to bring clothing into the Home allowing Residents who find it difficult to get out to choose some of their own items of clothing.

Our Staff of approximately 15 part time workers are under the control of a full time House Manager who is responsible for all the administrative work involved, especially in respect of Supporting People from whom we now have our Accreditation. We are presently undertaking a lengthy programme of learning and updating our skills in order to receive the Abbeyfield Gold Star Accreditation which is to be a nationally recognised standard. We are continually updating Staff skills and intend to carry this on where and when necessary. Our Staff members are mostly long term employees and we usually have no problem in recruiting new ones when necessary. We, some years ago, changed to a flexible method of working where staff can interchange jobs and can therefore back up each other in cases of sickness or holiday and this has worked well for us all.

Our Brochure and Web site, together with the large amount of publicity undertaken ourselves locally, have definitely resulted in our being better known in the area and could be the reason for better occupancy rates. We have been able to fill rooms permanently by offering short term Respite to prospective Residents. This enables them to find out without commitment, giving up their current accommodation or breaking ties whether what we offer is suitable for them. There is a definite need for our Respite accommodation for those just out of hospital and not yet ready to manage on their own or an elderly person living alone but relying on local family for support, to come in whilst family is away on holiday. There are a number of local Residential and Care Homes in our area but they are offering a different type of care and at far greater cost than we are able to do. We realise that we must keep a balance between permanent Residents and those here for short periods but it is obvious there is a real need in the Community for Respite and we intend to continue providing it whilst we see no detrimental affect on the permanent Residents. The Trustees therefore having considered the Charity Commission guidance on public benefit consider that the activities of the charity meet its charitable objects and provide a benefit to the public at large and especially to the local area.

Our aim for next year is to keep our occupancy as full as possible with Permanent and Respite use and look further into the needs in the local Community perhaps in providing a Lunch Club for local elderly people who do not feel ready to become Residents but need to meet others in the area and would enjoy a companionable meal. We also wish to consider the question of whether there is a need to make alterations to the property so we can better extend our service to elderly married Couples and what other work might be feasible to provide greater facilities such as showers in every en-suite. We know that we are giving Residents a better quality of life in their final years and due to the care they receive we believe also a longer one which is more useful and fulfilled. We look forward to a worthwhile year ahead.

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

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

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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,
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

#### **AUDITORS**

The auditors, Connor Warin Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

#### **ON BEHALF OF THE BOARD**

  
Trustee - J. Smith

Date

20/4/11

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE ABBEYFIELD WALTHAM ABBEY SOCIETY  
(LIMITED BY GUARANTEE)**

We have audited the financial statements of The Abbeyfield Waltham Abbey Society for the year ended 30 September 2010 on pages six to eleven. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company'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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of the charitable company for the purposes of company law) responsibilities 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) and for being satisfied that the financial statements give a true and fair view are set out on page two.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, are properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and are prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Report of the Trustees is consistent with those financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE ABBEYFIELD WALTHAM ABBEY SOCIETY  
(LIMITED BY GUARANTEE)**

**Opinion**

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 30 September 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Report of the Trustees is consistent with the financial statements

*G. H. Connor*

G H Connor FCA BA (Senior Statutory Auditor)  
for and on behalf of Connor Warin Limited  
Chartered Accountants and Registered Auditors  
Trinity House  
Sewardstone Road  
Waltham Abbey  
Essex  
EN9 1PH

Date

*20/4/11*

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 30 September 2010**

	Notes	Unrestricted funds £	Restricted funds £	30 9 10 Total funds £	30 9 09 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Investment income	2	2,243	-	2,243	1,152
<b>Incoming resources from charitable activities</b>					
Residential Care	3	<u>275,934</u>	<u>-</u>	<u>275,934</u>	<u>255,589</u>
<b>Total incoming resources</b>		<b>278,177</b>	<b>-</b>	<b>278,177</b>	<b>256,741</b>
 <b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Residential Care	4	245,333	-	245,333	234,996
Governance costs	5	<u>11,521</u>	<u>-</u>	<u>11,521</u>	<u>9,953</u>
<b>Total resources expended</b>		<b>256,854</b>	<b>-</b>	<b>256,854</b>	<b>244,949</b>
 <b>NET INCOMING RESOURCES</b>					
		<b>21,323</b>	<b>-</b>	<b>21,323</b>	<b>11,792</b>
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>480,657</b>	<b>575,086</b>	<b>1,055,743</b>	<b>1,043,951</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <b><u>501,980</u></b>	 <b><u>575,086</u></b>	 <b><u>1,077,066</u></b>	 <b><u>1,055,743</u></b>

The notes form part of these financial statements



**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**BALANCE SHEET**  
**At 30 September 2010**

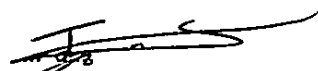
	Notes	Unrestricted funds £	Restricted funds £	30 9 10 Total funds £	30 9 09 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	514,658	575,086	1,089,744	1,099,677
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		106,105	-	106,105	88,618
<b>CREDITORS</b>					
Amounts falling due within one year	10	(32,533)	-	(32,533)	(31,302)
<b>NET CURRENT ASSETS</b>		<u>73,572</u>	<u>-</u>	<u>73,572</u>	<u>57,316</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		588,230	575,086	1,163,316	1,156,993
<b>CREDITORS</b>					
Amounts falling due after more than one year	11	(86,250)	-	(86,250)	(101,250)
<b>NET ASSETS</b>		<u>501,980</u>	<u>575,086</u>	<u>1,077,066</u>	<u>1,055,743</u>
<b>FUNDS</b>	12				
Unrestricted funds				501,980	480,657
Restricted funds				<u>575,086</u>	<u>575,086</u>
<b>TOTAL FUNDS</b>				<u>1,077,066</u>	<u>1,055,743</u>

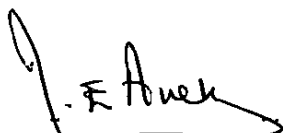
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on behalf by

20/4/11

and were signed on its

  
Trustee - J Smith

  
Trustee - J Avery

The notes form part of these financial statements

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year Ended 30 September 2010**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Incoming resources arise from residents fees for accomodation and food

**Resources expended**

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

Freehold property	-2% on cost
Fixtures and fittings	-20% on cost

**Taxation**

The charity is exempt from corporation 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 charitable company operates a defined contribution pension scheme Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate

**2. INVESTMENT INCOME**

	30 9 10	30 9 09
	£	£
Deposit account interest	<u>2,243</u>	<u>1,152</u>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Activity	30 9 10	30 9 09
		£	£
Residents fees	Residential Care	251,513	245,856
Other income	Residential Care	<u>24,421</u>	<u>9,733</u>
		<u>275,934</u>	<u>255,589</u>

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 30 September 2010**

**4. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Totals
	£	£
Residential Care	<u>245,333</u>	<u>245,333</u>

**5. GOVERNANCE COSTS**

	30 9 10	30 9 09
	£	£
Central Society Affiliation fees	4,236	3,339
Auditors' remuneration	<u>7,285</u>	<u>6,614</u>
	<u>11,521</u>	<u>9,953</u>

**6. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting)

	30 9 10	30 9 09
	£	£
Auditors' remuneration	7,285	6,614
Depreciation - owned assets	<u>9,933</u>	<u>10,271</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 September 2010 nor for the year ended 30 September 2009

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 30 September 2010 nor for the year ended 30 September 2009

**8. STAFF COSTS**

	30 9 10	30 9 09
	£	£
Wages and salaries	131,794	124,293
Social security costs	5,909	5,316
Other pension costs	<u>772</u>	<u>1,332</u>
	<u>138,475</u>	<u>130,941</u>

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

	30 9 10	30 9 09
Administration and management	1	1
Catering, housekeeping and operational	<u>9</u>	<u>8</u>
	<u>10</u>	<u>9</u>

No employee earned more than £60,000 p a

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 30 September 2010**

**9. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 October 2009 and 30 September 2010	<u>1,163,160</u>	<u>31,398</u>	<u>1,194,558</u>
<b>DEPRECIATION</b>			
At 1 October 2009	67,019	27,862	94,881
Charge for year	<u>8,263</u>	<u>1,670</u>	<u>9,933</u>
At 30 September 2010	<u>75,282</u>	<u>29,532</u>	<u>104,814</u>
<b>NET BOOK VALUE</b>			
At 30 September 2010	<u>1,087,878</u>	<u>1,866</u>	<u>1,089,744</u>
At 30 September 2009	<u>1,096,141</u>	<u>3,536</u>	<u>1,099,677</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	30 9 10 £	30 9 09 £
Trade creditors	3,437	3,040
Social security and other taxes	1,493	1,493
Abbeyfield Society	15,000	15,000
Accrued expenses	<u>12,603</u>	<u>11,769</u>
	<u>32,533</u>	<u>31,302</u>

**11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	30 9 10 £	30 9 09 £
Abbeyfields Society	<u>86,250</u>	<u>101,250</u>

The loan is interest free, repayable over 10 years

**THE ABBEYFIELD WALTHAM ABBEY SOCIETY**  
**(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 30 September 2010**

**12. MOVEMENT IN FUNDS**

	At 1 10 09 £	Net movement in funds £	At 30 9 10 £
<b>Unrestricted funds</b>			
General fund	480,657	21,323	501,980
<b>Restricted funds</b>			
Mabel Clarisse Warburton general fund	556,186	-	556,186
Mabel Clarisse Warburton restricted fund	18,900	-	18,900
	575,086	-	575,086
<b>TOTAL FUNDS</b>	<u>1,055,743</u>	<u>21,323</u>	<u>1,077,066</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	278,177	(256,854)	21,323
<b>TOTAL FUNDS</b>	<u>278,177</u>	<u>(256,854)</u>	<u>21,323</u>

**13. RELATED PARTY DISCLOSURES**

On the 12th August 2003 the charities of the Abbeyfield Waltham Abbey Society Limited (by guarantee) and The Charity of Mabel Clarisse Warburton were given permission by the charities Commissioners to act and report as one entity through a uniting direction