

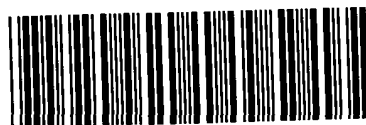
**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**ANNUAL REPORT**

**YEAR ENDED 31<sup>st</sup> JULY 2016**

**Charity Registration Number 266208  
Company Registration number 01117696**

THURSDAY



A04      \*A5LWWY0J\*      #287  
15/12/2016  
COMPANIES HOUSE

**DAWE, HAWKEN & DODD**  
Chartered Certified Accountants  
Callington, Cornwall



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

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**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

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**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**COMPANY INFORMATION**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

EXECUTIVE COMMITTEE:	E.R. Distin	Chairman
	I. Denton	Vice Chairman
	R. Brown	Vice Chairman
	D. Trembath	Treasurer
	W.J. Walton	
	A. Butcher	

SECRETARY: Mrs. C. Gerry

REGISTERED OFFICE: 40 Callington Road  
Saltash  
Cornwall  
PL12 6DY

REGISTERED NUMBER: 01117696 (England and Wales)

AUDITORS: Dawe, Hawken & Dodd  
Chartered Certified Accountants  
52 Fore Street  
Callington  
Cornwall  
PL17 7AJ

BANKERS: Barclays Bank Plc



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**REPORT OF THE EXECUTIVE COMMITTEE**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

The Executive Committee submits its annual report and audited financial statements for the Society for the year ended 31<sup>st</sup> July 2016.

**1 Principal Activity**

The principal activity of the Society is to provide sheltered accommodation for the elderly 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. The Society provides accommodation for nine residents at Cresta House, 40 Callington Road, Saltash and for four residents at Trewinney, 42 Callington Road, Saltash.

**2 Status**

The Society is a company limited by guarantee having no share capital and with solely charitable objectives. It is a registered charity (number 266208) and a member of the Tenant Services Authority (number H2295).

**3 Public Benefit**

The Charities Act 2006 introduced the requirement for charities to show that they provided public benefit. The Executive Committee have reviewed the objects, goals, services and objectives of the charity in the light of this requirement and can confirm that Abbeyfield Saltash Society Limited serves for the public benefit. This Executive Committee's annual report continues to evidence how the charity strives to meet need.

**4 Results**

The results for the year are set out in the income and expenditure account on page 6. The committee considers that the state of affairs of the Society is satisfactory.

**5 Fixed Assets**

Note 3 on page 10 summarises the changes to the amounts of cost and depreciation on the freehold properties and fixtures and fittings. The committee is of the opinion that there is no significant difference between the book cost and market value for the existing use of the freehold properties.

**6 Executive Committee**

The members of the Executive Committee who served throughout the year were:  
E.R. Distin (Chairman), D. Trembath (Treasurer), R. Brown, I. Denton, W.J. Walton and A. Butcher. R. Brown resigned as a trustee on 9<sup>th</sup> November 2016.

**7 Auditors**

A resolution for the re-appointment of Dawe Hawken and Dodd as auditors will be proposed at the annual general meeting.



## **THE ABBEYFIELD SALTASH SOCIETY LIMITED**

### **REPORT OF THE EXECUTIVE COMMITTEE** **FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

#### **8 Statement of Responsibilities of the Executive Committee**

Company law requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Executive Committee is required to:

- select suitable accounting policies and then 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 company will continue in business.

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

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

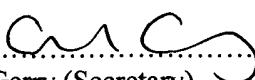
#### **9 Review of the Year**

In summary, the year was more than satisfactory in both financial and operational terms. Over the year we averaged 96% occupancy, on a cash flow basis our revenue increased by 31% to approximately £169,000, our operating expenses increased by 30% to approximately £127,000, we spent approximately £7,000 on improvements and we ended the year with cash balances of approximately £59,000.

From September 2015 we ceased using agency staff and took all staffing in-house. With the increase in occupancy our total staff costs increased from 44% of operational expenses to 53%. The Society, as a matter of policy, set staff pay rates by reference to the 'Living Wage' and not the statutory minimum wage rates. In April 2016 we introduced a staff pension scheme with the employee and employer contribution rates set at the highest level rather than the minimum level required by law. We are pleased that we had a 100% take up by staff for enrolling in the pension scheme.

As expected, our maintenance expenditure at approximately £11,000 was some £3,000 lower than the previous year. Over the last two years we have, in general, upgraded the fabric of the buildings and the domestic appliances. Going forward, we expect the maintenance expenditure to reduce further and be of a more routine nature.

During the year we were subject to a rigorous examination of our facilities, operations and procedures by Abbeyfield Central. We received a very complimentary report and were awarded the Core Standard Certificate. This is an appropriate tribute to the hard work and dedication shown by our staff and volunteers throughout the year

  
C Gerry (Secretary)

On behalf of the Executive Committee

Dated 7th December 2016



## **THE ABBEYFIELD SALTASH SOCIETY LIMITED**

### **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE ABBEYFIELD SALTASH SOCIETY LIMITED**

We have audited the financial statements of The Abbeyfield Saltash Society Limited for the year ended 31<sup>st</sup> July 2016 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out herein.

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 charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Directors and Auditors**

As explained more fully described in the Statement of Responsibilities of the Executive Committee set out on page 3, the Executive Committee (who are also the directors of the charity 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.

The Executive Committee have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Executive Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Executive Committee to identify material inconsistencies with the audited financial statements. If we become aware of any apparent misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charitable company's affairs as at 31<sup>st</sup> July 2016 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended; and
- have been properly prepared in accordance with the Companies Act 2006;



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE ABBEYFIELD SALTASH 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 Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Report of the Executive Committee is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records or returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Ian Pearce (Senior Statutory Auditor)  
For and on behalf of  
Dawe, Hawken & Dodd  
Chartered Certified Accountants  
52 Fore Street  
Callington  
Cornwall  
PL17 7AJ

Date: 14th December 2016



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

	Note	Restricted Funds	Unrestricted Funds	Total 2016	Total 2015
		£	£	£	£
<b>HOUSING ACTIVITIES</b>					
Turnover	9	-	172,818	172,818	130,671
Operating Costs	12	-	(141,319)	(141,319)	(112,924)
Operating Surplus/(Deficit)		-	31,499	31,499	17,747
Interest Receivable		-	76	76	36
Surplus/(Deficit) on ordinary activities before taxation		-	31,575	31,575	17,783
Taxation		-	-	-	-
Surplus/(Deficit) for the year	13	-	31,575	31,575	17,783

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

The Society has no recognised surpluses or deficits other than the results for the period as set out above.

All the activities of the Society are classed as continuing.

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

The notes on pages 8 to 12 form part of these financial statements



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**


**BALANCE SHEET**

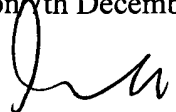
**31<sup>st</sup> JULY 2016**


**Charity Registration Number 266208**  
**Company Registration Number 01117696**

	<u>Note</u>	<u>2016</u>		<u>2015</u>	
		£	£	£	£
<b>FIXED ASSETS</b>					
Housing land and buildings		442,698		449,410	
Less: SHG		84,895		84,895	
Abbeyfield Loan		<u>250,000</u>	107,803	<u>250,000</u>	114,515
Improvements to property			213,982		218,536
Fixtures and fittings			<u>24,378</u>		<u>20,451</u>
			346,163		353,502
<b>CURRENT ASSETS</b>					
	3				
Debtors	4	1,462		1,238	
Cash at bank		<u>58,955</u>		<u>24,051</u>	
		60,417		25,289	
<b>CURRENT LIABILITIES:</b>					
Amounts falling due within one year	5	<u>3,042</u>		<u>6,828</u>	
<b>NET CURRENT ASSETS</b>					
			<u>57,375</u>		<u>18,461</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<u>403,538</u>		<u>371,963</u>
<b>RESERVES</b>					
Unrestricted Revenue Reserve	6	378,538		346,963	
Designated Property Maintenance Reserve	7	25,000		25,000	
Restricted Fund		-		-	
		<u>403,538</u>		<u>371,963</u>	

These financial statements were approved by the Committee on 7th December 2016 by:

  
.....  
E. Distin – Chairman

  
.....  
D. Trembath – Treasurer

  
.....  
C. Gerry - Secretary

The notes on pages 8 to 12 form part of these financial statements



# **THE ABBEYFIELD SALTASH SOCIETY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

### **1 Status of Society**

The Abbeyfield Saltash Society Limited is registered under the Companies Act and is a registered charity.

The company is one limited by guarantee and not having a share capital in accordance with the Companies Act 2001. Every member of the company undertakes to guarantee the liabilities of the company up to an amount not exceeding one pound each.

### **2 Accounting Policies**

#### **Basis of Preparing the Financial Statements**

The financial statements are prepared under the historical cost convention, and are in accordance with applicable Accounting Standards in the United Kingdom and in accordance with the Statement of Recommended Practice issued by the National Federation of Housing Associations, the Welsh Federation of Housing Associations and the Scottish Federation of Housing Associations, and with the Accounting Requirements for Registered Social Landlords General Determination 2000.

#### **a) Social Housing Grants (SHGs)**

SHGs are made by the Department of the Environment and are utilised to reduce the amount of mortgage loans to a level that can be financed from the equivalent fair rental income available. The grants are made direct to the lending authority and are reflected in the Society's accounts only when the payment has been made and the relevant mortgage loan reduced.

#### **b) Housing, Land and Buildings: SHG – Assisted Schemes**

Cost, irrespective of the source of finance, includes cost of acquisition, development expenditure, interest on mortgage and other loan financing up to date of completion of project for occupation, and other costs if these are covered by a SHG grant.

#### **c) Housing, Land and Buildings: Other Schemes**

Cost includes acquisition and development expenditure, and interest on loan financing up to the date of completion of project for occupation.

#### **d) Incoming Resources**

##### **Grant Income**

Capital grants which are given for a specific purpose and have conditions imposed are treated as restricted fund income.

#### **e) Fixtures, Fittings and Equipment**

Assets donated to the Society are not included in the balance sheet, other assets are included at cost.



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

**f) Depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property - 2% on a straight line basis

Fixtures & fittings - 10% of written down value

No depreciation is provided on freehold land. Depreciation is charged so as to write down the cost (net of social housing grant) of freehold properties other than freehold land to their estimated residual value on a straight line basis over the expected useful economic lives.

**g) Donations**

Donations are recorded in the financial statements according to the period in which they are received.

**h) Apportionment of Management Expenses (see Note 12)**

Direct employee, administration and operating costs have been apportioned to the property revenue account and the relevant sections of the income and expenditure account on the basis of costs of the staff to the extent that they are directly engaged in each of the operations dealt with in these accounts.

**i) Pension Costs**

A workplace pension scheme was introduced in April 2016 and all employees have chosen to enrol in this scheme. Contributions by employees and employer are set at the highest level rather than the minimum level required by law.

**j) Property Maintenance Reserve**

A specific designated reserve has been established to allocate funds for future major repairs. It is estimated that the cycle of repairs is a five year period.

For this period an estimate of £5,000 has been calculated as the likely annual repair bill in each of the next five years.



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

**3 Fixed Assets**

	<b>Freehold Property £</b>	<b>Improvements to Property £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 <sup>st</sup> August 2015	392,608	249,355	49,642	691,605
Additions	-	442	6,636	7,078
Disposals	-	-	-	-
At 31 <sup>st</sup> July 2016	<u>392,608</u>	<u>249,797</u>	<u>56,278</u>	<u>698,683</u>
<b>Social Housing Grant</b>				
At 1 August 2015 and 31 July 2016	84,895	-	-	84,895
<b>Abbeyfield Loan</b>				
At 31 July 2016	<u>250,000</u>	=	=	<u>250,000</u>
	<u>334,895</u>	=	=	<u>334,895</u>
<b>Depreciation</b>				
At 1 <sup>st</sup> August 2015	(56,802)	30,819	29,191	3,208
Charge for the year	<u>6,712</u>	<u>4,996</u>	<u>2,709</u>	<u>14,417</u>
At 31 <sup>st</sup> July 2016	<u>(50,090)</u>	<u>35,815</u>	<u>31,900</u>	<u>17,625</u>
<b>Net Book Value</b>				
At 31 <sup>st</sup> July 2016	<u>107,803</u>	<u>213,982</u>	<u>24,378</u>	<u>346,163</u>
At 31 <sup>st</sup> July 2015	<u>114,515</u>	<u>218,536</u>	<u>20,451</u>	<u>353,502</u>

<b>4 Debtors: Due within one year</b>	2016 £	2015 £
Prepayments	1,462	1,238
Accruals	-	-
	<u>1,462</u>	<u>1,238</u>
<b>5 Creditors: Due within one year</b>	2016 £	2015 £
Creditors	1,052	5,868
Accruals	<u>990</u>	<u>960</u>
	<u>2,042</u>	<u>6,828</u>



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

<b>6 Revenue Reserve</b>	2016	2015
	£	£
Balance at 1 <sup>st</sup> August 2015	346,963	328,180
(Deficit)/Surplus for the year	<u>31,575</u>	<u>18,783</u>
Balance at 31 <sup>st</sup> July 2016	<u>378,538</u>	<u>346,963</u>

<b>7 Designated Property Maintenance Reserve</b>	2016	2015
	£	£
Balance at 1 <sup>st</sup> August 2015 and 31 <sup>st</sup> July 2016	<u>25,000</u>	<u>25,000</u>

<b>8 Restricted Funds</b>	2016	2015
	£	£
Balance at 1 <sup>st</sup> August 2015	-	1,000
Operating Costs	=	<u>(1,000)</u>
Balance at 1 <sup>31st</sup> July 2016	=	=

The Restricted Fund balance relates to a donation of £10,000 towards costs of erecting a conservatory at Cresta. This amount has been depreciated over ten years.

<b>9 Turnover</b>	2016	2015
	£	£
Residential charges receivable	170,370	170,370
Losses arising from vacancies	<u>(6,759)</u>	<u>(42,484)</u>
Net income from residential charges	<u>163,611</u>	<u>127,886</u>

<b>10 Employee Costs</b>	2016	2015
	£	£
Employee Wages	63,590	36,746
Pension costs	734	-
Agency Costs	<u>2,762</u>	<u>6,787</u>
	<u>67,086</u>	<u>43,533</u>

	2016	2015
	Number	Number
Average number of persons employed during the year	<u>5</u>	<u>5</u>



**THE ABBEYFIELD SALTASH SOCIETY LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> JULY 2016**

**11 Directors' Emoluments**

No remuneration was paid to any of the Society's directors during the year.

**12 Operating Costs**

	Management	Services	Current Maintenance	Finance & Maintenance	2016 Total	2015 Total
	£	£	£	£	£	£
Insurances & Rates	7,500	-	-	-	7,500	6,196
Training costs	-	444	-	-	444	684
Membership fee	-	-	-	3,322	3,322	4,147
Audit & accountancy	-	-	-	1,020	1,020	960
Employee costs	-	64,324	-	-	64,324	36,746
Agency Costs	-	2,762	-	-	2,762	6,787
Food & other household costs	-	21,528	-	-	21,528	17,586
Heat & light	-	6,942	-	-	6,942	4,871
Telephone	-	752	-	-	752	492
Depreciation	-	14,417	-	-	14,417	13,971
Repairs & renewals	-	-	11,346	-	11,346	13,773
Sundries	2,716	-	-	-	2,716	2,346
Interest	-	-	-	4,174	4,174	4,162
Postage & stationery	72	-	-	-	72	203
	<u>10,288</u>	<u>111,169</u>	<u>11,346</u>	<u>8,516</u>	<u>141,319</u>	<u>112,924</u>

**13 Deficit/Surplus for the Year**

The deficit/surplus for the year is after charging:

	2016 £	2015 £
Audit fee	1,020	960
Depreciation written off tangible fixed assets	14,417	13,971

**14 Housing Stock**

	Units in Management	
	2016	2015
	Number	Number
Hostel accommodation – number of bed spaces	<u>13</u>	<u>13</u>