

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 2016



THE ABBEYFIELD LEIGH SOCIETY LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Audrey Bent (Director) Edna Ashcroft Francis Rothwell M.B.E. (Director) George Bent (Director) Glynn Squires Melvyn Rothwell Margaret Bullough James Sims Kathleen Sims Malcolm Parr Myra Whiteside John Hurst Steven Donlan
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 2016

The trustees present their annual report, which also contains the requirements of a directors' report under the Companies Act 2006, and accounts for the year ended 5 April 2016.

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 were also the directors for the purpose of company law, who served during the year were:

Audrey Bent (Director)

Edna Ashcroft

Francis Rothwell M.B.E. (Director)

George Bent (Director)

Glynn Squires

Melvyn Rothwell

Margaret Bullough

James Sims

(Appointed 1 July 2015)

Kathleen Sims

(Appointed 1 July 2015)

Malcolm Parr

(Appointed 1 September 2015)

Myra Whiteside

John Hurst

Steven Donlan

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 2016

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 is under constant review and various improvements have been undertaken during the year.

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.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

During the year vacancies amounted to some 80 weeks due to residents moving out due to their deteriorating health and due to decorations of rooms; 92.7% utilisation of accommodation was achieved.

Financial review

The accommodation fees have been reviewed and the committee have decided that there will be no increase in fees until April 2018.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Plans for the future

There are 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.

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

On behalf of the board of trustees



George Bent (Director)

Trustee

Dated: 2 November 2016

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 financial statements of The Abbeyfield Leigh Society Limited for the year ended 5 April 2016 set out on pages 6 to 12. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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, 3 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 financial statements and for being satisfied that they give a true and fair view

Our responsibility is to audit and express an opinion on the financial statements 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.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements 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 financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 5 April 2016 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 applicable to Smaller Entities; 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 financial statements are prepared is consistent with the financial statements.

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; and
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Report and from preparing a Strategic Report.

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 November 2016*

THE ABBEYFIELD LEIGH SOCIETY LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 5 APRIL 2016

	Notes	2016 £	2015 £
<u>Incoming resources from generated funds</u>			
Voluntary income	2	4,126	3,107
Investment income receivable	3	5,280	14,136
		<u>9,406</u>	<u>17,243</u>
Charitable activities:			
Provision of accommodation	4	271,083	234,630
Other income	5	-	527
		<u>280,489</u>	<u>252,400</u>
Total incoming resources			
<u>Resources expended</u>	6		
Charitable activities			
Provision of accommodation		217,450	210,811
Governance costs		4,899	3,688
		<u>222,349</u>	<u>214,499</u>
Total resources expended			
Net income for the year/ Net movement in funds		58,140	37,901
Fund balances at 6 April 2015		<u>731,375</u>	<u>693,474</u>
Fund balances at 5 April 2016		<u>789,515</u>	<u>731,375</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 2016

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	11		175,316		206,307
Current assets					
Debtors	12	10,167		2,633	
Investments		604,760		518,896	
Cash at bank and in hand		24,165		26,516	
		<u>639,092</u>		<u>548,045</u>	
Creditors: amounts falling due within one year	13	<u>(22,452)</u>		<u>(20,536)</u>	
Net current assets			<u>616,640</u>		<u>527,509</u>
Total assets less current liabilities			<u>791,956</u>		<u>733,816</u>
Creditors: amounts falling due after more than one year	14		<u>(2,441)</u>		<u>(2,441)</u>
Net assets			<u><u>789,515</u></u>		<u><u>731,375</u></u>
Income funds					
Unrestricted funds			<u>789,515</u>		<u>731,375</u>
			<u><u>789,515</u></u>		<u><u>731,375</u></u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The accounts were approved by the Board on 2 November 2016


George Bent (Director)
Trustee

Company Registration No. 00843675

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 5 APRIL 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice for the Financial Reporting Standard for Smaller Entities (effective January 2015) 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

	2016 £	2015 £
Donations and gifts	4,126	3,107

3 Investment income receivable

	2016 £	2015 £
Income from unlisted investments	4,077	13,139
Bank interest receivable	1,203	997
	5,280	14,136

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2016

4 Provision of accommodation

	2016 £	2015 £
Income from residents' charges	<u>271,083</u>	<u>234,630</u>

5 Other income

	Total 2016 £	Total 2015 £
Net gain on disposal of fixed assets	<u>-</u>	<u>527</u>

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2016 £	Total 2015 £
Charitable activities					
<u>Provision of accommodation</u>					
Activities undertaken directly	100,335	33,311	83,804	217,450	210,811
Governance costs	-	-	4,899	4,899	3,688
	<u>100,335</u>	<u>33,311</u>	<u>88,703</u>	<u>222,349</u>	<u>214,499</u>

Governance costs include payments to the auditors of £3,524 (2015 - £3,084) for audit fees.

7 Activities undertaken directly

	2016 £	2015 £
Other costs relating to Provision of accommodation comprise:		
Property rates & insurance	11,092	12,484
Light & heat	13,630	12,825
Housekeeping	26,120	25,569
Repairs & maintenance	13,489	13,511
Printing, postage, stationery and advertising	2,057	1,071
Legal and accountancy fees	7,469	7,482
Subscriptions	5,991	5,911
Telephone	882	492
Sundry expenses	3,074	1,647
	<u>83,804</u>	<u>80,992</u>

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2016

8 Trustees

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

During the year the charity reimbursed Francis Rothwell £47 (2015: £55), a trustee, in relation to travelling and other expenditure incurred.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
Care assistants	5	5
Management	3	3
	<u>8</u>	<u>8</u>

Employment costs

	2016 £	2015 £
Wages and salaries	95,885	92,380
Social security costs	4,450	4,236
	<u>100,335</u>	<u>96,616</u>

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

10 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 2016

11 Tangible fixed assets

	Freehold buildings	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 6 April 2015	480,127	140,015	67,029	687,171
Additions	-	-	2,320	2,320
At 5 April 2016	480,127	140,015	69,349	689,491
Depreciation				
At 6 April 2015	394,840	25,584	60,440	480,864
Charge for the year	24,006	7,078	2,227	33,311
At 5 April 2016	418,846	32,662	62,667	514,175
Net book value				
At 5 April 2016	61,281	107,353	6,682	175,316
At 5 April 2015	85,287	114,431	6,589	206,307

12 Debtors

	2016 £	2015 £
Other debtors	4,074	2,018
Prepayments and accrued income	6,093	615
	10,167	2,633

13 Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	7,313	1,474
Accruals	15,139	19,062
	22,452	20,536

THE ABBEYFIELD LEIGH SOCIETY LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 5 APRIL 2016

14	Creditors: amounts falling due after more than one year	2016 £	2015 £
	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.

15 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.