

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED

COMPANY LIMITED BY GUARANTEE

Accounts for the year ended:

28 February 2013

Directors:

Mr R L Coad

Treasurer:

Mr F T Nelson

Secretary:

Mrs S M Bentley

Registered Office:

**Corn Close House
Flatts Road
Barnard Castle
County Durham
DL12 8AB**

Company Number:

00906197

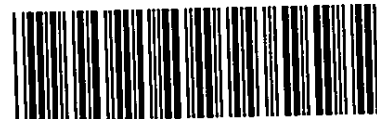
Registered Charity:

254881

Accountants:

**Allen Sykes Limited
Chartered Accountants
17 Galgate
Barnard Castle
County Durham
DL12 8EQ**

SATURDAY



**A04 *A2EFMO0Z* #13
10/08/2013
COMPANIES HOUSE**

THE ABBEYFIELD BARNARD CASTLE SOCIETY LTD

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THE ABBEYFIELD BARNARD CASTLE SOCIETY LTD
DIRECTORS' REPORT FOR THE YEAR ENDED 28 FEBRUARY 2013

The directors present their report and financial statements for the year

Principal Activity and Review

The Company was incorporated on 16th May 1967 to provide accommodation for lonely and elderly people in accordance with the aims and principles of the Abbeyfield Society Limited. These activities fall wholly within Hostel Housing Activities as defined in the Housing Act 1974.

Directors

The directors who served during the year were Mr FT Nelson and Mr R L Coad

Small Companies Disclosure

This report which has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies was approved by the board on 1 July 2013 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'R L Coad', with a long horizontal line extending to the right.

R L Coad
DIRECTOR

Date 1 July 2013

THE ABBEYFIELD BARNARD CASTLE SOCIETY LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 28 FEBRUARY 2013

The trustees, who are also directors for the purposes of company law, present their Report for the year

The Society was formed in 1967 as a company limited by guarantee not having share capital and is incorporated under the Companies Act 1948. The company number is 00906197. It is also a registered charity, number 254881. The registered office of the Society is Corn Close House, Flatts Road, Barnard Castle, County Durham, DL12 8AB.

Structure, Governance and Management

The Society is managed by its trustees and a management committee. These volunteers are assisted by a part-time administrator and 6 housekeepers and supporting staff.

The trustees, management committee and staff ensure that risks are monitored and assessed. Reviews of insurable risks are undertaken regularly. Expert advice is taken where necessary.

The appointment, induction and training of trustees is organised by the trustees as a body.

New trustees work closely with more experienced trustees to familiarise themselves with their role and to have their questions answered.

The trustees who served throughout the year were as follows:

Mr R L Coad

Mr F T Nelson (resigned 28 February 2013)

The trustees are supported by a management committee made up of volunteers. Members of the committee receive the same training as the trustees to enable them to perform their role.

Members of the Management Committee who served throughout the year were as follows:

Mrs M Jenkins

Mr N McBain (resigned 31 December 2012)

Mrs J White

Ms L Bird (appointed 6 September 2012)

Mrs A Spibey (resigned 10 February 2013)

Mrs V Henderson (resigned June 2012)

Mr K Tuck

Objects and Activities

To provide sheltered housing in Barnard Castle in accordance with the aims and principles of the Abbeyfield Society Limited to whom the Society is affiliated. Abbeyfield House was purchased in 1968. This property was extended in 1973 when the former surgery at the rear of the premises was acquired. The Society extended its activities when Corn Close House was purchased in 1997. At present the Society provides accommodation for 18 elderly residents.

The trustees have given due regard to the guidance published by the Charity Commission on public benefit. We feel that we achieve public benefit by the provision of high quality accommodation for the elderly, which allows them to live in comfort and with dignity and allows their families to have peace of mind that they are safe and well cared for.

Achievements and Performance

During the year there were rooms in both houses which were not fully occupied. However it was still possible to reduce the mortgage incurred to purchase Corn Close House by £693 (preceding year £682). The accommodation was significantly improved during the year. It is hoped that residents will be secured for all rooms in the ensuing year.

THE ABBEYFIELD BARNARD CASTLE SOCIETY LTD

TRUSTEES' REPORT FOR THE YEAR ENDED 28 FEBRUARY 2013

Financial Review

Full accounts are attached to this report. As detailed on page 7 the deficit for the year amounted to £10,776 on unrestricted funds (preceding year - surplus of £11,194)

Unrestricted funds are needed

- a) to cover administration and support costs without which the charity could not function and
- b) to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice

Free reserves are unrestricted funds not held as functional fixed assets. The trustees consider it to be prudent that unrestricted reserves be sufficient to cover one year's expenditure. On this basis the target level of reserves for 2013 is approximately £160,000 (2012 - £160,000). However the trustees felt it appropriate to utilise surplus funds to reduce the amount of the Society's borrowing and carry out necessary repairs to the buildings. The charity did not have any free reserves at 28th February 2013.

The trustees believe that the reserves should be built up to the desired level in stages consistent with the charity's overall financial position and the need to maintain and develop its charitable activities.

Future Plans

- a) to continue to provide sheltered housing in Barnard Castle in accordance with the aims and principles of the Abbeyfield Society Ltd
- b) to work towards ensuring that all rooms are as fully occupied as is possible

Statement of Trustees Responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

Signed on behalf of the trustees



Mr R L Coad
DIRECTOR

Date 1 July 2013

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED**

I report on the accounts of the charity for the year ended 28 February 2013 set out on pages 7 to 12

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of The Abbeyfield Barnard Castle Society Limited for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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 charity 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

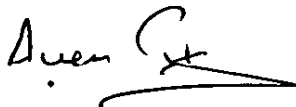
INDEPENDENT EXAMINER'S STATEMENT

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 trustees have not met the requirements to ensure that

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006), and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



David Stanwix FCA
Independent Examiner

Allen Sykes Limited
Chartered Accountants
17 Galgate
Barnard Castle
County Durham
DL12 8EQ

Date 1 July 2013

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 28 FEBRUARY 2013

<u>Notes</u>	<u>2013</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>2013</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2013</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2012</u> <u>Total</u> <u>Funds</u> <u>£</u>
<u>Incoming Resources</u>				
Incoming resources from generated funds				
Voluntary income	1,065	-	1,065	3,603
Investment income	26	-	26	16
Incoming resources from charitable activities				
-Residential Care Income Rents Received	188,005	-	188,005	202,821
<u>Total Incoming Resources</u>	<u>189,096</u>	<u>-</u>	<u>189,096</u>	<u>206,440</u>
<u>Resources Expended</u>				
Charitable activities	156,385	-	156,385	161,893
Governance costs	43,487	-	43,487	33,353
<u>Total Resources Expended</u>	<u>199,872</u>	<u>-</u>	<u>199,872</u>	<u>195,246</u>
<u>Net (Outgoing)/Incoming Resources</u> 3	(10,776)	-	(10,776)	11,194
<u>Funds Brought Forward</u>	438,378	-	438,378	427,184
<u>Funds Carried Forward</u>	<u>427,602</u>	<u>-</u>	<u>427,602</u>	<u>438,378</u>

The company has no recognised gains or losses other than the results for the year as set out above

All of the above amounts relate to continuing activities

The notes on pages 9 to 11 form part of these accounts

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED
BALANCE SHEET AS AT 28 FEBRUARY 2013

		<u>2013</u>	<u>2012</u>
<u>Tangible Fixed Assets</u>	<u>Note</u>	<u>£</u>	<u>£</u>
Freehold Land & Buildings at Cost	5	419,343	416,213
Fixtures, Fittings and Equipment	5	10,338	8,621
Office Furniture & Equipment	5	746	810
Total Fixed Assets		<u>430,427</u>	<u>425,644</u>
<u>Current Assets</u>			
Debtors	6	2,963	5,712
Cash at Bank and in Hand		<u>12,577</u>	<u>28,865</u>
		15,540	34,577
<u>Current Liabilities</u>			
Amounts falling due within one year	7	<u>11,560</u>	<u>14,331</u>
Net Current Assets		3,980	20,246
Excess Of Assets Over Current Liabilities		<u>434,407</u>	<u>445,890</u>
<u>Creditors:</u>			
Amounts falling due after more than one year	8	6,805	7,512
Excess of Assets over Liabilities		<u>427,602</u>	<u>438,378</u>
<u>Financed By</u>			
<u>Unrestricted Funds</u>			
General Funds Brought Forward		438,378	427,184
Net Outgoing)/Incoming Resources for the Year		<u>(10,776)</u>	<u>11,194</u>
		<u>427,602</u>	<u>438,378</u>

The Trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477 and that no member or members have requested an audit pursuant to section 476 of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the charity keeps accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its results for the financial year in accordance with the requirements of section 393 of the Act and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

These financial statements were approved by the board on 1 July 2013 and signed on its behalf by



R L Coad
Director

Company Registration Number 00906197

The notes on pages 9 to 11 form part of these accounts

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 28 FEBRUARY 2013

1 Status of the Society

The Society is a company limited by guarantee and not having a share capital. It was incorporated under the Companies Act 1948 and is registered as a charity.

2 Accounting Policies

2.1 Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Companies Act 2006.

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the Charity is small.

2.2 Residential Care Income

This is recognised on a receivable basis.

2.3 Resources Expended

Expenditure is included on an accruals basis. The residential care costs include wages and salaries and other costs incurred in the running of the properties.

2.4 Fund accounting

General funds are available for use at the discretion of the directors in furtherance of the general objectives of the company.

Designated funds are unrestricted funds which have been set aside by the Trustees to be used for a particular purpose.

Restricted funds are funds subject to specific restrictive conditions imposed by funders or by the purpose of the appeal.

All income and expenditure is shown in the statement of financial activities.

2.5 Fixed Assets

All fixed assets are initially recorded at cost.

2.6 Depreciation

Freehold property is not depreciated on the basis that the property is maintained in such condition that the value is not impaired with the passing of time. Such expenditure is charged to the profit and loss account in the year in which it is committed. As a consequence, any element of depreciation would, in the opinion of the trustees, be immaterial and no provision for depreciation has been made.

Fixtures, Fittings and Equipment	15% reducing balance
Office Furniture & Equipment	40% reducing balance

2.7 Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

3 Net (Outgoing)/Incoming Resources

This is stated after charging the following

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
Examiner's Fees	1,230	1,170
Depreciation	2,196	2,063

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 28 FEBRUARY 2013

4 Employee Costs

Included within residential care costs and administration costs are the following		£	£
Employee Costs	Wages	97,845	89,194
	National Insurance	<u>3,582</u>	<u>2,739</u>
		<u>101,427</u>	<u>91,933</u>
Average Number of Employees		<u>11</u>	<u>12</u>

The trustees neither received nor waived any emoluments during the year
Trustee expenses totalling £Nil were paid during the year (2012 - £349)
No employee received emoluments of over £60,000

5 Fixed Assets	<u>Abbeyfield House</u>	<u>Corn Close House</u>	<u>Total</u>
	<u>Galgate</u>	<u>Flatts Road</u>	<u>£</u>
(A) Freehold Property			
Cost at 29 02 12	59,507	356,706	416,213
Additions	<u>-</u>	<u>3,130</u>	<u>3,130</u>
Cost at 28 02 13	<u>59,507</u>	<u>359,836</u>	<u>419,343</u>
(B) Fixtures, Fittings and Equipment			
Cost at 29 02 12 and 28 02 13	27,532	25,812	53,344
Additions	<u>3,540</u>	<u>-</u>	<u>3,540</u>
Cost at 28 02 13	<u>31,072</u>	<u>25,812</u>	<u>56,884</u>
Depreciation to 29 02 12	24,960	19,763	44,723
Charge for Year	<u>916</u>	<u>907</u>	<u>1,823</u>
Depreciation to 28 02 13	<u>25,876</u>	<u>20,670</u>	<u>46,546</u>
Net Book Value at 29 02 12	<u>2,572</u>	<u>6,049</u>	<u>8,621</u>
Net Book Value at 28.02.13	<u>5,196</u>	<u>5,142</u>	<u>10,338</u>
(C) Office Furniture & Equipment			
Cost at 29 02 12		5,189	
Additions		<u>309</u>	
Cost at 28 02 13		<u>5,498</u>	
Depreciation to 29 02 12		4,379	
Charge for Year		<u>373</u>	
Depreciation to 28 02 13		<u>4,752</u>	
Net Book Value at 29 02 12		<u>810</u>	
Net Book Value at 28.02.13		<u>746</u>	

The directors consider that the market value of freehold property exceeds its book value

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 28 FEBRUARY 2013

6	Debtors	<u>2013</u>	<u>2012</u>
		<u>£</u>	<u>£</u>
	Prepayments and Accrued Income	<u>2,963</u>	<u>5,712</u>
7	Creditors: Amounts Falling Due Within One Year	<u>2013</u>	<u>2012</u>
		<u>£</u>	<u>£</u>
	Bank Loan	682	668
	Other Taxes and Social Security Costs	1,760	1,944
	Accruals and Deferred Income	9,118	11,719
		<u>11,560</u>	<u>14,331</u>

The bank loan of £682 (2012 - £668) is secured as detailed in note 8

8	Creditors: Amounts Falling Due After More Than One Year	<u>2013</u>	<u>2012</u>
		<u>£</u>	<u>£</u>
	Bank Loan	<u>6,805</u>	<u>7,512</u>
	<u>Note</u>		
	<u>Bank Loan</u>	<u>2013</u>	<u>2012</u>
		<u>£</u>	<u>£</u>
	Amounts repayable		
	Between two and five years	2,953	2,902
	More than five years	3,852	4,610
		<u>6,805</u>	<u>7,512</u>

The loan was obtained to purchase Corn Close House, Flatts Road, Barnard Castle and is secured by a first legal charge over the freehold properties, Abbeyfield House, Galgate, Barnard Castle and Corn Close House, Flatts Road, Barnard Castle. The loan is to be repaid by 17 April 2023

- 9 Value Added Tax**
The company makes only exempt supplies and is therefore not registered for VAT. All expenditure is included in the accounts inclusive of VAT where applicable.
- 10 Taxation**
The charitable company is exempt from corporation tax on its charitable activities.
- 11 Company Limited by Guarantee**
The company is limited by guarantee, there being no share capital. Each member of the company is liable to the extent of £1 in the event of the company being wound up with liabilities exceeding assets.
- 12 Controlling Parties**
The company is not under the control of any individual, there being no issued share capital, and as such is controlled by the Board of Directors and Management Committee as a whole.
- 13 Restricted Funds**
During the year there were no restricted funds. All assets and liabilities are represented by unrestricted funds.

THE ABBEYFIELD BARNARD CASTLE SOCIETY LIMITED
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 28 FEBRUARY 2013

		<u>2013</u>		<u>Corn</u>	<u>2012</u>
Income		<u>Total</u>	<u>Galgate</u>	<u>Close</u>	<u>Total</u>
Rent	Flats	42,360	42,360	-	34,151
	House	145,645	52,465	93,180	168,670
Total Fees		188,005	94,825	93,180	202,821
Donations		1,065	-	1,065	3,603
Grants		-	-	-	-
Interest Received		26	26	-	16
Other Income		-	-	-	-
Total Income		<u>189,096</u>	<u>94,851</u>	<u>94,245</u>	<u>206,440</u>
Expenditure					
<i>Charitable activities</i>					
Insurances		2,815	1,407	1,408	1,954
Repairs and Maintenance		22,857	10,418	12,439	32,946
Garden Maintenance		1,585	-	1,585	1,996
Residents Care		4,240	1,987	2,253	5,103
Housekeeping		19,475	9,708	9,767	19,554
Employee Costs		78,088	38,381	39,707	76,733
Rates and Water		5,412	2,632	2,780	5,730
Heat and Light		21,767	11,540	10,227	17,760
T V Licence		146	146	-	117
		<u>156,385</u>	<u>76,219</u>	<u>80,166</u>	<u>161,893</u>
<i>Governance costs</i>					
Affiliation Costs		4,614	2,307	2,307	2,858
Accountant's Fees		1,230	615	615	1,170
Office Expenses		7,706	3,853	3,853	6,862
Administration		23,338	11,669	11,669	15,972
Bookkeeper		2,850	1,425	1,425	2,924
Interest Payable		139	69	70	154
Telephone		1,414	377	1,037	1,351
Depreciation Fixtures and Fittings		1,823	916	907	1,523
Depreciation Office Equipment		373	187	186	539
		<u>43,487</u>	<u>21,418</u>	<u>22,069</u>	<u>33,353</u>
Total Expenditure		<u>199,872</u>	<u>97,637</u>	<u>102,235</u>	<u>195,246</u>
Net Income for the year		<u>(10,776)</u>	<u>(2,786)</u>	<u>(7,990)</u>	<u>11,194</u>