

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**FINANCIAL STATEMENTS**

**30 SEPTEMBER 2012**

**Registered number : 926812**

**Hailwood & Co.**

**Chartered Accountants**

**Moreton, Wirral**



**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**

**FINANCIAL STATEMENTS**

**for the year ended 30 September 2012**

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**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**

**FINANCIAL STATEMENTS**

**for the year ended 30 September 2012**

Incorporated in England and Wales on 5 February 1968

Company registration number 926812

Charity registration number 255757

Homes and Communities Agency registration number H2738

**BOARD MEMBERS**

Mrs J Nicholls - Chairman  
S Conway - Secretary  
Mrs J Hirst

**REGISTERED OFFICE**

392-394 Hoylake Road  
Moreton  
Wirral  
CH46 6DF

**BANKERS**

Barclays Bank plc  
Charing Cross  
Birkenhead

**AUDITORS**

Hailwood & Co  
392-394 Hoylake Road  
Moreton  
Wirral  
CH46 6DF

**SOLICITORS**

Brabners Chaffe Street LLP  
Horton House  
Exchange Flags  
Liverpool  
L2 3YL

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**

**REPORT OF THE BOARD**

**for the year ended 30 September 2012**

**Principal Activity**

The principal activity of the company is to provide accommodation, care and companionship for the lonely or frail elderly people, in accordance with the aims and principles of The Abbeyfield Society. This activity falls wholly within hostel housing activities as defined in the Housing and Regeneration Act 2008.

**Review of Operations**

The board continued to implement its policy of keeping charges to residents as affordable as possible through careful control of expenditure, whilst keeping properties well maintained.

During the year, there has been work carried out refurbishing the conservatory, replacing the remaining windows, and installing a new shower room, costing £28,641 in total.

The remaining Recycled Capital Grant has been utilised against the above works.

**Reserves**

The deficit on ordinary activities amounted to £4,733 and was transferred to the Income and expenditure account (see note 11).

**Key Policies**

The company's key policies are as follows:

**Residents' charges** To generate sufficient revenue from the company's properties to cover current running costs and to fund future major repairs, whether through retaining surpluses or maintaining the ability to generate additional finance. The board acknowledges its responsibility to raise sufficient rental income to enable it to meet the Decent Homes standards now and in the future.

**Maintenance** To maintain its properties to a high standard by attending response repairs quickly and implementing a programme of cyclical maintenance.

**The Board**

The board members are as follows:

Mrs J Nicholls - Chairman  
S Conway - Secretary  
Mrs J Hirst

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**

**REPORT OF THE BOARD**

**for the year ended 30 September 2012**

**Board's Responsibilities**

The board are responsible for preparing the financial statements in accordance with applicable law and regulations

Company law requires the members to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law)

Under company law the members 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 company and of the deficit or surplus of the company for that year.

In preparing these financial statements the members are required to

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

The members are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006 and Housing and Regeneration Act 2008. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

In so far as the members are aware

- there is no relevant audit information (information needed by the auditors in connection
- with preparing their report) of which the company's auditors are unaware, and
- the members have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information

**Auditors**

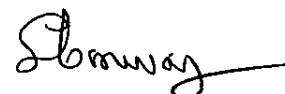
Hailwood & Co have agreed to offer themselves and are deemed to be re-appointment as auditors in accordance with Section 487 (2) of the Companies Act 2006, at the next annual general meeting

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

**Small company exemptions**

Advantage has been taken in the preparation of this report of special exemptions applicable to small companies

On behalf of the Board



S Conway  
Secretary

19 March 2013

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**

**INDEPENDENT AUDITORS' REPORT**

We have audited the financial statements of the above company for the year ended 30 September 2012 which comprise the Summary Income and Expenditure Account, the Balance Sheet and related notes

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of The Companies Act 2006 and section 137 of the Housing and Regeneration Act 2008. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the board and auditor**

As explained more fully in the Board's Responsibilities Statements set out in the Board Report, the board members (who are also the directors of the society for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the board and the overall presentation of the financial statements.

**Opinion on the financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 30 September 2012 and of its income and expenditure for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Housing and Regeneration Act 2008, and The Accounting Requirements for Registered Social Landlords General Determination 2006.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Board Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**

**INDEPENDENT AUDITORS' REPORT (continued)**

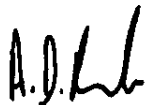
**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of board members' remuneration specified by law are not made or
- we have not received all the information and explanations we require for our audit
- the board was not entitled to prepare the financial statements in accordance with the small companies regime

In addition, we have nothing to report in respect of the following matter where the Housing and Regeneration Act 2008 requires us to report to you if, in our opinion

- a satisfactory system of control over transactions has not been maintained



Adam French B Eng FCA (Senior Statutory Auditor)

For and on behalf of Hailwood & Co  
Chartered Accountants and  
Registered Auditors

Moreton, Wirral  
19 March 2013

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

**for the year ended 30 September 2012**

|  | Note      | 2012<br>£             | 2011<br>£             |
|--|-----------|-----------------------|-----------------------|
| Turnover   |           | 132,035               | 155,703               |
| Operating costs  |           | <u>137,892</u>        | <u>152,591</u>        |
| <b>Net operating (deficit)/surplus for the year</b>          |           | (5,857)               | 3,112                 |
| Interest receivable and other income                         | 6         | <u>1,124</u>          | <u>205</u>            |
| <b>(Deficit)/surplus on ordinary activities for the year</b> |           | (4,733)               | 3,317                 |
| Revenue reserve brought forward                              |           | <u>720,349</u>        | <u>717,032</u>        |
| <b>Revenue reserve carried forward</b>                       | <b>11</b> | <u><u>715,616</u></u> | <u><u>720,349</u></u> |

The Society's only activity was the provision of hostel accommodation

None of the Society's activities were acquired or discontinued during the above two financial periods

There are no recognised gains and losses in the year ended 30 September 2012 or the year ended 30 September 2011 other than the deficit or surplus for the year



**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**BALANCE SHEET AS AT 30 SEPTEMBER 2012**

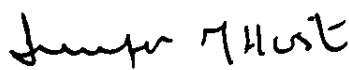
|  | Note | £              | 2012<br>£      | £              | 2011<br>£      |
|--|------|----------------|----------------|----------------|----------------|
| <b>Fixed assets</b>                          |      |                |                |                |                |
| <b>Tangible assets</b>                       | 7    |                | 414,911        |                | 420,667        |
| <b>Current assets</b>                        |      |                |                |                |                |
| Debtors and prepayments                      | 8    | 1,113          |                | 1,128          |                |
| Cash at bank and in hand                     |      | 307,626        |                | 336,638        |                |
|  |      | <u>308,739</u> |                | <u>337,766</u> |                |
| <b>Creditors:</b>                            |      |                |                |                |                |
| Amounts falling due within one year          | 9    | (8,034)        |                | (38,084)       |                |
| <b>Net current assets</b>                    |      |                | 300,705        |                | 299,682        |
| <b>Total assets less current liabilities</b> |      |                | <u>715,616</u> |                | <u>720,349</u> |
| <b>Financed by</b>                           |      |                |                |                |                |
| Revenue reserve                              | 11   |                | 715,616        |                | 720,349        |
|  |      |                | <u>715,616</u> |                | <u>720,349</u> |

These financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the small companies regime, and were approved by the board on 19 March 2013 and signed on its behalf by

J Nicholls  
Chairman



Mrs J Hirst  
Director



Company registration number 926812

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

**1 Status of society**

The society is registered under the Companies Act 2006 (registered number 926812) and the Housing and Regeneration Act 2008 Homes and Communities Agency registered number (H2738) and is a registered charity (number 255757)

The society is wholly engaged in hostel activities

**2 Accounting policies**

**2.1 General**

The principal accounting policies of the society are set out in the following subparagraphs

**2.2 Accounting basis**

These accounts are prepared under the historical cost convention, in accordance with applicable Accounting Standards in the United Kingdom and in accordance with the Statement of Recommended Practice - Accounting by Registered Social Landlords 2008 (SORP), and with the Accounting Requirements for Registered Social Landlords General Determination 2006

**2.3 Turnover**

Turnover comprises rental and service income receivable

**2.4 Fixed assets: Housing land and buildings**

Housing land and buildings are stated at cost. The cost of properties is their purchase price together with incidental costs of acquisition.

On the disposal of a housing property, the cost and depreciation are written out of the accounts. The lower of the social housing grant and proceeds are transferred to the Recycled Capital Grant Fund. Any surplus or deficit on disposal is disclosed within the notes to the accounts, and if material, on the face of the income and expenditure account.

**2.5 Depreciation**

**2.5.1**

**Housing land and buildings:**

- (i) Depreciation, as defined in (ii) below, is provided on the cost of freehold buildings;
- (ii) Depreciation is not charged on that portion of the cost which has qualified, or which will qualify, for Social Housing Grant;
- (iii) This year the Society has changed its accounting policy on the calculation of depreciation by implementation of component accounting, as laid down by the 2010 SORP. This means that depreciation is charged based on the useful life of each component within its housing properties as follows

|                         |           |
|-------------------------|-----------|
| Structure               | 100 years |
| Roofs                   | 70 years  |
| Windows and doors       | 30 years  |
| Electrics               | 40 years  |
| Bathrooms               | 30 years  |
| Mechanical systems      | 30 years  |
| Kitchens                | 20 years  |
| Central heating systems | 15 years  |
| Lifts                   | 20 years  |

The Society does not depreciate properties whilst they are under construction

**2.5.2**

**Fixtures, fittings and equipment**

Depreciation is charged on the reducing balance basis at 20% per annum

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
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**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

**2 Accounting policies (continued)**

**2.6 Impairment**

The Society's assets are reviewed for impairment annually. Provision is made where an asset's value in use, or net realisable value if it is to be sold, is lower than its net book value.

**2.7 Social Housing Grant**

Where developments have been financed wholly, or partly, by Social Housing Grant, the net book value of those developments has been reduced by the amount of the grant receivable which is shown separately in the balance sheet.

Social Housing Grant is repayable in certain circumstances.

**2.8 Future cyclical and major repairs**

It is the board members' policy to charge repairs in the current year. Future major repairs counted for as and when they are carried out.

Any expenditure on replacing components is capitalised. All other repair costs are charged against the income and expenditure account.

**2.9 Allocation of expenses**

Expenses are allocated to management, repairs and service costs on the basis of the proportion of time or other relevant factors attributable to these activities.

**2.10 Corporation tax and VAT**

The society has charitable status and is exempt from Corporation Tax on the income it has received.

The society is not registered for VAT. Accordingly, no VAT is charged to residents, and expenditure in the income and expenditure account includes the relevant VAT.

**2.11 Pensions**

The society has no pension arrangements for its employees, other than Social Security benefits.

**3 Directors and employees**

|  | 2012<br>£     | 2011<br>£     |
|--|---------------|---------------|
| <b>Employee costs:</b>   |               |               |
| Salaries and wages   | 64,249        | 64,823        |
| Social security costs  | 2,540         | 3,030         |
|  | <hr/>         | <hr/>         |
| Salaries and wages   | 66,789        | 67,853        |
|  | <hr/>         | <hr/>         |
| <b>Average weekly number of persons employed during the year including part time employees</b> | <b>Number</b> | <b>Number</b> |
| Hostel staff   | 7             | 7             |
| Administration staff   | -             | -             |
|  | <hr/>         | <hr/>         |
|  | 7             | 7             |
|  | <hr/>         | <hr/>         |

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
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**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

**4 Payments to members, committee members, officers, etc.**

|   | <b>2012</b> | <b>2011</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| Expenses paid to officers of the society who were not employees | 678         | 502         |

The directors give their time freely, on a voluntary basis

**5 Operating (deficit)/surplus**

|  | <b>2012</b> | <b>2011</b> |
|--|-------------|-------------|
|  | <b>£</b>    | <b>£</b>    |

The operating (deficit)/surplus is stated after charging/(crediting) -

|                               |       |       |
|-------------------------------|-------|-------|
| Depreciation - owned assets   | 7,792 | 8,990 |
| Components written off        | 2,959 | 3,236 |
| Surplus on disposal of assets | (20)  | -     |

|                                     |       |       |
|-------------------------------------|-------|-------|
| Auditors' remuneration - audit fees | 2,989 | 2,875 |
| - other services                    | 460   | 1,987 |

| <b>6 Interest receivable and other income</b> | <b>2012</b>  | <b>2011</b> |
|---|--------------|-------------|
|   | <b>£</b>     | <b>£</b>    |
| Donations received                            | 1,280        | 100         |
| Bank and short term deposit interest - gross  | 152          | 109         |
| Allocated to the Recycled Capital Grant Fund  | (308)        | (4)         |
|   | <u>1,124</u> | <u>205</u>  |

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
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**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

**7 Tangible fixed assets**

|                             | Freehold<br>housing<br>properties<br>£ | Fixtures<br>fitting and<br>equipment<br>£ | Total<br>£     |
|-----------------------------|--|---|----------------|
| <b>Cost</b>                 |  |   |                |
| At 30 September 2011        | 598,634                                | 28,894                                    | 627,528        |
| Additions                   | 28,641                                 | 2,076                                     | 30,717         |
| Disposals                   | -                                      | (1,160)                                   | (1,160)        |
| Components written off      | (9,046)                                | -   | (9,046)        |
|                             | <u>618,229</u>                         | <u>29,810</u>                             | <u>648,039</u> |
| At 30 September 2012        |  |   |                |
| <b>Social Housing Grant</b> |  |   |                |
| At 30 September 2011        | 34,404                                 | -   | 34,404         |
| Recycled in the year        | 25,722                                 | -   | 25,722         |
| Disposals                   | -                                      | -   | -              |
| Components written off      | (186)                                  | -   | (186)          |
|                             | <u>59,940</u>                          | <u>-</u>                                  | <u>59,940</u>  |
| At 30 September 2012        |  |   |                |
| <b>Depreciation</b>         |  |   |                |
| At 30 September 2011        | 146,330                                | 26,127                                    | 172,457        |
| Charged in year             | 6,823                                  | 969                                       | 7,792          |
| Released on disposal        | -                                      | (1,160)                                   | (1,160)        |
| Components written off      | (5,901)                                | -   | (5,901)        |
|                             | <u>147,252</u>                         | <u>25,936</u>                             | <u>173,188</u> |
| At 30 September 2012        |  |   |                |
| <b>Net book amount</b>      |  |   |                |
| At 30 September 2012        | <u>411,037</u>                         | <u>3,874</u>                              | <u>414,911</u> |
| At 30 September 2011        | <u>417,900</u>                         | <u>2,767</u>                              | <u>420,667</u> |
| <b>Impairment</b>           |  | <b>2012</b>                               | <b>2011</b>    |
|                             |  | £   | £              |
| Cumulative provision        |  | <u>-</u>                                  | <u>-</u>       |

As at 30 September 2012 the freehold housing properties had an open-market value (with vacant possession) of £450,000 (2011 £450,000) This valuation was estimated by the Board members

The Society owns the freehold to the above property

The cumulative social housing grant written off on disposal of components amounts to £372 Should the Society ever dispose of the property, then this amount, together with the remaining grant, would be recycled

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

| <b>8 Debtors</b> | <b>2012</b>  | <b>2011</b>  |
|------------------|--------------|--------------|
|                  | <b>£</b>     | <b>£</b>     |
| Other debtors    | 1,113        | 1,128        |
|                  | <u>1,113</u> | <u>1,128</u> |

| <b>9 Creditors: amounts falling due within one year</b> | <b>2012</b>  | <b>2011</b>   |
|---|--------------|---------------|
|   | <b>£</b>     | <b>£</b>      |
| Accruals  | 6,694        | 11,329        |
| Rent received in advance                                | 500          | 500           |
| PAYE  | 840          | 841           |
| Recycled capital grant fund                             | -            | 25,414        |
|   | <u>8,034</u> | <u>38,084</u> |

Recycled Capital Grant Fund is payable should it remain unspent after three years  
The Society has now spent the remaining balance

|               | <b>2012</b> | <b>2011</b>   |
|---------------|-------------|---------------|
|               | <b>£</b>    | <b>£</b>      |
| 31 March 2013 | -           | -             |
| 31 March 2014 | -           | -             |
| 31 March 2015 | -           | 25,414        |
|               | <u>-</u>    | <u>25,414</u> |

| <b>10 Called up share capital</b>   | <b>Number</b> | <b>Number</b> |
|---|---------------|---------------|
| The company is limited by guarantee and does not have a share capital<br>The number of members, each of whose liability is limited to £1, at the year end was | <u>6</u>      | <u>6</u>      |

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

**11 Reserves**

**Income and  
Expenditure  
Account**

£

|                            |                |
|----------------------------|----------------|
| At 30 September 2011       | 720,349        |
| (Deficit)/surplus for year | (4,733)        |
| At 30 September 2012       | <u>715,616</u> |

**12 Housing stock**

**Units under  
development**

**Units in  
management**

2012                  2011

2012                  2011

Hostel accommodation  
- Number of bed spaces  
65 Prenton Road West

|          |          |           |           |
|----------|----------|-----------|-----------|
| -        | -        | 14        | 14        |
| <u>-</u> | <u>-</u> | <u>14</u> | <u>14</u> |

**13 Capital commitments**

**2012  
£**

**2011  
£**

Expenditure contracted but not provided for

|          |          |
|----------|----------|
| -        | -        |
| <u>-</u> | <u>-</u> |

Expenditure authorised but not contracted for

- kitchen replacement
- conservatory
- window replacement

|              |               |
|--------------|---------------|
| 8,000        | -             |
| -            | 26,000        |
| -            | 5,000         |
| <u>8,000</u> | <u>31,000</u> |

The above commitment relates to replacing the kitchen in 2013/14 and is not provided in the financial statements

**14 Related parties**

**Control**

The society is controlled by its board members whose names are shown on page 1

**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
for the year ended 30 September 2012

**15 Sale of properties not developed for outright sale**

|                          | 2012<br>£ | 2011      |
|--------------------------|-----------|-----------|
| Proceeds of sale         | -         | 300,000   |
| Less                     |           |           |
| Cost of properties       | -         | (449,694) |
| SHG transferred to RCGF  | -         | (30,000)  |
| Other costs              | -         | (12,614)  |
| Add                      |           |           |
| Social housing grant     | -         | 30,000    |
| Accumulated depreciation | -         | 162308    |
|                          | <hr/>     | <hr/>     |
| Surplus                  | -         | -         |
|                          | <hr/>     | <hr/>     |

In December 2010, the Society sold the property at 2 Gerald Road for £300,000, which after legal and professional fees yielded net proceeds of £287,386. The Social Housing Grant of £30,000 was put into the Recycled Capital Grant Fund.



**THE ABBEYFIELD OXTON AND PRENTON SOCIETY LIMITED**  
**(a company limited by guarantee)**  
**DETAILED HOSTEL PROPERTY REVENUE ACCOUNT**  
**for the year ended 30 September 2012**

|  | 2012           | 2011           |
|--|----------------|----------------|
|  | £              | £              |
| <b>Income</b>                              |                |                |
| Residents' charges and respite             | 193,335        | 187,953        |
| Losses arising from vacancies and absences | (61,320)       | (32,250)       |
| Surplus on disposal of assets              | 20             | -              |
|  | <u>132,035</u> | <u>155,703</u> |
| <b>Expenditure</b>                         |                |                |
| <b>Management expenses</b>                 |                |                |
| Insurance                                  | 2,116          | 3,245          |
| Telephone - administration                 | 40             | 57             |
| Membership fee - The Abbeyfield Society    | 3,832          | 3,263          |
| Auditors' remuneration                     |                |                |
| In their capacity as auditors              | 2,989          | 2,875          |
| In respect of other services               | 180            | 1,645          |
| Payroll fees                               | 280            | 342            |
| Legal and professional fees                | -              | -              |
| Administration salaries                    | -              | -              |
| Administration fees and sundry             | 3,250          | 5,950          |
| Stationery and postage                     | 564            | 225            |
| Bank charges                               | 42             | 59             |
| Travel                                     | 817            | 1,518          |
| Conferences, refreshments and training     | 334            | 343            |
|  | <u>14,444</u>  | <u>19,522</u>  |
| <b>Repairs and maintenance</b>             |                |                |
| Day to day repairs                         | 10,166         | 14,757         |
| <b>Service costs</b>                       |                |                |
| Care and catering                          |                |                |
| Employee costs                             | 66,789         | 67,853         |
| Food costs and cleaning materials          | 13,149         | 13,073         |
| Window cleaning                            | 530            | 750            |
| Garden maintenance                         | 425            | 1,000          |
| Council tax / rates                        | 527            | 1,157          |
| Water rates                                | 2,309          | 2,925          |
| Heating and lighting                       | 17,003         | 17,033         |
| Telephone                                  | 681            | 1,248          |
| Sundry expenses                            | 1,118          | 1,047          |
| Depreciation                               |                |                |
| Fixtures, fittings and equipment           | 969            | 691            |
| Buildings                                  | 6,823          | 8,299          |
| Components written off                     | 2,959          | 3,236          |
|  | <u>113,282</u> | <u>118,312</u> |
| <b>Total operating costs</b>               | <u>137,892</u> | <u>152,591</u> |
| <b>Operating (deficit)/surplus</b>         | <u>(5,857)</u> | <u>3,112</u>   |