

Charity Registration No 243592

Company Registration No 00843675 (England and Wales)

THE ABBEYFIELD LEIGH SOCIETY LIMITED
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 5 APRIL 2012



THE ABBEYFIELD LEIGH SOCIETY LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Audrey Bent Edna Ashcroft Francis Rothwell M B E (Director) George Bent (Director) Glynn Squires John E Hayes (Director) Mavis Rothwell Margaret Bullough Melvyn Rothwell Anthony Sutton
Secretary	John France
Charity number	243592
Company number	00843675
Principal address	Abbeyfield House 57-61 Bond Street Leigh Lancashire WN7 1BT
Registered office	Lonsdale House Cook Street Leigh Lancashire WN7 4BT
Auditors	Jackson Stephen LLP James House Stonecross Business Park Yew Tree Way Warrington Cheshire WA3 3JD
Bankers	HSBC Bank plc 71 Bradshawgate Leigh Lancashire WN7 4NE

THE ABBEYFIELD LEIGH SOCIETY LIMITED

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THE ABBEYFIELD LEIGH SOCIETY LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 5 APRIL 2012

The trustees present their report and accounts for the year ended 5 April 2012

Relevant administrative information is included separately at the front of these accounts

Structure, governance and management

The charity is a company limited by guarantee and was incorporated on 31 March 1965. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The trustees, three of whom are also the directors for the purpose of company law, who served during the year were

Audrey Bent

Barbara Woodburn

(Resigned 10 August 2011)

Edna Ashcroft

Francis Rothwell M B E (Director)

George Bent (Director)

Glynn Squires

John E. Hayes (Director)

Mavis Rothwell

(Appointed 30 November 2011)

Margaret Bullough

Melvyn Rothwell

Since the year-end Anthony Sutton has been appointed as a trustee

The trustees are re-appointed at the annual general meeting on a 1/3 rota basis. New trustees are welcome and any interested party should apply to the secretary or any existing trustee. The society has in force a detailed induction schedule and agreement for new trustees; there is a liaison officer who is a person on the executive committee whose duty it is to ensure that the new trustees complete the induction schedule and agreement, the recruitment form, the request for reference form, and to ensure that they are made aware of the complaints procedure and the procedures to be followed in the event of assistance being required to deal with an emergency situation.

The trustees delegate the day to day management of the accommodation facilities to John France, company secretary and executive officer.

None of the trustees has any beneficial interest in the company.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to such risks.

Objectives and activities

The charity reviews its aims, objectives and activities each year to help ensure its focus is on its stated purposes. The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims, objectives and in planning its future activities.

The charity's objects are to provide residential accommodation to the elderly in accordance with the principles of the Abbeyfield Society, in respect of which it is an affiliated member.

The aims of the Abbeyfield Society are to make older people's lives easier and more fulfilling. Since 1956 Abbeyfield volunteers have worked tirelessly to provide housing, support and companionship to older people in their local communities.

THE ABBEYFIELD LEIGH SOCIETY LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2012

Abbeyfield residents enjoy life all the more because they know that the people who run their societies are dedicated volunteers who are doing this demanding work because they want to

Considerable importance is placed upon the provision of quality accommodation for the residents and house-keepers

The condition of the properties are under constant review and various improvements have been undertaken during the year

The long leasehold property purchased and improved during the year provides new house-manager's accommodation and extensive parking facilities

Fire and health and safety regulations are monitored by the executive officer and it is the charity's policy to give priority to any improvements considered necessary. Any alterations are always treated with importance and granted a first charge on the charity's funds

Achievements and performance

During the year vacancies amounted to some 63 weeks due to residents moving out due to their deteriorating health and due to decoration of rooms, over the year a 94% utilisation of accommodation was achieved

Financial review

The accommodation fees have been reviewed and a modest increase of 5% implemented. It was the committee's opinion that in view of the Society's cash reserves it was appropriate to only apply this small increase so as to assist the residents in their funding

Plans for the future

The deputy house-manager's flat is to be altered to provide a double and a single unit. There is in force schedules of repairs and re-decorations which are being complied with

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information

Auditors

A resolution proposing that Jackson Stephen LLP be reappointed as auditors of the company will be put to the members

On behalf of the board of trustees



John E Hayes (Director)

Trustee

Dated 6 December 2012

THE ABBEYFIELD LEIGH SOCIETY LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, three of whom are also the directors of The Abbeyfield Leigh Society Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts 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 charitable company for that year

In preparing these accounts, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- 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 charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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

THE ABBEYFIELD LEIGH SOCIETY LIMITED

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF THE ABBEYFIELD LEIGH SOCIETY LIMITED

We have audited the accounts of The Abbeyfield Leigh Society Limited for the year ended 5 April 2012 set out on pages 6 to 12. 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).

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 members 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees, three of whom are also the directors of The Abbeyfield Leigh Society Limited for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 5 April 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

THE ABBEYFIELD LEIGH SOCIETY LIMITED

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF THE ABBEYFIELD LEIGH SOCIETY LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the accounts are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Jackson Stephen LLP

Mr Peter Atkinson F C A. (Senior Statutory Auditor)
for and on behalf of Jackson Stephen LLP

Chartered Accountants

Statutory Auditor

James House
Stonecross Business Park
Yew Tree Way
Warrington
Cheshire
WA3 3JD

Dated *14 December 2012*

THE ABBEYFIELD LEIGH SOCIETY LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2012

	Notes	2012 £	2011 £
<u>Incoming resources from generated funds</u>			
Voluntary income	2	3,608	4,170
Investment income receivable	3	318	492
		<u>3,926</u>	<u>4,662</u>
Provision of accommodation	4	225,896	218,386
Total incoming resources		<u>229,822</u>	<u>223,048</u>
<u>Resources expended</u>			
Charitable activities			
Provision of accommodation	5	188,807	177,880
		<u>5,054</u>	<u>14,557</u>
Governance costs		<u>5,054</u>	<u>14,557</u>
Total resources expended		<u>193,861</u>	<u>192,437</u>
Net income for the year/ Net movement in funds		35,961	30,611
Fund balances at 6 April 2011		<u>587,473</u>	<u>556,862</u>
Fund balances at 5 April 2012		<u>623,434</u>	<u>587,473</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

THE ABBEYFIELD LEIGH SOCIETY LIMITED

BALANCE SHEET

AS AT 5 APRIL 2012

	Notes	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	10		267,795		164,252
Current assets					
Debtors	11	8,746		6,255	
Investments		341,915		416,111	
Cash at bank and in hand		19,126		15,454	
		<u>369,787</u>		<u>437,820</u>	
Creditors amounts falling due within one year	12	<u>(11,707)</u>		<u>(12,158)</u>	
Net current assets			<u>358,080</u>		<u>425,662</u>
Total assets less current liabilities			<u>625,875</u>		<u>589,914</u>
Creditors amounts falling due after more than one year	13		<u>(2,441)</u>		<u>(2,441)</u>
Net assets			<u><u>623,434</u></u>		<u><u>587,473</u></u>
Income funds					
Unrestricted funds			<u>623,434</u>		<u>587,473</u>
			<u><u>623,434</u></u>		<u><u>587,473</u></u>

The accounts were approved by the Board on 6 December 2012


John E. Hayes (Director)
Trustee

Company Registration No. 00843675

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 5 APRIL 2012

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 (revised July 2008) (the "SORP") and the Companies Act 2006

1.2 Incoming resources

All incoming resources are included within the Statement of Financial Activities when the charity is legally entitled to income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

No amounts are included in the financial statements for services donated by volunteers.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold buildings	5% on cost per annum
Leasehold property	5% on cost per annum
Fixtures, fittings & equipment	25% reducing balance basis per annum

1.5 Investments

Current asset investments consist of interest bearing bank deposit accounts. Interest is included on an accruals basis.

2 Voluntary income

	2012 £	2011 £
Donations and gifts	3,608	4,170

3 Investment income receivable

	2012 £	2011 £
Income from unlisted investments	318	492

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2012

4 Provision of accommodation

	2012 £	2011 £
Income from residents' charges	<u>225,896</u>	<u>218,386</u>

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2012 £	Total 2011 £
Charitable activities					
<u>Provision of accommodation</u>					
Activities undertaken directly	91,693	31,904	65,210	188,807	177,880
Governance costs	-	-	5,054	5,054	14,557
	<u>91,693</u>	<u>31,904</u>	<u>70,264</u>	<u>193,861</u>	<u>192,437</u>

Governance costs include payments to the auditors of £2,822 (2011 - £2,768) for audit fees

6 Activities undertaken directly

	2012 £	2011 £
Other costs relating to provision of accommodation comprise		
Property rates & insurance	9,612	8,615
Light & heat	7,168	18,979
Housekeeping	23,172	21,631
Repairs & maintenance	10,440	13,054
Printing, postage, stationery and advertising	1,377	982
Legal and accountancy fees	7,497	7,214
Subscriptions	3,679	3,549
Telephone	823	833
Sundry expenses	1,442	1,422
	<u>65,210</u>	<u>76,279</u>

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2012

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year

During the year the charity paid for goods & services amounting to £17,931 (2011 - £740) to A Hodgson Engineers and Smiths Limited, a company in which Francis Rothwell, trustee, is a shareholder. In addition, the charity reimbursed Francis Rothwell £342 (2011 £356) and Melvyn Rothwell, a trustee, £107 (2011 £Nil) in relation to repair costs incurred.

Indemnity insurance for the trustees, officers and employees cost £1,155 (2011 - £1,155)

8 Employees

Number of employees

The average monthly number of employees during the year was

	2012 Number	2011 Number
Care assistants	5	5
Management	3	3
	<u>8</u>	<u>8</u>

Employment costs

	2012 £	2011 £
Wages and salaries	86,055	80,959
Social security costs	5,638	5,155
	<u>91,693</u>	<u>86,114</u>

There were no employees whose annual remuneration was £60,000 or more

9 Taxation

The charitable company is exempt from corporation tax on its charitable activities

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2012

10 Tangible fixed assets

	Freehold buildings £	Long leasehold property £	Fixtures, fittings & equipment £	Total £
Cost				
At 6 April 2011	456,259	-	60,633	516,892
Additions	13,140	120,304	2,003	135,447
At 5 April 2012	469,399	120,304	62,636	652,339
Depreciation				
At 6 April 2011	299,681	-	52,959	352,640
Charge for the year	23,470	6,015	2,419	31,904
At 5 April 2012	323,151	6,015	55,378	384,544
Net book value				
At 5 April 2012	146,248	114,289	7,258	267,795
At 5 April 2011	156,578	-	7,674	164,252

11 Debtors

	2012 £	2011 £
Other debtors	4,264	3,326
Prepayments and accrued income	4,482	2,929
	8,746	6,255

12 Creditors amounts falling due within one year

	2012 £	2011 £
Trade creditors	245	393
Accruals	11,462	11,765
	11,707	12,158

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2012

13	Creditors, amounts falling due after more than one year	2012	2011
		£	£
	Other creditors	<u>2,441</u>	<u>2,441</u>

The conditional grant from the Abbeyfield Society is only repayable in the event of The Abbeyfield (Leigh) Society Limited ceasing to exist

14 Share capital

The charity has no share capital, being a company limited by guarantee. Each member guarantees to contribute an amount not exceeding £1 in the event of a winding up situation.