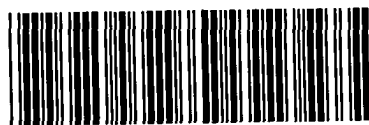


**ABBNEYFIELD COTSWOLD LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**30TH SEPTEMBER 2013**

Charity Number 275458

MONDAY



A22 23/06/2014 #42  
COMPANIES HOUSE

**BERNARD ATKINS LIMITED**

Chartered Accountants  
Eight Bells House  
14 Church Street  
Tetbury  
Gloucestershire  
GL8 8JG

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS  
OFFICERS AND PROFESSIONAL ADVISERS**

<b>Registered charity name</b>	ABBNEYFIELD COTSWOLD LIMITED
<b>Charity number</b>	275458
<b>Company registration number</b>	00920406
<b>Registered office</b>	1 Mary Grove Highnam Gloucester GL2 8NH
<b>Trustees</b>	R H WORKMAN L S CHATHAM A CROWTHER S WEBB A GRAYLING A E ALDRIDGE D HUNT D WARREN K HARDCASTLE G RITCHIE
<b>Secretary</b>	A E ALDRIDGE
<b>Independent examiner</b>	Bernard Atkins FCA CTA Bernard Atkins Limited Chartered Accountants and Chartered Tax Advisers Eight Bells House 14 Church Street Tetbury Gloucestershire GL8 8JG

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 30TH SEPTEMBER 2013**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 30th September 2013.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers officers and professional advisers on page 1 of the financial statements.

**THE TRUSTEES**

The trustees who served the company during the period were as follows:

R H WORKMAN  
L S CHATHAM  
A CROWTHER  
S WEBB  
A GRAYLING  
A E ALDRIDGE  
D HUNT  
D WARREN

K HARDCASTLE was appointed as a member of the committee on 21st October 2013.

G RITCHIE was appointed as a member of the committee on 21st October 2013.

The directors had no beneficial interest in any significant contract with the company.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The society is registered under the Companies Act (registered number 00920406) and is a registered charity (number 275458).

**OBJECTIVES AND ACTIVITIES**

The principal activity of the society is the provision of accommodation and companionship for lonely or frail elderly people in accordance with the aims and principles of the society. The objective of the society is to provide supported sheltered housing for older people in Gloucestershire.

Volunteers and the employed housekeeper and relief staff are used to run the society. The volunteers consist of two committees. One deals with the management of the staff and financial running of the house and the other deals with the day-to-day concerns of the house such as suitable menus, house cleaning and trips out for the residents, etc.

A part time administrator is employed to deal with the payment of staff, provision and maintenance of standards, human resources and health and safety issues.

The society relies on payments of rent and donations to operate and is non-profit making.

This society works closely with a group of societies within Gloucestershire and each is self financed and affiliated to National Society in St Albans.

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 30TH SEPTEMBER 2013**

**ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW**

This year we have had 5 or 6 residents out of a possible 7, and have had a healthy response to advertising for new residents. One resident moved back to Australia and another to a care home in Suffolk whilst one resident was accepted after a trial period and another has come from an Abbeyfield house in Stafford to be nearer her relatives.

Having received a grant to refurbish the windows on the street aspect of the house, these windows were repaired and repainted along with the sills, headstones and front door. Secondary glazing was completed throughout the house by installing secondary panels in two of the washrooms.

We welcomed members of the House Committee onto the house board during the year as part of the restructuring of the society. We also welcomed a new committee member from Evesham who has expertise in local government.

An annual Health and Safety check has been carried out and in compliance with the recommendation of the Fire Equipment supplier we are currently organising refurbishment of the safety lighting and replacement of 10 year old smoke and heat detectors as funds will allow. Routine maintenance has been carried out in-house.

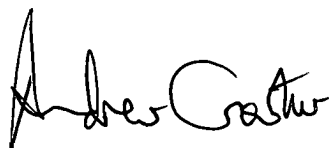
**PLANS FOR FUTURE PERIODS**

The house committee has agreed to proceed with a merger between five Abbeyfield houses in Gloucestershire which will limit what we can do financially while this proceeds. There are plans to refurbish the windows at the back of the house and to work through the recommendations of the survey report of 2012, but this will depend on the availability of funds. We are addressing the requirements of the Working Time Directive legislation.

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed on behalf of the trustees



A CROWTHER  
Chairman

28th March 2014

**ABBAYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
ABBAYFIELD COTSWOLD LIMITED**

**YEAR ENDED 30TH SEPTEMBER 2013**

I report on the accounts of the company for the year ended 30th September 2013 which are set out on pages 6 to 14.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

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

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

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

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**· ABBEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
ABBNEYFIELD COTSWOLD LIMITED *(continued)***

**YEAR ENDED 30TH SEPTEMBER 2013**

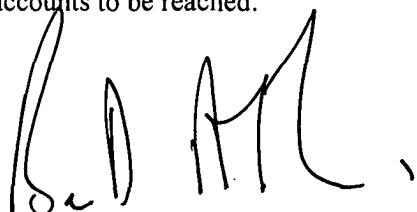
**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

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



Bernard Atkins FCA CTA  
Bernard Atkins Limited  
Chartered Accountants and Chartered Tax Advisers  
Independent examiner

Eight Bells House  
14 Church Street  
Tetbury  
Gloucestershire  
GL8 8JG

28th March 2014

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 30TH SEPTEMBER 2013**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	3	1,097	9,177	10,274	1,757
Incoming resources from charitable activities	4	78,407	–	78,407	71,931
<b>TOTAL INCOMING RESOURCES</b>		<u>79,504</u>	<u>9,177</u>	<u>88,681</u>	<u>73,688</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5/7	(75,121)	(5,759)	(80,880)	(65,071)
Governance costs	8	(2,918)	(2,385)	(5,303)	(6,525)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(78,039)</u>	<u>(8,144)</u>	<u>(86,183)</u>	<u>(71,596)</u>
<b>NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR</b>					
	9	1,465	1,033	2,498	2,092
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		(283)	27,110	26,827	29,734
Prior year adjustment	10	–	–	–	(5,000)
Total funds brought forward restated		<u>(283)</u>	<u>27,110</u>	<u>26,827</u>	<u>24,734</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>1,182</u>	<u>28,143</u>	<u>29,325</u>	<u>26,826</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**30TH SEPTEMBER 2013**

	Note	2013 £	£	2012 £
<b>FIXED ASSETS</b>				
Tangible assets	12		72,457	74,890
<b>CURRENT ASSETS</b>				
Debtors	13	962		483
Cash at bank and in hand		6,071		3,362
		<u>7,033</u>		<u>3,845</u>
<b>CREDITORS: Amounts falling due within one year</b>	14	<u>(22,522)</u>		<u>(20,714)</u>
<b>NET CURRENT LIABILITIES</b>			<b>(15,489)</b>	<b>(16,869)</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>56,968</b></u>	<u><b>58,021</b></u>
<b>CREDITORS: Amounts falling due after more than one year</b>	15		<u><b>(3,958)</b></u>	<u><b>(6,833)</b></u>
			<b>53,010</b>	<b>51,188</b>
<b>PROVISIONS FOR LIABILITIES</b>				
Government Grants	16		<u><b>(23,685)</b></u>	<u><b>(24,362)</b></u>
<b>NET ASSETS</b>			<u><b>29,325</b></u>	<u><b>26,826</b></u>
<b>FUNDS</b>				
Restricted income funds	17		<b>28,143</b>	27,110
Unrestricted income funds	19		<b>1,182</b>	(284)
<b>TOTAL FUNDS</b>			<u><b>29,325</b></u>	<u><b>26,826</b></u>

The Balance sheet continues on the following page.  
The notes on pages 9 to 14 form part of these financial statements.



**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET** *(continued)*

**30TH SEPTEMBER 2013**

For the year ended 30th September 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

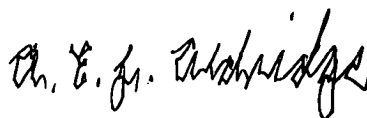
- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the members of the committee on the 28th March 2014 and are signed on their behalf by:



A CROWTHER



A E ALDRIDGE

Company Registration Number: 00920406

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30TH SEPTEMBER 2013**

**1. STATUS OF SOCIETY**

The society is registered under the:

Companies Act (registered number 00920406) and is a registered charity (number 275458).

The society is wholly engaged in hostel activities as defined in the Housing Act 1974.

**2. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

**Cash flow statement**

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

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight line
Property improvements	- 2% straight line
Fixtures & Fittings	- 10% reducing balance

**Corporation tax and VAT**

The society is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

The society was not VAT registered at any time during the year ended 30 September 2013.

**ABBAYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30TH SEPTEMBER 2013**

**3. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>Donations</b>				
Donations	1,097	–	1,097	1,080
<b>Grants receivable</b>				
Grants released during year	–	9,177	9,177	677
	<u>1,097</u>	<u>9,177</u>	<u>10,274</u>	<u>1,757</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Rental income	94,536	94,536	87,667
Less: losses from voids	(16,129)	(16,129)	(15,736)
	<u>78,407</u>	<u>78,407</u>	<u>71,931</u>

**5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Social housing provision	<u>75,121</u>	<u>5,759</u>	<u>80,880</u>	<u>65,071</u>

**6. DIRECTORS' REMUNERATION**

No remuneration was payable in either the current or preceding year.

There were no pension arrangements in place in either year.

No compensation was payable in respect of either year.

No consideration was payable in either year in respect of services provided by third parties for making available personnel.

**7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly £	Total Funds 2013 £	Total Funds 2012 £
Social housing provision	<u>80,880</u>	<u>80,880</u>	<u>65,071</u>

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30TH SEPTEMBER 2013**

**8. GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Accountancy fees	1,500	–	1,500	1,152
Legal fees	375	–	375	1,772
Interest payable	54	–	54	115
Bank charges	62	–	62	73
Depreciation	927	2,385	3,312	3,413
	<u>2,918</u>	<u>2,385</u>	<u>5,303</u>	<u>6,525</u>

**9. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	2013 £	2012 £
Depreciation	<u>3,312</u>	<u>3,413</u>

**10. PRIOR YEAR ADJUSTMENT**

This related to loans made from other Abbeyfield Societies which were included in donations in the year ended 30 September 2010.

**11. STAFF COSTS AND EMOLUMENTS PARTICULARS OF EMPLOYEES**

**Total staff costs were as follows:**

	2013 £	2012 £
Wages and salaries	25,067	16,753
Social security costs	1,634	2,339
Subcontract	8,784	7,923
	<u>35,485</u>	<u>27,015</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2013 No	2012 No
General	<u>4</u>	<u>4</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil).

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30TH SEPTEMBER 2013**

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Equipment £	Fixtures & Fittings £	Total £
<b>COST</b>				
At 1st October 2012	64,437	10,314	52,790	127,541
Additions	—	—	879	879
<b>At 30th September 2013</b>	<u>64,437</u>	<u>10,314</u>	<u>53,669</u>	<u>128,420</u>
<b>DEPRECIATION</b>				
At 1st October 2012	14,654	2,472	35,525	52,651
Charge for the year	1,289	206	1,817	3,312
<b>At 30th September 2013</b>	<u>15,943</u>	<u>2,678</u>	<u>37,342</u>	<u>55,963</u>
<b>NET BOOK VALUE</b>				
<b>At 30th September 2013</b>	<u>48,494</u>	<u>7,636</u>	<u>16,327</u>	<u>72,457</u>
At 30th September 2012	<u>49,783</u>	<u>7,842</u>	<u>17,265</u>	<u>74,890</u>

**13. DEBTORS**

	2013 £	2012 £
Prepayments	<u>962</u>	<u>483</u>

**14. CREDITORS: Amounts falling due within one year**

	2013 £	2012 £
Other loans	2,500	2,500
Loan from the Abbeyfield Society	375	1,461
PAYE and social security	1,859	532
Amounts due to other Abbeyfield Societies	8,751	13,250
Accruals	9,037	2,971
	<u>22,522</u>	<u>20,714</u>

**15. CREDITORS: Amounts falling due after more than one year**

	2013 £	2012 £
Loan from the Abbeyfield Society	—	375
Other loans	3,958	6,458
	<u>3,958</u>	<u>6,833</u>

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30TH SEPTEMBER 2013**

**16. GOVERNMENT GRANTS**

	2013	2012
	£	£
At 1st October 2012	24,362	25,039
Released during year	(677)	(677)
	<u>23,685</u>	<u>24,362</u>

**17. RESTRICTED INCOME FUNDS**

	Balance at 1 Oct 2012	Incoming resources	Outgoing resources	Balance at 30 Sep 2013
	£	£	£	£
Property improvement fund	<u>27,110</u>	<u>9,177</u>	<u>(8,144)</u>	<u>28,143</u>

**18. 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.

**19. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Oct 2012	Incoming resources	Outgoing resources	Balance at 30 Sep 2013
	£	£	£	£
General Funds	<u>(283)</u>	<u>79,503</u>	<u>(78,038)</u>	<u>1,182</u>

**20. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets	Net current liabilities	Long term liabilities	Total
	£	£	£	£
<b>Restricted Income Funds:</b>				
Property improvement fund	58,334	(375)	(27,643)	30,316
<b>Unrestricted Income Funds</b>	<u>14,123</u>	<u>(15,114)</u>	<u>-</u>	<u>(991)</u>
<b>Total Funds</b>	<u>72,457</u>	<u>(15,489)</u>	<u>(27,643)</u>	<u>29,325</u>

**21. RELATED PARTY TRANSACTIONS**

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 30TH SEPTEMBER 2013**

**22. COMPANY LIMITED BY GUARANTEE**

The society is a company limited by guarantee and has no share capital. Each member has undertaken to contribute an amount not exceeding £1 in the event of the company being wound up while he or she is a member or within one year of ceasing to be a member.

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**YEAR ENDED 30TH SEPTEMBER 2013**

**The following page does not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 4 to 5.**



**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 30TH SEPTEMBER 2013**

	2013 £	2012 £
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Donations	1,097	1,080
Grants receivable	9,177	677
	<u>10,274</u>	<u>1,757</u>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Rental income	94,536	87,667
Less: losses from voids	(16,129)	(15,736)
	<u>78,407</u>	<u>71,931</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>88,681</u>	<u>73,688</u>
<b>RESOURCES EXPENDED</b>		
<b>CHARITABLE ACTIVITIES</b>		
Cost of sales - Purchases	10,758	9,432
Staff costs - Wages & Salaries	25,067	16,753
Staff costs - Employer's NIC	1,634	2,339
Staff costs - Subcontract	8,784	7,923
Establishment - Rates & Water	10,239	10,671
Establishment - Light & heat	7,342	6,550
Establishment - Repairs & maintenance	7,490	2,400
Establishment - Insurance	1,157	1,124
Motor and travel costs - Other	752	3,555
Legal & professional - Other	2,311	1,014
Office expenses - Telephone	1,593	1,463
Office expenses - Other	330	334
Laundry and cleaning	473	301
Advertising	1,543	406
Staff training	771	32
Printing postage and stationery	338	392
Computer expenses	298	382
	<u>80,880</u>	<u>65,071</u>
<b>GOVERNANCE COSTS</b>		
Accountancy fees	1,499	1,152
Legal fees	375	1,772
Interest payable	54	115
Bank charges	62	73
Depreciation	3,312	3,413
	<u>5,302</u>	<u>6,525</u>

**ABBNEYFIELD COTSWOLD LIMITED  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 30TH SEPTEMBER 2013**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b><u>86,182</u></b>	<b><u>71,596</u></b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>	<b><u>2,499</u></b>	<b><u>2,092</u></b>