

**The Abbeyfield (Tewkesbury) Society Limited**  
**Trustees' report and unaudited financial statements**  
**for the year ended 30 September 2006**  
**Charity number: 275458**  
**Company number: 920406**



# **The Abbeyfield (Tewkesbury) Society Limited**

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## **The Abbeyfield (Tewkesbury) Society Limited**

### **Legal and administrative information**

**Charity number** 275458

**Company registration number** 920406

**Registered office** Highnam  
Gloucester  
Gloucestershire  
GL2 8NH

<b>Trustees</b>	Mr J Gilder	
	Mr R H Workman	
	Mrs L M Mayo	
	Mr G Smith	Resigned 17 October 2006
	Mrs L S Chatham	
	Dr A Crowther	Appointed 1 August 2006

**Secretary** Mr T Aldridge

**Accountants** Waugh Hanes Rigby  
Chartered Accountants  
The Old Duke of York  
8 Barton Street  
Tewkesbury  
Glos  
GL20 5PP

**Bankers** Barclays Bank plc  
134 High Street  
Tewkesbury  
Glos  
GL20 5JS

**Solicitors** Moore Brown and Dixon  
69 High Street  
Tewkesbury  
Gloucestershire  
GL20 5LE

# **The Abbeyfield (Tewkesbury) Society Limited**

## **Report of the trustees for the year ended 30 September 2006**

The trustees present their report and the financial statements for the year ended 30 September 2006. The trustees, who are also directors for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

### **Structure, governance and management**

The Memorandum and Articles of Association of The Abbeyfield Tewkesbury Society Limited were incorporated on the 30th October 1967. These documents define the constitution of the company and set out the management procedures and can be obtained by application to the Secretary.

Briefly, an Executive Committee, also referred to as Directors, manages the Society. Members of this committee are elected at an Annual General Meeting and comprise a Chairman, Treasurer and committee members. The quorum for meetings is a minimum of three.

### **Objectives and activities**

The principle activity of the Society is the provision of accommodation, care and companionship for lonely or frail elderly people in accordance with the aims and principles of the Abbeyfield Society Limited. The objects of the Society are more fully explained in the Memorandum of Association, paragraph 3.

### **Achievements and performance**

The year has proved to be quite difficult due to a number of unexpected maintenance requirements and this has adversely affected our finances. The high point of the year was Barbara Foster's 100th birthday in May. The Executive committee meetings have been well attended, and the ladies of the House committee have continued to perform sterling work in support of the residents.

### **Financial review**

The financial results for the year ended 30th September 2006 are as set out in the Statement of Financial Activities. The position at the end of the year is shown in the Balance Sheet. Further copies of the approved accounts are available from the Administrator. The Executive Committee considers that the financial position of the Society is satisfactory.

### **Meetings**

The 2006 AGM was held on 11th April together with an executive meeting. Executive Committee meetings were also held on 1st August and 17th October 2006. In addition a special meeting was called on 5th May 2006, to discuss matters concerning staff.

### **Personnel**

We were pleased to welcome Dr Andrew Crowther (retired) to the committee in August. We were very sorry to lose Mr G Smith who resigned from the committee due to other commitments.

Mrs Slatter-Davidge was dismissed as House Manager on the grounds of gross industrial misconduct and left our employment on 17th May 2006. She did not vacate 48 Church Street until 14th June, which delayed the start of our new housekeeper, Mrs Margaret Joyce. Margaret has settled in well and is extremely popular with the residents. We are also very lucky to be well supported by our relief housekeepers.

### **Residents**

Mrs Barbara Foster attained her one hundredth birthday in May and a party was arranged in her honour. I think it important to state that Barbara has only been able to remain in the house due to the excellent care and support that she received from her relatives.

## **The Abbeyfield (Tewkesbury) Society Limited**

### **Report of the trustees for the year ended 30 September 2006**

#### **Maintenance**

We have unfortunately been faced with a number of unforeseen maintenance matters, which have proved to be very expensive

The floor of the relief housekeeper's room required repairs and the opportunity was taken to re-route some pipe work and electrical cables. A new carpet was also required

The fracture of a hot water pipe in Mrs Violet Hunt's flat caused considerable damage both in the flat and to the dining room below. Luckily this was covered by insurance, but there was a long period of inconvenience for the residents during the drying out and repair time

The new cooker we purchased was troublesome during its early life and new parts were required under warranty

The gas boiler in the cellar started leaking, and due to its age and new building regulations, was judged to be beyond economical repair. Unfortunately the new regulations required the chimney to be fitted with a new lining flue. This required expensive scaffolding to be fitted so that access could be obtained to the roof and chimney. It was noted that a new snow fence was required to stop debris from the roof dropping onto the conservatory glass roof, also some roof tiles needed replacing

#### **Safety**

At the beginning of the next financial year we are required to meet new Fire Safety standards and because the house is a listed building this is likely to involve us in considerable expense. It is proposed to seek professional advice as to how these new regulations can be implemented. The costs may have to be met by seeking additional grant funding

#### **Social**

A number of outings were arranged by the House Committee and Tony Aldridge, but due to the age and infirmity of some of the residents, these were not all fully attended. Iris Trask arranged a church service and a tea at Stroud to celebrate Abbeyfield's 50th anniversary, and this was attended by a number of our residents and volunteers

During August a fundraising garden party was held at the home of Anthea Gray, with strawberries and cream supplied by Roger Workman

#### **Finance**

The finances are fully covered in the official audited accounts and report.

We think it important to state however that we have had a considerable drain on our finances during this last year. We feel that it is important to try and raise funds whenever we can to achieve a healthier balance. Rents were increased during the year in line with the Abbeyfield national recommendations, but residents' payments cannot hope to cover large capital outlay

We are indebted to our members for their efforts to raise money, but it is proving very difficult to raise the large amounts of money that we need. A number of organisations, which previously gave us money can no longer afford to do so. We therefore need to pursue every effort to identify new sources for grants and donations

Lesley Chatham and Tony Aldridge are to be congratulated on their efforts in dealing with 'Supporting People'. Although we lost out, we did better than some of the other Abbeyfield houses

#### **ANGGOS**

This year we are no longer strictly ANGGOS (North Gloucestershire Group of Societies) as we have been joined by CHIPPING SODBURY and CIRENCESTER. Tony Aldridge is nearing retirement and it has been proposed and accepted that a new administrator should be appointed to understudy Tony, and eventually take over the wider role. Administrative meetings were held in April, July and October. Due to the distances involved, the last meeting was held at Abbeyfield Gloucester, which is an Abbeyfield UK house and centrally situated. As this will definitely be my last year as Chairman at Tewkesbury, I would like another committee member to accompany me to future meetings in order to maintain continuity. The ANGGOS meetings were very useful for information sharing

## **The Abbeyfield (Tewkesbury) Society Limited**

### **Report of the trustees for the year ended 30 September 2006**

#### **General**

As usual we congratulate all of the volunteers and staff who give so generously of their time and expertise Mrs Lesley Chatham in particular has worked very hard in dealing with some very difficult and time consuming matters

A volunteer is required to take over as Chairman in April 2008, and the executive and house committees would both benefit from the addition of new members Efforts by Nick Coleman (ex-chairman) to find volunteers from Rotary were unfortunately unsuccessful

On a positive note, we look forward to a year with full residency, favourable consideration for one of our charitable requests, and the addition of more volunteers with, hopefully, no outlay on maintenance

#### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

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 and of the surplus or deficit of the charity for that period In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

#### **Auditors**

In accordance with section 388A of the Companies Act 1985, the company meets the total exemption conditions in respect of the financial year and is exempt from the requirement to appoint auditors

#### **Small company exemptions**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985

On behalf of the board

*A. E. J. Aldridge*

Mr T Aldridge  
**Secretary**

Date *27th March 2007.*

# The Abbeyfield (Tewkesbury) Society Limited

## Statement of financial activities

For the year ended 30 September 2006

	Notes	Unrestricted funds £	Restricted funds £	2006 Total £	2005 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds					
Voluntary income	2	1,044	677	1,721	5,193
Investment income	3	498	-	498	492
Incoming resources from charitable activities	4	63,637	-	63,637	61,533
<b>Total incoming resources</b>		<u>65,179</u>	<u>677</u>	<u>65,856</u>	<u>67,218</u>
<b>Resources expended</b>					
Charitable activities	5	59,627	4,777	64,404	57,395
Governance costs	5	855	-	855	760
<b>Total resources expended</b>		<u>60,482</u>	<u>4,777</u>	<u>65,259</u>	<u>58,155</u>
<b>Net incoming/(outgoing) resources for the year</b>		4,697	(4,100)	597	9,063
Total funds brought forward		<u>23,128</u>	<u>48,541</u>	<u>71,669</u>	<u>62,606</u>
<b>Total funds carried forward</b>		<u>27,825</u>	<u>44,441</u>	<u>72,266</u>	<u>71,669</u>

The statement of financial activities includes all gains and losses in the year

All of the above resources relate to continuing activities

The notes on pages 8 to 14 form an integral part of these financial statements

# The Abbeyfield (Tewkesbury) Society Limited

## Balance sheet as at 30 September 2006

	Notes	2006		2005	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		92,470		94,499
<b>Current assets</b>					
Debtors	10	4,882		1,439	
Cash at bank and in hand		22,669		25,019	
		<u>27,551</u>		<u>26,458</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(7,034)</u>		<u>(6,303)</u>	
<b>Net current assets</b>			<u>20,517</u>		<u>20,155</u>
<b>Total assets less current liabilities</b>			<u>112,987</u>		<u>114,654</u>
<b>Creditors: amounts falling due after more than one year</b>	12		(12,297)		(13,884)
<b>Accruals and deferred income</b>	13		(28,424)		(29,101)
<b>Net assets</b>	14		<u>72,266</u>		<u>71,669</u>
Restricted funds	16		44,441		48,541
Unrestricted funds	15		27,825		23,128
<b>Total funds</b>			<u>72,266</u>		<u>71,669</u>

The trustees statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet

The notes on pages 8 to 14 form an integral part of these financial statements



# **The Abbeyfield (Tewkesbury) Society Limited**

## **Balance sheet (continued)**

### **Trustees' statements required by Section 249B(4) for the year ended 30 September 2006**

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the year stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985 ,

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 30 September 2006 and

(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

The financial statements were approved by the trustees on *27 MARCH, 2007* and signed on their behalf by



**Mr J Gilder**  
**Trustee**

**The notes on pages 8 to 14 form an integral part of these financial statements**

# **The Abbeyfield (Tewkesbury) Society Limited**

## **Notes to financial statements for the year ended 30 September 2006**

### **1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### **1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in March 2005 (SORP 2005) and the Companies Act 1985.

#### **1.2. Cashflow**

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

#### **1.3. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Residential charges are recognised when the charge is due.

Income from investments is included in the year in which it is receivable.

#### **1.4. Resources expended**

Expenditure is recognised on an accruals basis as a liability as incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **1.5. Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost (residual value of each asset (excluding freehold land) over its expected useful life, as follows:

Freehold land and buildings	-	2% straight line
Property improvements	-	2% straight line
Fixtures, fittings and equipment	-	10% reducing balance

# **The Abbeyfield (Tewkesbury) Society Limited**

## **Notes to financial statements for the year ended 30 September 2006**

### **2. Voluntary income**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2006 Total £</b>	<b>2005 Total £</b>
Donations	1,044	-	1,044	4,516
Grants receivable	-	677	677	677
	<u>1,044</u>	<u>677</u>	<u>1,721</u>	<u>5,193</u>

### **3. Investment income**

	<b>2006 Total £</b>	<b>2005 Total £</b>
Bank interest receivable	498	492
	<u>498</u>	<u>492</u>

### **4. Incoming resources from charitable activities**

	<b>2006 Total £</b>	<b>2005 Total £</b>
Rental income	63,637	61,533
	<u>63,637</u>	<u>61,533</u>

# The Abbeyfield (Tewkesbury) Society Limited

## Notes to financial statements for the year ended 30 September 2006

### 5. Total resources expended

	Basis of allocation	Housing £	Governance £	2006 Total £	2005 Total £
<b>Costs directly allocated to activities</b>					
Wages & Salaries	Direct	22,413	-	22,413	19,454
Rent and rates	Direct	9,697	-	9,697	8,481
Light & heat	Direct	4,929	-	4,929	3,269
Repairs and maintenance	Direct	4,761	-	4,761	4,835
Insurance	Direct	887	-	887	850
Food and other household costs	Direct	8,429	-	8,429	8,105
<b>Support costs allocated to activities</b>					
Motor expenses	Usage	1,603	-	1,603	-
Telephone	Usage	890	-	890	908
Other costs	Usage	2,795	-	2,795	2,103
Interest	Usage	895	-	895	463
Professional fees	Usage	2,734	-	2,734	4,495
Accountancy fees	Usage	-	855	855	760
Depreciation	Usage	4,371	-	4,371	4,432
		<u>64,404</u>	<u>855</u>	<u>65,259</u>	<u>58,155</u>

### 6. Net (outgoing) resources for the year

	2006 £	2005 £
Net (outgoing) resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	<u>4,371</u>	<u>4,432</u>

# The Abbeyfield (Tewkesbury) Society Limited

## Notes to financial statements for the year ended 30 September 2006

### 7. Employees

Employment costs	2006 £	2005 £
Wages and salaries	<u>22,413</u>	<u>19,454</u>

No employee received emoluments of more than £60,000 (2005 None)

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2006 Number	2005 Number
General	<u>2</u>	<u>2</u>

### 8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in the charity

### 9. Tangible fixed assets

	Freehold land and buildings £	Property improvements £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>				
At 1 October 2005	64,437	10,314	55,462	130,213
Additions	-	-	2,342	2,342
At 30 September 2006	<u>64,437</u>	<u>10,314</u>	<u>57,804</u>	<u>132,555</u>
<b>Depreciation</b>				
At 1 October 2005	5,631	1,030	29,053	35,714
Charge for the year	1,289	206	2,876	4,371
At 30 September 2006	<u>6,920</u>	<u>1,236</u>	<u>31,929</u>	<u>40,085</u>
<b>Net book values</b>				
At 30 September 2006	<u>57,517</u>	<u>9,078</u>	<u>25,875</u>	<u>92,470</u>
At 30 September 2005	<u>58,806</u>	<u>9,284</u>	<u>26,409</u>	<u>94,499</u>

# **The Abbeyfield (Tewkesbury) Society Limited**

## **Notes to financial statements for the year ended 30 September 2006**

### **10. Debtors**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Trade debtors	880	-
Other debtors	3,777	910
Prepayments and accrued income	225	529
	<u>4,882</u>	<u>1,439</u>

### **11. Creditors: amounts falling due within one year**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Bank loan	1,938	2,046
Other taxes and social security	1,091	1,007
Other creditors	1,695	1,413
Accruals and deferred income	2,310	1,837
	<u>7,034</u>	<u>6,303</u>

### **12. Creditors: amounts falling due after more than one year**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Bank loan	<u>12,297</u>	<u>13,884</u>

### **13. Accruals and deferred income**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
<b>Government grants</b>		
At 1 October 2005	29,101	29,778
Released in year	(677)	(677)
At 30 September 2006	<u>28,424</u>	<u>29,101</u>

# The Abbeyfield (Tewkesbury) Society Limited

## Notes to financial statements for the year ended 30 September 2006

### 14. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 30 September 2006 as represented by			
Tangible fixed assets	11,618	80,852	92,470
Current assets	19,282	6,924	26,206
Current liabilities	(3,075)	(2,614)	(5,689)
Long-term liabilities	-	(40,721)	(40,721)
	<u>27,825</u>	<u>44,441</u>	<u>72,266</u>

### 15. Unrestricted funds

	At 1 October 2005 £	Incoming resources £	Outgoing resources £	At 30 September 2006 £
Unrestricted Fund	<u>23,128</u>	<u>65,179</u>	<u>(60,482)</u>	<u>27,825</u>

### 16. Restricted funds

	At 1 October 2005 £	Incoming resources £	Outgoing resources £	At 30 September 2006 £
Restricted Fund	<u>48,541</u>	<u>677</u>	<u>(4,777)</u>	<u>44,441</u>

#### Purpose of restricted fund

The restricted fund is a property improvement fund established in 2000 to provide for the improving and modernisation of the housing facilities

### 17. Capital commitments

The company had no capital commitments at 30 September 2006 or 30 September 2005

### 18. Contingent liabilities

There were no contingent liabilities at 30 September 2006 or 30 September 2005

# **The Abbeyfield (Tewkesbury) Society Limited**

## **Notes to financial statements for the year ended 30 September 2006**

### **19. Company limited by guarantee**

The Abbeyfield (Tewkesbury) Society Limited is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member