

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 2018**

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# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

## **CONTENTS**

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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 - 14

# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2018**

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<b>Directors and trustees</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>	Jonathan Healey BA FCA 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 2018**

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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 2018.

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 Housekeeper(s) 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 2018

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**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 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 deficit for the year was £22,967 (2017: surplus of £6,483). At the end of the year unrestricted reserves were £449,871 of which £239,872 was held as tangible fixed assets leaving £209,999 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.

The house has 9 en-suite rooms and currently we have 6 residents. Unfortunately, three vulnerable residents left in quick succession (rooms 1, 8 & 9). We have two more residents joining us in the new financial year leaving one room available (5) which is the respite room.

During the year shower units were replaced with lower level ones in the three vacant rooms which were also redecorated; a grant was obtained for the shower units thus saving £6,120. Room 2 became vacant and a new lower shower unit was fitted at £2,136, the room was also redecorated, and it was let shortly afterwards. There are three remaining rooms 3, 6 & 7 which require lower shower trays, and these will be fitted when the current tenants leave. In the meantime, we have fitted grab rails in the en-suite in room 7 at £95. Due to extensive water ingress from the roof, repairs were carried out at a cost of £15,802, which was covered by cash reserves. Staff costs have increased due to the working time directive and payment for night staff is now at £60 per night.

A timely fire risk assessment was carried out by an external auditor, the fire door hinges had to be replaced with fire resistant ones and a third hinge had to be added to all fire doors at a cost of £2,160. Fire blankets were purchased for each resident as an added precaution.

Marketing costs were £2,474 for the year included fees to Sue Edwards who up-dated our website and advised on advertising in general. We currently refer to Sue for advice as required and the monthly fees have ceased. New signs were fitted advertising "vacancies" but these were removed due to unwanted enquiries. We advertised in the Magnet magazine and received one unsuitable enquiry. We had a stand in the Uckfield Civic Centre organised by the Uckfield Volunteer Centre. As Abbeyfield in Groombridge has now closed, we advertise in their Church magazine. 150 leaflets have been printed and will be circulated as required.

# **THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

## **DIRECTORS' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2018***

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### **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.

### **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

Michael Johnson and Barbara Collins will be elected on to the Board at the next Executive and AGM to be held in early August 2018. Both have been with us for a while and their experience and advice are greatly appreciated.

In accordance with the Articles of Association, Mrs M D R Charman 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;
- 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.

**THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

**DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 MARCH 2018**

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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 20/8/18..... 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

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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 2018.

#### 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').

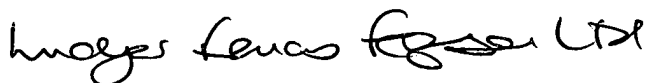
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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.



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

Dated: 6 September 2018



**THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2018**

		<i>Unrestricted funds 2018 £</i>	<i>Unrestricted funds 2017 £</i>
	<b>Note</b>		
<b>Income from:</b>			
Charitable activities:			
Residential charges	<b>2</b>	109,242	119,620
Interest receivable		426	745
Donations and grants		6,225	400
<b>Total income</b>		<b>115,893</b>	<b>120,765</b>
<b>Expenditure on:</b>			
Charitable activities	<b>3</b>	138,860	114,282
<b>Total expenditure</b>		<b>138,860</b>	<b>114,282</b>
<b>Net (expenditure)/income and net movement in funds</b>	<b>4</b>	<b>( 22,967)</b>	<b>6,483</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward		472,838	466,355
<b>Total funds carried forward</b>	<b>10</b>	<b>449,871</b>	<b>472,838</b>

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

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## BALANCE SHEET

AS AT 31 MARCH 2018

			2018	2017
	Note	£	£	£
<b>Fixed assets</b>				
Tangible fixed assets	7		239,872	248,882
<b>Current assets</b>				
Debtors	8	2,170		3,340
Cash at bank and in hand		210,823		223,376
		<u>212,993</u>		<u>226,716</u>
<b>Creditors: amounts falling due within one year</b>	9	( 2,994)		( 2,760)
<b>Net current assets</b>			209,999	223,956
<b>Net assets</b>			<u><u>449,871</u></u>	<u><u>472,838</u></u>
<b>Charity funds</b>				
Unrestricted funds	10		<u><u>449,871</u></u>	<u><u>472,838</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 2018 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

20/8/18.

B. Tankard

Mrs B R Tankard  
Chairman

B. Rundle

Mrs B Rundle  
Treasurer

Company registration number: 885474

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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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 2018

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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

	2018 £	2017 £
Residential charges receivable	143,205	137,400
Losses from vacancies	( 33,963)	( 17,780)
	<u>109,242</u>	<u>119,620</u>

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 3 Expenditure on charitable activities

	2018 £	2017 £
<i>Direct service costs</i>		
Staff costs	42,314	40,124
Food and other household costs	20,759	19,884
Council tax and water rates	3,853	4,264
Garden maintenance	2,457	2,990
Heating and lighting	7,839	7,119
TV Licence	299	291
Subscriptions	161	69
Telephone/Lifeline	3,494	1,236
Outings and events	641	810
Repairs and maintenance	35,862	18,180
Depreciation: fixtures and fittings	3,168	3,172
Depreciation: buildings and improvements	5,842	5,842
<i>Support costs</i>		
Insurances	2,096	1,960
Telephone	994	846
Abbeyfield Society affiliation fee	2,676	2,596
Staff training	48	174
Postage stationary and advertising	2,636	1,750
Sundry expenses	18	( 42)
Health and safety	748	317
Legal and professional fees	885	719
<i>Governance costs</i>		
Independent examiner's remuneration	2,070	1,980
	<u>138,860</u>	<u>114,282</u>

### 4 Net (expenditure)/income

Net (expenditure)/income is stated after charging:

	2018 £	2017 £
Independent examiner's remuneration:		
Examination services	1,245	1,180
Other services	825	800
Depreciation of tangible fixed assets	<u>9,010</u>	<u>9,014</u>

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 5 Staff numbers and costs

The average number of persons employed by the company during the year was 5 (2017 - 5). The average number in full time equivalents was 4 (2017 - 4).

	2018 £	2017 £
Salaries and wages	42,314	40,124
	<u>42,314</u>	<u>40,124</u>

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

No expenses were reimbursed to trustees in the year (2017 - 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 2017 and 31 March 2018	<u>305,653</u>	<u>80,541</u>	<u>386,194</u>
<b>Depreciation</b>			
At 1 April 2017	66,007	71,305	137,312
Charge for the year	<u>5,842</u>	<u>3,168</u>	<u>9,010</u>
At 31 March 2018	<u>71,849</u>	<u>74,473</u>	<u>146,322</u>
<b>Net book value</b>			
At 31 March 2018	<u>233,804</u>	<u>6,068</u>	<u>239,872</u>
At 31 March 2017	<u>239,646</u>	<u>9,236</u>	<u>248,882</u>

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 8 Debtors

	2018 £	2017 £
Interest receivable	-	14
Prepayments	2,170	3,326
	<u>2,170</u>	<u>3,340</u>

### 9 Creditors:

#### Amounts falling due within one year

	2018 £	2017 £
Accruals	2,994	2,760
	<u>2,994</u>	<u>2,760</u>

### 10 Charity funds

<i>Current year</i>	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Unrestricted funds:					
General funds	472,838	115,893	( 138,860)	-	449,871
	<u>472,838</u>	<u>115,893</u>	<u>( 138,860)</u>	<u>-</u>	<u>449,871</u>
<i>Prior year</i>	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
General funds	406,355	120,765	( 114,282)	60,000	472,838
Designated reserves:					
Major repairs	60,000	-	-	( 60,000)	-
	<u>60,000</u>	<u>-</u>	<u>-</u>	<u>( 60,000)</u>	<u>-</u>
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.

# THE ABBEYFIELD CROWBOROUGH SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 11 Housing stock

	2018	2017
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.