

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 2013**

WEDNESDAY



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# THE ABBEYFIELD LEIGH SOCIETY LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Audrey Bent  
Edna Ashcroft  
Francis Rothwell M B E (Director)  
George Bent (Director)  
Glynn Squires  
Margaret Bullough  
John E Hayes (Director)  
Mavis Rothwell  
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

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# **THE ABBEYFIELD LEIGH SOCIETY LIMITED**

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# **THE ABBEYFIELD LEIGH SOCIETY LIMITED**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 5 APRIL 2013***

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The trustees present their report and accounts for the year ended 5 April 2013

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

Edna Ashcroft

Francis Rothwell M B E (Director)

George Bent (Director)

Glynn Squires

Margaret Bullough

John E. Hayes (Director)

Mavis Rothwell

Melvyn Rothwell

Anthony Sutton

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 2013**

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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 deputy manager's flat has now been altered to provide a double and single unit

The long leasehold property purchased provides the 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 139 weeks due to residents moving out due to their deteriorating health and due to decoration of rooms, over the year a 89% 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. For the year end 5 April 2014 it is anticipated that there will be no increase

### **Plans for the future**

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 3 December 2013

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# **THE ABBEYFIELD LEIGH SOCIETY LIMITED**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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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**

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We have audited the accounts of The Abbeyfield Leigh Society Limited for the year ended 5 April 2013 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 2013 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

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#### **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 Stepler 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 *9 December 2013*



# THE ABBEYFIELD LEIGH SOCIETY LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 5 APRIL 2013**

	Notes	2013 £	2012 £
<b><u>Incoming resources from generated funds</u></b>			
Voluntary income	2	6,690	3,608
Investment income receivable	3	386	318
		<u>7,076</u>	<u>3,926</u>
<b>Charitable activities:</b>			
Provision of accommodation	4	242,237	225,896
<b>Total incoming resources</b>		<u>249,313</u>	<u>229,822</u>
<b><u>Resources expended</u></b>	5		
<b>Charitable activities</b>			
Provision of accommodation		213,833	188,807
Governance costs		3,713	5,054
<b>Total resources expended</b>		<u>217,546</u>	<u>193,861</u>
<b>Net income for the year/ Net movement in funds</b>		<b>31,767</b>	<b>35,961</b>
Fund balances at 6 April 2012		<u>623,434</u>	<u>587,473</u>
<b>Fund balances at 5 April 2013</b>		<u><b>655,201</b></u>	<u><b>623,434</b></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 2013

	Notes	2013 £	£	2012 £	£
<b>Fixed assets</b>					
Tangible assets	10		249,736		267,795
<b>Current assets</b>					
Debtors	11	11,455		8,746	
Investments		397,649		341,915	
Cash at bank and in hand		16,804		19,126	
		<u>425,908</u>		<u>369,787</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(18,002)</u>		<u>(11,707)</u>	
<b>Net current assets</b>			<u>407,906</u>		<u>358,080</u>
<b>Total assets less current liabilities</b>			<u>657,642</u>		<u>625,875</u>
<b>Creditors. amounts falling due after more than one year</b>	13		<u>(2,441)</u>		<u>(2,441)</u>
<b>Net assets</b>			<u><u>655,201</u></u>		<u><u>623,434</u></u>
<b>Income funds</b>					
Unrestricted funds			<u>655,201</u>		<u>623,434</u>
			<u><u>655,201</u></u>		<u><u>623,434</u></u>

The accounts were approved by the Board on 3 December 2013

  
 John E. Hayes (Director)  
 Trustee

Company Registration No. 00843675

# THE ABBEYFIELD LEIGH SOCIETY LIMITED

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 5 APRIL 2013

### 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 the 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

	2013 £	2012 £
Donations and gifts	6,690	3,608

### 3 Investment income receivable

	2013 £	2012 £
Income from unlisted investments	386	318

# THE ABBEYFIELD LEIGH SOCIETY LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2013

### 4 Provision of accommodation

	2013 £	2012 £
Income from residents' charges	<u>242,237</u>	<u>225,896</u>

### 5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
<b>Charitable activities</b>					
<u>Provision of accommodation</u>					
Activities undertaken directly	96,776	32,026	85,031	213,833	188,807
<b>Governance costs</b>	-	-	3,713	3,713	5,054
	<u>96,776</u>	<u>32,026</u>	<u>88,744</u>	<u>217,546</u>	<u>193,861</u>

Governance costs include payments to the auditors of £3,059 (2012 - £2,822) for audit fees

### 6 Activities undertaken directly

	2013 £	2012 £
Other costs relating to provision of accommodation comprise		
Property rates & insurance	13,250	9,612
Light & heat	19,481	7,168
Housekeeping	23,488	23,172
Repairs & maintenance	10,946	10,440
Printing, postage, stationery and advertising	2,446	1,377
Legal and accountancy fees	7,467	7,497
Subscriptions	5,441	3,679
Telephone	684	823
Sundry expenses	1,828	1,442
	<u>85,031</u>	<u>65,210</u>

# THE ABBEYFIELD LEIGH SOCIETY LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 5 APRIL 2013

#### 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 £nil (2012 - £17,931) to A Hodgson Engineers and Smiths Limited, a company in which Francis Rothwell, trustee, was a shareholder. In addition, the charity reimbursed Francis Rothwell £101 (2012 £342) and Melvyn Rothwell, a trustee, £nil (2012 £107) in relation to repair costs incurred

Indemnity insurance for the trustees, officers and employees cost £1,099 (2012 - £1,155)

#### 8 Employees

##### Number of employees

The average monthly number of employees during the year was

	2013 Number	2012 Number
Care assistants	5	5
Management	3	3
	<u>8</u>	<u>8</u>

##### Employment costs

	2013 £	2012 £
Wages and salaries	90,506	86,055
Social security costs	6,270	5,638
	<u>96,776</u>	<u>91,693</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 2013

### 10 Tangible fixed assets

	Freehold buildings	Long leasehold property	Fixtures, fittings & equipment	Total
	£	£	£	£
<b>Cost</b>				
At 6 April 2012	469,399	120,304	62,636	652,339
Additions	4,134	9,693	140	13,967
<b>At 5 April 2013</b>	<b>473,533</b>	<b>129,997</b>	<b>62,776</b>	<b>666,306</b>
<b>Depreciation</b>				
At 6 April 2012	323,151	6,015	55,378	384,544
Charge for the year	23,677	6,500	1,849	32,026
<b>At 5 April 2013</b>	<b>346,828</b>	<b>12,515</b>	<b>57,227</b>	<b>416,570</b>
<b>Net book value</b>				
<b>At 5 April 2013</b>	<b>126,705</b>	<b>117,482</b>	<b>5,549</b>	<b>249,736</b>
At 5 April 2012	146,248	114,289	7,258	267,795

11 Debtors	2013 £	2012 £
Other debtors	7,250	4,264
Prepayments and accrued income	4,205	4,482
	<b>11,455</b>	<b>8,746</b>

12 Creditors: amounts falling due within one year	2013 £	2012 £
Trade creditors	1,207	245
Accruals	16,795	11,462
	<b>18,002</b>	<b>11,707</b>

# THE ABBEYFIELD LEIGH SOCIETY LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE YEAR ENDED 5 APRIL 2013**

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<b>13</b>	<b>Creditors' amounts falling due after more than one year</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Other creditors	<b>2,441</b>	<b>2,441</b>
		<u>          </u>	<u>          </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.