

Company number: 885474

Charity number: 249443

Registered Society number: H2257

**THE ABBEYFIELD CROWBOROUGH  
SOCIETY LIMITED**

**DIRECTORS' REPORT AND UNAUDITED  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2017**

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# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

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# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2017**

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<b>Directors</b>	Mrs B R Tankard (Chairman) Mrs M D R Charman Mrs B Rundle Mrs M S Thomas
<b>Company Secretary</b>	Mrs P E Donaldson
<b>Company registered number</b>	855474
<b>Charity registered number</b>	249443
<b>Registered society number</b>	H2257
<b>Registered office</b>	Croham House Croham Road Crowborough East Sussex TN6 2RW
<b>Address</b>	Darwin House Crowborough Hill Crowborough East Sussex TN6 2JA
<b>Independent examiner</b>	Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
<b>Bankers</b>	Barclays Bank Plc Tunbridge Wells Kent

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 31 MARCH 2017**

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The directors (who are also the trustees for the purposes of charity law) present their report and the financial statements of the Abbeyfield Crowborough Society Limited for the year ended 31 March 2017.

The directors confirm that the report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document, and the provisions of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2015) (Charities SORP (FRS 102)).

### **Structure and governance**

The Society is a company limited by guarantee, governed by its Memorandum and Articles of Association, having no share capital and is registered as a charity and with the Homes and Communities Agency Regulation Committee as a registered social housing provider.

The trustees are all volunteers and have come from a number of different business management and caring backgrounds with professional qualifications and a wealth of experience. We constantly seek and interview those potential trustee applicants who have suitable skill additions for positions on our board. New trustees undergo an induction process and, with existing trustees, are encouraged and receive on-going training both within and outside the Abbeyfield organisation.

The trustees decide the policies of the organisation, within the Abbeyfield guidelines. We seek to provide a good and comfortable environment for our residents, whilst keeping control of costs and ensuring adequate reserves for future needs.

A trustee and the administrator have carried out risk assessments within the House for slips and trips and we follow national guidance on monitoring of other risks to the residents, staff and the business as a whole.

### **Objectives and activities**

Our organisation provides supported, sheltered accommodation, at an affordable price, to the elderly, frail and lonely. We are affiliated to the National Abbeyfield Society and operate to their nationally accepted standards and to those required by government agencies, which monitor us, or provide us with funding. All the aforementioned is in accordance with our Memorandum and Articles of Association.

We work with other Abbeyfield organisations, sharing resources and ideas where possible. In addition, we work with government departments to help provide ever better support to enable our residents to remain independent for as long as possible.

In setting objectives and planning for activities the directors have given due consideration to general guidance published by the Charity Commission relating to public benefit.

### **Mission Statement**

**Caring** means that the wellbeing of our residents is central to everything we do and that every individual will be treated with dignity and respect. It also embraces our volunteers and staff and by learning and supporting each other Abbeyfield will be an organization where people can grow and find fulfilment.

**Openness** means that as an organization we encourage and support new ideas from our residents, volunteers and staff and by learning through discussion, we appreciate each other's differences and will

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2017

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adopt suggestions which improve the service that Abbeyfield provides. We will be open to change and will seize opportunities that allow us to continue working towards our mission.

**Honesty** means that we will each work in an ethical way. As individuals we will each lead by example in order that residents, volunteers and staff will have confidence in the integrity of Abbeyfield.

**Respect** is something we understand we have to earn. We earn it not only by valuing each other as individuals and valuing each other's views, beliefs and background, but also by working hard to develop relationships with our residents, volunteers, staff and communities in which we operate. We act in a respectful way towards each other, honouring the commitments and promises we have made to each other.

### Financial review

The surplus for the year was £6,483 (2016: deficit of £1,179). The surplus was achieved due to a lower level of voids than in 2016. At the end of the year unrestricted reserves were £473,238 of which £248,882 was held as tangible fixed assets leaving £223,956 held as free reserves. The Society holds reserves to cover short term reductions in income and also to cover potential future expenditure on the property.

Reserves are held by the Society as extra funds to support any potential loss of income from rents and to cover any additional unexpected expenditure such as: explosion, fire, flood, chemical or biological contamination, disease, pandemic, food poisoning, additional employee expenses for long term sickness/injury, unexpected high maintenance costs and a reduction in residents.

The house has 9 en-suite rooms and currently we have 7 residents including one respite tenant who will be leaving us during the next 1 - 2 months.

During the year we had to replace the two boilers and the water pump supplying water from the 1st to the 2nd floor. The worktops in the kitchen had to be replaced together with the gas stove and fridge/freezer. The second emergency fire door in the conservatory with a push bar had to be replaced with an ordinary lockable door and we discovered that our emergency lighting was inadequate and this had to be updated. The carpet in public areas, excluding the conservatory, utility area, dining room and assisted bathroom had to be replaced as it was becoming a health and safety risk. The total sum involved for all the above was £20,500 of which £10,090 is included in capital expenditure and the balance included in repairs and maintenance.

Room 5 has been redecorated, re-carpeted and the vinyl flooring in the en-suite replaced and when the current temporary resident leaves it will become the "respite room" (instead of room 4). Room 3 became vacant and had to be redecorated, soft furnishings cleaned and is now occupied. Room 2 which has just become vacant will be redecorated, soft furnishings cleaned, a new lower shower tray will be fitted in the en-suite and it is hoped it will be occupied shortly by a gentleman who stayed with us recently on a trial basis.

We changed our website as the maintenance costs were not cost effective. We created Twitter, Facebook and google business accounts and will be advertising in local magazines and delivering leaflets into selected areas. We ceased advertising on the appointment cards for the three Doctors' surgeries in the area as these did not generate any enquiries. We held our 50th Anniversary birthday party on 16 July 2016 and invited the Mayor, local Councillor, together with residents, relations/friends and members of other local

# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

## **DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2017**

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Abbeyfield societies. We also achieved Abbeyfield National's Core Standard accreditation which involved additional expenditure.

The Abbeyfield Society has recommended Darwin House be taken over by Abbeyfield South Downs as in the case of Tunbridge Wells. During the last 3 years, we have had to absorb high maintenance costs and this year at last we are able to show a small profit. However, we have three vulnerable residents who could be admitted to care homes in the near future and this will impact on our income. We have discovered that Abbeyfield Tonbridge is still operating solely and both our societies have decided on joint advertising thereby sharing the costs involved and the sharing of our other resources will be subject to future discussions.

We were very sad to hear that the Abbeyfield Groombridge Society has closed and that the building has been given to the Abbeyfield Kent Society for disposal, the income of which will be absorbed by Kent.

### **Achievements**

People have been encouraged to stay in their own homes by successive governments and possible residents are therefore not looking for sheltered accommodation until a later age.

We maintain our regular outings, which many residents still enjoy, but the age and frailty of some residents restricts their ability to enjoy all of the trips and some now only attend the shortest of outings.

We continue to share resources with the Abbeyfield Tunbridge Wells Society (now merged into Abbeyfield South Downs) and this helps to keep maintenance costs down and we also utilise Relief Housekeepers from Tunbridge Wells.

### **Directors**

The directors who served during the year were:

Mrs B R Tankard (Chairman)  
Mrs M D R Charman  
Mrs B Rundle  
Mrs M S Thomas

In accordance with the Articles of Association, Mrs B Rundle offers herself for re-election at the next AGM.

### **Statement of directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors 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 directors 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 society and of the surplus or deficit of the society for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP FRS 102;
- make judgments and estimates that are reasonable and prudent;

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 31 MARCH 2017**

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- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the society will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the society's transactions and disclose with reasonable accuracy at any time the financial position of the society 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 society 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 provisions applicable to small companies within Part 15 of the Companies Act 2006.

This report was approved by the board on 24<sup>th</sup> July 2017

and signed on its behalf.



**Mrs B R Tankard**  
Director



**Mrs B H Rundle**  
Director/Treasurer

## THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

### INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

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I report on the accounts of the society for the year ended 31 March 2017 which are set out on pages 7 to 14.

#### Respective responsibilities of directors and examiner

The directors are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and the Housing and Regeneration Act 2008 and that an independent examination is needed. Having satisfied myself that the society is not subject to audit under charity law, company law or law applicable to Registered Social Landlords and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act and the Housing and Regeneration Act 2008;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.


#### Basis of 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 society 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 directors 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 statement 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 of the Companies Act 2006 and the Housing and Regeneration Act 2008; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006, the Housing and Regeneration Act 2008 and the Accounting Direction for Private Registered Providers of Social Housing 2015.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.

Signed:  Dated: 31 July 2017

Jonathan Healey BA FCA  
Lindsey Francis Ferguson Limited  
Chartered Accountants  
North House,  
198 High Street,  
Tonbridge, Kent, TB9 1BE



# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted funds 2017 £	Unrestricted funds 2016 £
<b>Income from:</b>			
Charitable activities:			
Residential charges	2	119,620	102,330
Interest receivable		744	912
Donations		400	10
<b>Total income</b>		<u>120,764</u>	<u>103,252</u>
<b>Expenditure on:</b>			
Charitable activities	3	<u>114,282</u>	<u>104,431</u>
<b>Total expenditure</b>		<u>114,282</u>	<u>104,431</u>
<b>Net income/(expenditure) and net movement in funds</b>	4	<b>6,483</b>	<b>( 1,179)</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward		<u>466,355</u>	<u>467,534</u>
<b>Total funds carried forward</b>	10	<u><b>472,838</b></u>	<u><b>466,355</b></u>

The Society's only activity is the provision of supported accommodation.

No operations have been discontinued or acquired during the year, and the amounts above relate entirely to continuing operations.

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2017

			2017	2016
	Note	£	£	£
<b>Fixed assets</b>				
Tangible fixed assets	7		248,882	247,806
<b>Current assets</b>				
Stocks		-		200
Debtors	8	3,340		2,503
Cash at bank and in hand		223,376		218,959
			<u>226,716</u>	<u>221,662</u>
<b>Creditors: amounts falling due within one year</b>	9	( 2,760)		( 3,113)
<b>Net current assets</b>			223,956	218,549
<b>Net assets</b>			<u>472,838</u>	<u>466,355</u>
<b>Charity funds</b>				
Unrestricted funds	10		472,838	466,355
			<u>472,838</u>	<u>466,355</u>

The directors consider that the society is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The directors acknowledge their responsibilities for ensuring that the society keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the society as at 31 March 2017 and of its surplus or deficit for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the society.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on

*B. Tankard* 24th July 2017

Mrs B R Tankard  
Chairman

Mrs B Rundle  
Treasurer

*B. Rundle*

Company registration number: 885474

# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

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### **1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **1.1 Status**

The Abbeyfield Crowborough Society Limited is a company limited by guarantee registered in England and Wales, a registered charity and a private registered provider of social housing in the United Kingdom. Its registered office is Croham House, Croham Road, Crowborough, East Sussex TN6 2RW.

#### **1.2 Basis of preparation**

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Accounting Direction for Private Registered Providers of Social Housing 2015., and the Companies Act 2006.

The Abbeyfield Crowborough Society Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

#### **1.3 Income**

Residential charges are recognised in the period for which they are payable.

Income from donations and grants, including social housing grants, is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing. Investment income is recognised when receivable.

#### **1.4 Expenditure**

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure on charitable activities includes expenditure on social housing activities.

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Housing land and buildings	-	10 - 50 years straight line
Fixtures, fittings and equipment	-	5 or 10 years straight line

### 1.6 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. The charity's basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### 1.7 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

### 1.8 VAT and taxation

The charity is not registered for VAT and expenditure shown is inclusive of VAT suffered. As a registered charity, the charity is exempt from liability to taxation on its income and gains.

## 2 Income from charitable activities

	2017 £	2016 £
Residential charges receivable	137,400	131,340
Losses from vacancies	( 17,780)	( 29,010)
	<u>119,620</u>	<u>102,330</u>

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 3 Expenditure on charitable activities

	2017 £	2016 £
<i>Direct service costs</i>		
Staff costs	40,124	38,604
Food and other household costs	19,884	18,070
Council tax and water rates	4,264	3,389
Garden maintenance	2,990	1,685
Heating and lighting	7,119	6,747
TV Licence	291	299
Subscriptions	69	207
Telephone/Lifeline	1,236	818
Outings and events	810	522
Repairs and maintenance	18,180	15,489
Depreciation: fixtures and fittings	3,172	3,886
Depreciation: buildings and improvements	5,842	5,107
<i>Support costs</i>		
Insurances	1,960	1,769
Telephone	846	906
Abbeyfield Society affiliation fee	2,596	2,555
Staff training	174	142
Postage stationary and advertising	1,750	1,006
Sundry expenses	( 42)	42
Health and safety	317	590
Legal and professional fees	719	798
<i>Governance costs</i>		
Independent examiner's remuneration	1,980	1,800
	<u>114,282</u>	<u>104,431</u>

### 4 Net income/(expenditure)

Net income/(expenditure) is stated after charging:

	2017 £	2016 £
Independent examiner's remuneration:		
Examination services	1,180	1,000
Other services	800	800
Depreciation of tangible fixed assets	9,014	8,993
	<u>11,000</u>	<u>10,793</u>

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 5 Staff numbers and costs

The average number of persons employed by the company during the year was 5 (2016 - 5). The average number in full time equivalents was 4 (2016 - 4).

	2017 £	2016 £
Salaries and wages	40,124	38,604
Social Security costs	-	-
	<u>40,124</u>	<u>38,604</u>

### 6 Payments to members, committee members, officers etc.

No expenses were reimbursed to trustees in the year (2016 - none). No fees or remuneration were paid to any member, committee member or officer.

### 7 Tangible fixed assets

	Freehold housing land and buildings £	Furniture fittings and equipment £	Total £
<b>Cost</b>			
At 1 April 2016	298,303	77,801	376,104
Additions	7,350	2,740	10,090
At 31 March 2017	<u>305,653</u>	<u>80,541</u>	<u>386,194</u>
<b>Depreciation</b>			
At 1 April 2016	60,165	68,133	128,298
Charge for the year	5,842	3,172	9,014
At 31 March 2017	<u>66,007</u>	<u>71,305</u>	<u>137,312</u>
<b>Net book value</b>			
At 31 March 2017	<u>239,646</u>	<u>9,236</u>	<u>248,882</u>
At 31 March 2016	<u>238,138</u>	<u>9,668</u>	<u>247,806</u>

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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### 11 Housing stock

	2017	2016
Supported accommodation		
Number of bedspaces	9	9

### 12 Related party transactions and balances

There are no key management personnel apart from the directors, who are not remunerated.

There were no transactions with related parties.

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 8 Debtors

	2017 £	2016 £
Interest receivable	13	14
Prepayments	3,326	2,490
	<u>3,340</u>	<u>2,503</u>

### 9 Creditors:

Amounts falling due within one year

	2017 £	2016 £
Accruals	2,760	3,113
	<u>2,760</u>	<u>3,113</u>

### 10 Charity funds

Current year	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
General funds	406,355	120,764	( 114,282)	60,000	472,838
Designated reserves:					
Major repairs	60,000	-	-	( 60,000)	-
Total unrestricted funds	<u>466,355</u>	<u>120,764</u>	<u>( 114,282)</u>	<u>-</u>	<u>472,838</u>

The designated reserve for major repairs has been transferred back to general reserves. Funds will be designated in future for specific major repair projects if these are planned to take place in the following year.

Prior year	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
General funds	407,534	103,252	( 104,431)	-	406,355
Designated reserves:					
Major repairs	60,000	-	-	-	60,000
Total unrestricted funds	<u>467,534</u>	<u>103,252</u>	<u>( 104,431)</u>	<u>-</u>	<u>466,355</u>