# THE ABBEYFIELD (BERWICK) SOCIETY LIMITED FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

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# FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

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#### OFFICERS, PROFESSIONAL ADVISERS AND REGISTERED OFFICE

#### **Executive Committee**

Mrs E M A Hardie

Miss L Little Miss H M Smith

D Hardwick Mrs D Higham D Conway

Chairman

Treasurer Treasurer

Resigned 19 03 2010

Appointed 19 03 2010

Appointed 09 09 2010

#### Secretary

Mrs N Sandwith

#### **Auditors**

J H Greenwood F C A Chartered Accountant and Registered Auditor Ava Lodge, Castle Terrace, Berwick Upon Tweed **TD15 1NP** 

#### **Bankers**

Barclays Bank Plc 22/24 Hide Hill, Berwick Upon Tweed **TD15 1AF** 

#### **Solicitors**

T C Smith Solicitors, 9 Church Street, Berwick Upon Tweed **TD15 1EF** 

#### **Registered Office**

Castlevale House, Railway Street, Berwick Upon Tweed **TD15 1NF** 

#### REPORT OF THE EXECUTIVE COMMITTEE

The Executive Committee submit their annual report together with the Accounts for the year ended 30th September 2010

#### Principal activity

The principal activity of the society, as determined by its memorandum of association, continues to be 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 This activity falls wholly within social housing activities as defined in the Housing and Regeneration Act 2008 There has been no change in the activities of the society during the year

#### **Status**

The society is a company limited by guarantee (number 00952071), having no share capital and with solely charitable objectives

It is registered as a charity (number 500464)

It is registered with the Tenant Services Authority as a registered social landlord (number H2374)

#### **Objects and Organisation**

The Articles of Association govern the appointment of the executive committee, which is charged with the management of the society in furtherance of its principal activity, fund management and financial affairs generally. The committee shall consist of no less than 3 and no more than 18 committee members. The committee has the power to appoint executive committee members to fill a casual vacancy. One third of the executive committee members must retire by rotation each year but are eligible for re-election.

The society is a member of The Abbeyfield Society by payment of an annual subscription

#### **Public Benefit**

Abbeyfield provides quality housing with support for older people. We provide a service which is intended for older people who no longer feel happy coping alone at home, but are still reasonably fit and active providing the house meets their requirements. Support plans are drawn up with the Housing Benefit and Supporting People funding. Residents can be confident they will enjoy fair opportunity to live a full life and seek fulfilment as individuals, making choices about the way they live their lives. The staff team are committed to helping residents maintain their independence. A complaint procedure is available to all residents and they are encouraged to make use of this procedure when they wish

#### Review of Business and results during the year

The Castlevale home was closed in November 2008 at which time the remaining 3 residents all transferred to the Bankhill home. The Castlevale property was initially marketed for sale but due to the economic climate no reasonable offers were received and the property was subsequently let on a short assured tenancy from February 2010.

The Berwick Society's remaining home provided supportive care for 10 people in total during the year ended 30th September 2010

Priority is given to the filling of residential vacancies

The financial results for the year are as set out in the income and expenditure account on page 8 and the position at the end of the year is shown in the balance sheet on page 9. The detailed property revenue account is presented on page 15.

Results have improved following the closure of the Castlevale home but continue to be disappointing however the funds remaining from the sale of a property last year and the funds anticipated from the future disposal of the Castlevale property will secure the future of The Abbeyfield Society in Berwick for the foreseeable future

#### REPORT OF THE EXECUTIVE COMMITTEE

#### **Future Developments**

The society intends to market the Castlevale property for sale within the next 12 months

The society has no plans to increase the capacity beyond the remaining 10 places provided for in Bankhill

#### Reserves Policy

It is the policy of the committee of management to maintain an appropriate level of reserves. The appropriate level of reserves is considered to be that level which would enable the society to continue operations for a considerable period with minimal income arising

#### Risk Management

The executive committee members have overall responsibility for ensuring that the society has appropriate systems of controls, financial and otherwise. The systems of financial controls are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include a regular review of actual results and delegation of authority and segregation of duties as far as possible given staffing levels.

The executive committee will continue to monitor risks and set up policies to mitigate them

#### **Fixed Assets**

Details of cost and depreciation of fixed assets are set out in notes 6 & 7. The executive committee is of the opinion that the market value for the existing use of the society's land and buildings is in excess of net book value.

#### **Executive Committee**

The members of the executive committee who served during the year were -

Mrs E M A Hardie Chairman

Miss L Little Treasurer Resigned 19 03 2010

Miss H M Smith Treasurer Appointed 19 03 2010

D Hardwick

Mrs D Higham
D Conway Appointed 09 09 2010

In accordance with the registered rules of the society Mrs E M A Hardie and Mrs D Higham retire by rotation, and being eligible, offer themselves for re-election at the forthcoming Annual General Meeting to be held in March 2011

#### **Auditors**

A resolution for the re-appointment of J H Greenwood F C A as auditors will be proposed at the Annual General Meeting in accordance with section 485 of the Companies Act 2006

This report was approved by the board on 23rd March 2011 and signed on its behalf by

Mrs N. Sandwith Secretary

#### STATEMENT OF EXECUTIVE COMMITTEE MEMBERS RESPONSIBILITIES

The members of the executive committee constituting the executive committee members of the society for the year are given on page 4

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

Company law requires the board to prepare financial statements for each financial year. Under that law the board has 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 board 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 year. In preparing these financial statements, the board is required to

- select suitable accounting policies and apply them consistently,
- make judgements 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 board is 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, the Housing and Regeneration Act 2008 and the Accounting Requirements for Registered Social Landlord General Determination 2006. The board is 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.

In so far as the board is aware

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

Approved by the board on 23rd March 2011 and signed on its behalf by

Mrs N. Sandwith Secretary

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ABBEYFIELD (BERWICK) SOCIETY LIMITED

We have audited the financial statements of The Abbeyfield (Berwick) Society Limited for the year ended 30 September 2010 which comprise the income and expenditure account, the balance sheet and the 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 society's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the society's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other that the society and the society'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 Auditors

As explained more fully in the Statement of Executive Committee Members Responsibilities set out on page 5 the board is responsible for the preparation of the financial statements which give a true and fair view. Our responsibility is to audit 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 (APB'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 society'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

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the statutory financial statements

#### Opinion on the financial statements

In our opinion the financial statements

- give a true and fair view of the state of the society's affairs as at 30th September 2010 and of its deficit for the year then ended, and
- have been properly prepared in accordance with the Companies Act 2006, the Housing and Regeneration Act 2008 and the Accounting Requirements for Registered Social Landlords General Determination 2006

#### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Executive Committee for the financial year for which the financial statements are prepared is consistent with the financial statements

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE ABBEYFIELD (BERWICK) SOCIETY LIMITED

#### 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 executive committee members' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

James Hall Greenwood F.C.A. (senior statutory auditor)
Chartered Accountant and Registered Auditor
Ava Lodge
Castle Terrace
Berwick upon Tweed
TD15 1NP

23rd March 2011

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 2010

	<u>Note</u>	2010 £	2009 £
TURNOVER	22&3	99,853	85,227
Operating Costs		109,900	118,293
OPERATING DEFICIT		(10,047)	(33,066)
Profit on sale of fixed assets Interest and similar income receivable	4	0	51,572 871
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES FOR THE YEAR		(10,047)	19,377
INCOME AND EXPENDITURE BALANCE BR	OUGHT FORWARD	301,826	282,449
INCOME AND EXPENDITURE BALANCE CA	RRIED FORWARD	291,779	301,826

No operations have been discontinued or acquired during the year, and the amounts above relate entirely to continuing operations

The society has no recognised surpluses or deficits other than those dealt with in the income and expenditure account above and therefore no separate statement of total recognised surpluses and deficits has been presented

There is no difference between the deficit for the year on ordinary activities stated above and its historical equivalent

Mrs E.M.A. Hardie

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Trustee

23rd March 2011

HMSnh

Miss H.M. Smith

Trustee

23rd March 2011

# BALANCE SHEET AS AT 30TH SEPTEMBER 2010

	<u>Note</u>	2010 £	2009 £
TANGIBLE FIXED ASSETS			
Housing Properties			
Housing Properties at Cost	6	370,581	347,787
Social Housing Grants	6	<u>(118,736)</u> 251,845	<u>(118,736)</u> 229,051
Other Tangible Fixed Assets			
Fixtures, Fittings and Equipment	7	<u>10,394</u> <u>262,239</u>	11,978 241,029
CURRENT ASSETS			
Debtors	8	2,130	1,586
Cash at Bank		39,055	69,711 71,297
		41,185	71,297
CURRENT LIABILITIES			
Creditors amounts falling due within one year	9	11,645	10,500
NET CUDDENT ACCETS		29,540	60.707
NET CURRENT ASSETS		29,340	60,797
TOTAL ASSETS LESS CURRENT LIABILITIES		291,779	301,826
NET ASSETS		291,779	301,826
FINANCED BY			
CAPITAL AND RESERVES			
Revenue Reserve		291,779	301,826
		291,779	301,826

The Accounts were approved by the board and signed on its behalf on 23rd March 2011 by

Mrs E.M.A Hardie CHAIRMAN Miss H.M. Smith TREASURER

HM SMK.

Company registration number 00952071



# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

#### 1 General

The Abbeyfield (Berwick) Society is a company limited by guarantee, having no share capital, and with solely charitable objectives Registered as a company in England No 00952071, Registered as a charity No 500464, Registered with the Tenant Services Authority as a social landlord No H2374

The society is wholly engaged in social housing activities as defined in the Housing and Regeneration Act 2008

#### 2 ACCOUNTING POLICIES

These financial statements have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice Accounting by Registered Social Landlords 2008 issued by the National Federation of Housing Associations and with the Accounting Requirements for Registered Social Landlords General Determination 2006

#### 2 1 Accounting Basis

The accounts are prepared under the historical cost convention. The society has taken advantage of the exemption in FRS1 from the requirement to produce a cash flow statement because it is a small company.

#### 2 2 Turnover

Turnover comprises rental income receivable

#### 23 Social housing grants

Social housing grants (SHG) are made by the Tenant Services Authority and are utilised to reduce the costs of purchase or development of land or buildings. Where purchases or developments have been wholly or partially funded by social housing grant, the cost of those purchase or developments have been reduced by the value of the grant received. The value of the grant is disclosed as a separate item on the face of the balance sheet.

Social housing grants can be recycled by the society under certain circumstances, if a property is sold or if another relevant event takes place. In these cases social housing grants can be used for projects approved by the Tenant Services Authority. Social housing grants may have to be repaid if those circumstances are not met and in that event is a contingent liability.

#### 2 4 Fixed assets - Housing land and buildings

Housing land and buildings are stated at cost. The cost is the purchase price plus any incidental costs of acquisition

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

#### 2 5 Depreciation - tangible assets

#### 251 Housing land & buildings

Although the Companies Act and the SORP require annual depreciation of fixed assets, no depreciation is charged on housing properties. The executive committee believes that the policy of not providing depreciation is necessary in order for the accounts to give a true and fair view. In the opinion of the executive committee, the land and buildings are maintained in a state of repair such that the estimated residual value of the land and buildings at the balance sheet date is not less than their net book value. The annual charge and accumulated depreciation would therefore be immaterial. In accordance with FRS11 the executive committee has reviewed the properties for impairment at the year end and is satisfied that there has been no diminution in value.

#### 2 5 2 Other tangible assets

Tangible fixed assets, other than freehold land or buildings, are written down in annual instalments, to estimated residual values over their expected lives at rates given below

Fixtures and fittings

15%

Assets donated to the society are not included in the balance sheet

#### 2 6 Allocation of expenses

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

#### 2 7 Future cyclical and major repairs

It is the executive committee's opinion that, having taken professional advice, no provision is required for future cyclical or major repairs

#### 28 Corporation Tax and VAT

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

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.

#### 29 Pensions

The society

has no pension arrangements for its employees other than Social Security benefits 
It does, however, have a Stakeholder Scheme available for employees

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

3	Turnover		
		2010	2009
		£	£
	Income from lettings and care service charges	101,610	105,850
	Less voids	(9,557)	(20,623)
	Net income from residents' charges	92,053	85,227
	Rental income from non social housing letting	7,800	0
		99,853	85,227
4	Other Income		
		2010	2009
		£	£
	Deposit Account Interest Received Gross	0	871_
		0	871
5	Operating Deficit	2010	2009
		£	£
	Operating Deficit is stated after charging		
	Auditors remuneration (inc vat)		
	In their capacity as auditors	2,056	2,013
	In respect of other services	876	1,146
	Depreciation	1,884	2,548
	•	4,816	5,707
6	Tangible Fixed Assets		Completed
			Freehold Properties
			(SHG assisted)
			£
	Cost		
	Completed Schemes at 1st October 2009		347,787
	Additions works to existing properties		22,794
	At 30th September 2010		370,581
	Social Housing Grants		
	At 1st October 2009 and 30th September 2010		(118,736)
	Net Book Amount		
	At 30th September 2010		251,845
	At 30th September 2009		229,051

Included in completed properties above is a property that is temporarily being used for non social housing lettings in advance of being marketed for sale. The amounts included in respect of this property at 30th September 2009 and 30th September 2010 are cost £120,054, SHG £36,153, net book value £83,901

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

7	Fixtures, Fittings & Equipment		£
	Cost		*
	At 1st October 2009		39,671
	Additions		300
	Disposals		(1,665)
	At 30th September 2010		38,306
	Depreciation		
	At 1st October 2009		27,693
	Charge for Year		1,884
	Eliminated on Disposals		(1,665)
	At 30th September 2010		27,912
	Net Book Amount		
	At 30th September 2010		10,394
	At 30th September 2009		11,978
8	Debtors	2010	2009
		£	£
	Loan to Abbeyfield Society	1,000	1,000
	Prepayments	1,130	586_
		2,130	1,586
	The loan to the Abbeyfield Society is undated and interest free		
9	Creditors: amounts falling due within one year	2010	2009
		£	£
	Creditors	7,449	6,412
	Accruals	4,196	4,088
		11,645	10,500
10	Employee information	2010	2009
	The average number of persons employed during		
	the year (full time equivalents) was		
	Administration	0 5	0 5
	Housekeeper, assistants and cleaners	4	4
	Total	4 5	4 5
		2010	2009
	Staff costs (for the above staff)	£	£
	Wages and salaries	59,686	59,237
	Social Security costs	3,037	2,735
	Total	62,723	61,972
	The executive committee members did not receive any remunera	tion during the year (20)	09 - nıl)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2010

#### 11 Accommodation units

2010

2009

The society had the following bed spaces available for occupation

Registered residential care

10

10

#### Non Social Housing

The Castlevale property was let as market rented accommodation from February 2010

### <u>DETAILED PROPERTY REVENUE ACCOUNT</u> FOR THE YEAR ENDED 30TH SEPTEMBER 2010

	2010 £	2009 £
<u>INCOME</u>	<u>-</u>	
Residential Charges Receivable	101,610	105,850
Losses Arising from Vacancies	(9,557)	(20,623)
	92,053	85,227
Other Rental Income	7,800	0
Interest Received	0	871
	99,853	86,098
EXPENDITURE		
Management Expenses		
Membership Fees	1,681	1,721
Professional Fees	2,238	920
Administrative Wages and Salaries	6,372	6,398
Office Expenses	509	1,731
General Administration Expenses	280	0
Auditors Remuneration for Audit Work	2,056	2,013
Auditors Remuneration for Non Audit Work	876	1,146
Depreciation of Fixtures, Fittings & Equipment	1,884 15,896	<u>2,548</u> 16,477
Repairs and Maintenance		
Current	7,781	11,673
Service Costs		
Care and Catering Employee Costs	56,351	55,574
Food, Provisions Etc	12,766	12,213
	69,117	67,787
Rates and Insurance	5,821	6,384
Heat and Light	8,739	12,163
Printing, Postage, Stationery and Telephone	1,417	1,460
Bank Charges	362 767	494
Sundry Expenses	17,106	$\frac{1,855}{22,356}$
Total Expenditure	109,900	118,293
Operating Deficit	(10,047)	(32,195)
Profit on Sale of fixed assets	0	51,572
NET SURPLUS/(DEFICIT)	(10,047)	19,377

# GENERAL INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 2010

		<u>2010</u>	<u>2009</u>
(DEFICIT)/SURPLUS ON	PROPERTY ACCOUNTS	£	£
Castlevale		2 749	(6.600)
		2,768	(6,600)
Bankhıll		<u>843</u> 3,611	(10,909) (17,509)
OTHER INCOME			
Interest Received		0	871
		3,611	(16,638)
EXPENDITURE			
Membership Fees		1,681	1,721
Administrative Wages and Sa	alaries	6,372	6,398
Office Expenses		509	1,731
General Administration Expe	enses	280	0
Auditors Remuneration	for Audit Work	2,056	2,013
	for Non Audit Work	876	1,146
Depreciation on Fixtures, Fit	tings and Equipment	1,884	2,548
•	•	13,658	15,557
Operating Deficit		(10,047)	(32,195)
Profit on Sale of fixed assets		0	51,572
NET SURPLUS/(DEFICIT	)	(10,047)	19,377

# CASTLEVALE RENTAL ACCOUNT

### FOR THE YEAR ENDED 30TH SEPTEMBER 2010

	<u>2010</u>	<u>2009</u>
INCOME	£	£
Residential Charges Receivable	0	14,428
Losses Arising from Vacancies	0	<u>(7,188)</u> 7,240
	-	
Other Rental Income	7,800	0
	7,800	7,240
<u>DIRECT EXPENSES</u> :		
Wages	0	4,124
Food, Provisions Etc	0	158
Rates and Insurances	2,226	3,171
Heat and Light	353	2,754
Repairs and Maintenance	212_	1,381
	2,791	11,588
	5,009	(4,348)
OTHER EXPENDITURE		
Printing, Postage, Stationery and Telephone	0	283
Bank Charges	3	114
Professional Fees	2,238	0
Sundry Expenses	0	1,855
	2,241	2,252
NET SURPLUS/(DEFICIT)	2,768	(6,600)

## BANKHILL SOCIAL HOUSING ACCOUNT

# FOR THE YEAR ENDED 30TH SEPTEMBER 2010

<u>2010</u>	2009 £
Ľ	T.
101,610	91,422
(9,557)	(13,435)
92,053	77,987
56,351	51,450
12,766	12,055
3,595	3,213
8,386	9,409
<u>7,569</u>	10,292
88,667	86,419
3,386	(8,432)
1,417	1,177
0	920
359	380
<u> 767</u>	0
2,543	2,477
843	(10,909)
	101,610 (9,557) 92,053 56,351 12,766 3,595 8,386 7,569 88,667 3,386