

Company number: 885474

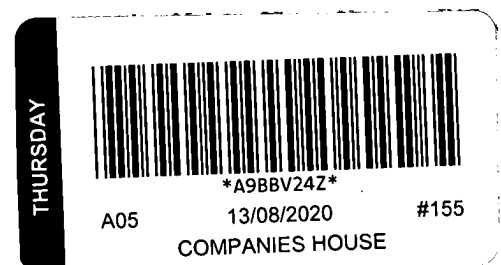
Charity number: 249443

Registered Society number: H2257

**THE ABBEYFIELD CROWBOROUGH
SOCIETY LIMITED**

**DIRECTORS' REPORT AND UNAUDITED
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2020**



THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

CONTENTS

Legal and Administrative information	1
Directors' report	2 – 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 13

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2020

Directors and trustees	Mrs B R Tankard (Chairman) Mrs M D R Charman Mrs B M Collins Mr M Johnson Mrs B Rundle Mrs M S Thomas
Company Secretary	Mrs P E Donaldson
Company registered number	855474
Charity registered number	249443
Registered society number	H2257
Registered office	The Lodge Eridge Road Crowborough TN6 2SL
Address	Darwin House Crowborough Hill Crowborough East Sussex TN6 2JA
Independent examiner	Jonathan Healey BA FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers	Santander Bank Tunbridge Wells Kent

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2020

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 2020.

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 2019) (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 Regulator of Social Housing 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 Housekeepers 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.

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

Openness means that as an organisation 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 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 £20,435 (2019: £28,928). At the end of the year unrestricted reserves were £499,234 (2019: £478,799) of which £225,958 (2019: £235,261) was held as tangible fixed assets leaving £273,276 held as free reserves.

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.

During the year deposits of £35,000 were added to the CCLA account and the balance to date of £257,078 includes a small amount of interest.

Room 5 continues to be used for respite and is not included in gross rents receivable in the accounts.

During the year, the exterior of the conservatory was repaired and decorated at a cost of £1,000 and the interior blinds were cleaned at a cost of £240. The chairs in the conservatory have been recovered at a cost of £1,880 and the area surrounding the rear staircase was repaired and redecorated at a total cost of £750.

New regime due to the Coronavirus pandemic

There are no vacant rooms at present as a new resident joined on 19 February 2020 on a trial basis in room 5 and decided to stay, albeit temporarily, when the country went into "lock down" in mid-March due to the coronavirus pandemic. Food was very difficult to order on-line as usual, due to an enormous increase in demand, but a few on-line orders were accepted with spasmodic delivery dates. In the meantime, the council organised some food parcels and the housekeepers and chairman continue to shop at local supermarkets. There is an improvement in on-line ordering but with limited delivery slots and the housekeepers must be vigilant and book quickly.

As it was impossible to arrange seating in the dining room to comply with social distancing between the residents and housekeepers, it was decided that residents' meals would be suitably covered and placed on small tables outside the doors to their rooms. This is working well and all credit to the housekeepers for working as a team seven days of the week under these difficult conditions.

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2020

The residents still have the freedom of the house, conservatory and garden whilst adhering to social distancing when staff are in the building. They have been instructed not to go any further than the garden and their families have been stopped from visiting until further notice. Families can leave labelled parcels in the porch and the housekeepers will place them outside the residents' rooms. Residents are aware that they must wash their hands regularly, especially when returning to their rooms and after opening any post and parcels. The chairman sends regular bulletins by email to their families.

Health & Safety

An air conditioning unit was purchased at a cost of £434 together with replacement blinds costing £114. The kitchen was decorated.

Staff changes and agreements

Our kitchen assistant retired on 6 December 2019 and Just Maid 4 U were appointed to take over. After several discussions regarding unacceptable early start times (5.00am) and poor standard of cleaning, it was agreed that we part company with our cleaners. Fortunately, we found someone to take on the kitchen cleaning duties who will act as relief housekeeper and will sleep over as required. However, a kitchen assistant is needed to help them when they are on relief housekeeper duty.

New providers for the general cleaning duties were appointed and duties include changing the residents' bedding as they are becoming frail. Cleaning costs have increased as a result of these changes.

The deputy Housekeeper has decided that when possible, she would prefer a job with less responsibility and is happy to act as relief housekeeper. An enquiry is being pursued for the position of relief housekeeper/kitchen assistant which has been received from someone in the local area.

Marketing

A laser printer for the office was purchased at a cost of £220 and the existing copier was transferred to the dining room for residents and staff. Marketing was kept to a minimum as there were no vacancies. This may have to be increased in future when vacancies arise.

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.

Although Abbeyfield Tunbridge Wells is part of the South Downs Society, we continue to utilise and pay, as a separate company, available relief housekeepers and maintenance operative before seeking staff from an employment agency.

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2020

Directors

The directors who served during the year were:

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

In accordance with the Articles of Association, Mrs M D R Charman and Mrs B Rundle offer themselves 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;
- 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 7/08/2020 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 TRUSTEES OF THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

I report to the charity trustees on my examination of the accounts of The Abbeyfield Crowborough Society Limited ('the company') for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charitable company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report and in order to enable a proper understanding of the accounts to be reached.

Lindeyer Francis Ferguson Ltd

Jonathan Healey BA FCA
Lindeyer Francis Ferguson Limited
Chartered Accountants
North House,
198 High Street,
Tonbridge, Kent, TN9 1BE

Dated: 12 August 2020

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020**

		Unrestricted funds 2020 £	Unrestricted funds 2019 £
	Note		
Income from:			
Charitable activities:			
Residential charges	2	140,552	134,521
Interest receivable		1,304	1,096
Donations and grants		-	4,932
Other income		180	-
Total income		142,036	140,549
Expenditure on:			
Charitable activities	3	121,601	111,621
Total expenditure		121,601	111,621
Net income and net movement in funds	4	20,435	28,928
Reconciliation of funds:			
Total funds brought forward		478,799	449,871
Total funds carried forward	10	499,234	478,799

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

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

BALANCE SHEET

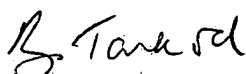
AS AT 31 MARCH 2020

		2020	2019
	Note	£	£
Fixed assets			
Tangible fixed assets	7	225,958	235,261
Current assets			
Debtors	8	2,042	2,880
Cash at bank and in hand		274,159	243,628
		<u>276,201</u>	<u>246,508</u>
Creditors: amounts falling due within one year	9	<u>(2,925)</u>	<u>(2,970)</u>
Net current assets		273,276	243,538
Net assets		<u><u>499,234</u></u>	<u><u>478,799</u></u>
Charity funds			
Unrestricted funds	10	<u><u>499,234</u></u>	<u><u>478,799</u></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 2020 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 07/08/20



Mrs B R Tankard
Chairman



Mrs B Rundle
Treasurer

Company registration number: 885474

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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 2019) - (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 2019, 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).

The house has continued to operate during the Covid-19 pandemic and 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 2020

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

	2020 £	2019 £
Residential charges receivable	143,025	137,647
Losses from vacancies	(2,473)	(3,126)
	<u>140,552</u>	<u>134,521</u>

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

3 Expenditure on charitable activities

	2020 £	2019 £
<i>Direct service costs</i>		
Staff costs	43,079	41,416
Food and other household costs	24,510	21,988
Council tax and water rates	4,853	5,636
Garden maintenance	3,029	3,186
Heating and lighting	8,720	7,214
TV Licence	584	303
Subscriptions	-	13
Telephone/Lifeline	1,512	1,532
Outings and events	614	740
Repairs and maintenance	14,475	9,539
Depreciation: fixtures and fittings	3,461	4,268
Depreciation: buildings and improvements	5,842	5,842
<i>Support costs</i>		
Insurances	2,293	2,161
Telephone	605	570
Abbeyfield Society affiliation fee	2,831	2,765
Staff training	108	158
Postage stationary and advertising	858	556
Sundry expenses	265	185
Health and safety	487	522
Legal and professional fees	1,315	927
<i>Governance costs</i>		
Independent examiner's remuneration	2,160	2,100
	<u>121,601</u>	<u>111,621</u>

4 Net income

Net income is stated after charging:

	2020 £	2019 £
Independent examiner's remuneration:		
Examination services	1,310	1,275
Other services	850	825
Depreciation of tangible fixed assets	<u>9,303</u>	<u>10,110</u>

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

5 Staff numbers and costs

The average number of persons employed by the company on a headcount basis during the year was 7 (2019 - 5). The average number in full time equivalents was 4 (2019 - 4).

	2020 £	2019 £
Salaries and wages	43,079	41,416
	<u>43,079</u>	<u>41,416</u>

6 Payments to members, committee members, officers etc.

No expenses were reimbursed to trustees in the year (2019 - 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 £
Cost			
At 1 April 2019 and 31 March 2020	305,653	84,790	390,443
Depreciation			
At 1 April 2019	77,691	77,491	155,182
Charge for the year	5,842	3,461	9,303
At 31 March 2020	83,533	80,952	164,485
Net book value			
At 31 March 2020	222,120	3,838	225,958
At 31 March 2019	227,962	7,299	235,261

THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

8 Debtors

	2020 £	2019 £
Prepayments	2,042	2,880

9 Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals	2,925	2,970

10 Charity funds

<i>Current year</i>	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds: General funds	478,799	142,036	(121,601)	499,234
<i>Prior year</i>	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds: General funds	449,871	140,549	(111,621)	478,799

11 Housing stock

	2020	2019
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.