

Charity Registration No. 1114653

Company Registration No 05639165



**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

REPORT AND FINANCIAL STATEMENTS

For the year ended 30 September 2020

Wenn Townsend

Chartered Accountants

Oxford

**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

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**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

Charity information

Board of Trustees	<p>The members of the Board of Trustees up to the date of signing the financial statements was as follows:</p> <p>Dr JJ Guy OBE (appointed 4 October 2019, Chair from 27 March 2020) Mr D David - Honorary Treasurer (appointed 28 May 2021) Mrs C I Balme Dr C A Chivers Mr K Minns Mrs W Robinson Mr A O'Hickey Dr S L Hope</p>
Secretary	Ms Fiona Shickle (appointed 31 July 2020)
Solicitors	<p>Freeths Solicitors LLP 5000 Oxford Business Park South Oxford OX4 2BH</p>
Auditors	<p>Wenn Townsend 30 St Giles Oxford OX1 3LE</p>
Bankers	<p>Handelsbanken Seacourt Tower West Way Oxford OX2 0JJ</p>
Investment advisors	<p>CCLA Investment Management Limited 80 Cheapside London EC2V 6DZ</p>
Registered Charity number	1114653
Company Number	5639165
Registered office	<p>115A Banbury Road Oxford OX2 6LA</p>
Manager	Mrs D Hayes

FAIRFIELD RESIDENTIAL HOME A COMPANY LIMITED BY GUARANTEE

Trustees' Annual Report

For the year ended 30 September 2020

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. are directors.

Structure, governance and management

Governing Document

Fairfield Residential Home is a company limited by guarantee governed by its Memorandum and Articles of Association dated 29 November 2005. It is registered as a charity with the Charity Commission.

Appointment of trustees

As set out in the Articles of Association the chair of the trustees is appointed by the board of trustees. The trustees have appointed Mr J Guy as Chair. In accordance with the Articles of Association Dr SL Hope and Mr A O'Hickey retire at the annual general meeting and are eligible for re-election.

Trustee induction and training

New trustees are given documentation containing information on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the recent financial performance and the future financial plans of the charity. Trustees are encouraged to attend appropriate training events that will facilitate the undertaking of their role, and from time to time attend seminars on their role as trustees.

Key management personnel

The Trustees' have identified the Manager of Fairfield Residential Home, Mrs Deborah Hayes, the Bursar, Ms Fiona Shickle and the Director of Care, Mrs Michelle Williams as key members of the management team. Their salaries are fixed by reference to the salaries of comparable posts in care homes in Oxfordshire and the market rate for similar roles.

Organisation

The trustees delegate the management of the Charity to an Operations Group led by the key personnel. The trustees hold meetings on six occasions each year. At the meetings of the Trustees the Operations Group reports on activity since the previous meeting and matters requiring Trustee approval. The Trustees consider the broad strategy of the Charity including allocation of resources, investment in leasehold improvements to the Home, reserves and risk management, management of staff, charges to residents, compliance with all legal and charitable obligations as well as the requirements of the local authority and social care services.

Risk management

A risk register has been compiled that categorises every identified perceived risk by reference to "Risk Impact" and "Risk Likelihood", and sets out proposed mitigating actions.

The risk register is reviewed regularly, at agreed intervals, by the Operations Group, and the implementation of procedures designed to minimise any potential impact on the charity is reviewed on those occasions, alongside potential new risks which may have been identified.

The trustees are satisfied that the implementation of the risk register is the best way of remaining alert to the potential risks facing Fairfield Residential Home.

FAIRFIELD RESIDENTIAL HOME A COMPANY LIMITED BY GUARANTEE

Trustees' Annual Report (continued)

For the year ended 30 September 2020

COVID - 19

In the period March 2020 to the present time, COVID-19 has had a significant impact on Fairfield in common with the whole of the Care sector. In March 2020, Fairfield introduced a lockdown to visitors, regular recording of temperatures of residents and staff, and a ban on any but essential trades' visits; staff showing symptoms were required to self-isolate at home for a period of at least 7 days before returning to work if asymptomatic. In early April 2020, three residents tested positive for Covid-19, all of whom recovered; as a consequence of the tests, residents were isolated in their rooms, barrier caring for those showing symptoms was introduced using full PPE (Personal Protective Equipment) and a decision was taken to postpone any new admissions to the Home during the height of the pandemic.

The availability of testing was a major concern to trustees and to managers. Fairfield played a significant role in bringing the matter to national attention through correspondence in the Times, and interviews on influential national radio and television programmes. To date there have been no further cases amongst the residents since April 2020 and vaccination of residents and staff, beginning January 2021, along with a more comprehensive testing regime have eased the situation significantly.

It has been extremely challenging to balance the risk to safety of both residents and staff from catching Covid-19 with the impact on their physical and mental health resulting from limiting contact with people from outside of the home and periods of isolation and barrier care where this has been necessary. The Trustees recognise the dedication and commitment of the staff who have gone to extraordinary lengths to protect and care for the residents, led by the key personnel and the Operations Group to achieve the best possible outcomes. In March 2021, Fairfield was inspected by the Care Quality Commission for infection control and protection and received an exemplary report listing 11 areas of good practice from the Care Quality Commission; there were no areas of concern identified by the inspector (CQC report, 17 March 2021).

The most significant financial impact of Covid-19 on the home has been a reduction in the number of residents as a result of periods of lockdown. Fairfield was closed to new residents for a number of months. Also, outside of periods of lockdown, the need to isolate for 14 days on arrival made short respite stays more difficult and may have made the decision to move from their own home harder for potential long term residents. We have aimed to make time spent in isolation as enjoyable as possible by offering one to one time with members of the activities team along with individually tailored activity packs. We have also developed virtual tours of Fairfield to give potential residents an opportunity to see what it is like and allow the team to get to know them before they arrive. There is now a significant increase in enquiries and in respite bookings with some short term residents now planning to stay on a permanent basis.

Alongside the reduction in income resulting from fewer residents, there have been additional costs resulting from Covid-19. These have included furlough payments for vulnerable staff, the cost of covering for staff in isolation, 7-day management cover, additional staff time for Covid-19 testing, managing safe visiting and additional cleaning and the cost of additional cleaning materials and PPE.

These costs have been funded to a large extent by grants from Oxfordshire County Council and HMRC totalling £60,541 for the year. Fairfield has carried out a review of projected income and expenditure for the following financial year that indicates a satisfactory level of cash and reserves. Sustainability and the going-concern status are regarded, therefore, as unaffected by COVID-19 at present.

FAIRFIELD RESIDENTIAL HOME A COMPANY LIMITED BY GUARANTEE

Trustees' Annual Report (continued)

For the year ended 30 September 2020

Objectives and activities

Object of the Charity

The objects of the Charity as defined in the Articles of Association (revised 13th August 2013) are the relief of elderly persons who have ceased to be, or are not fully, employed in particular through the provision of accommodation, food, care and other facilities.

During the period of this report the Home had 42 registered bedrooms (including 2 assisted living places in a bungalow in the grounds), gardens, lounge, activity areas and a fully equipped dining area. Most residents are long stay. The number of residents during the year averaged 30 (2019 29) reaching a peak of 35 in March and reducing to 25 at the lowest point in August 2020.

Review of the Charity's activities for the public benefit

The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the Charity should undertake.

In order that members of the public can benefit from the activities of the Home the Trustees keep the monthly charges for residence as low as is consistent with the continuance of activities and provision of outstanding care. All applications from elderly persons who meet the Home's admission criteria for health are considered and equal merit is given to all such applicants. Applicants who are unable to meet the Home's residential charges are able to make application to the local authority to meet all or part of them. Fairfield has developed a number of initiatives whereby non-residents and their carers can use some of the facilities of the home at no charge in order to provide relief for the non-resident and carer, including coffee mornings via Zoom during the pandemic. Fairfield leads a group of professionals developing an innovative Elderly Persons Information Community (EPIC) for the benefit of residents in Summertown and wider north Oxford.

The activities of the Home are published in the *Care in Oxfordshire*, *Oxfordshire Care Directory* and *Healthcare Media* publications.

Financial review, investment policy and reserves

The Charity made a surplus of £8,144 for the year (2019 surplus £20,277). At the end of the financial year free reserves amounted to £513,791 excluding the building reserve, which is not represented by liquid assets (2019 £454,738). The Trustees consider that the charity should aim for a level of free reserves equivalent to six months of expenditure excluding depreciation, which would amount to approximately £840,000. Management accounts for the early part of the year indicated a healthy surplus, so although achieving the target level of reserves has been hampered by the pandemic, it is considered achievable in the medium term. In the meantime the Trustees continue to keep the position under close scrutiny.

Investment Policy

The Charity's money is held in deposit accounts with COIF and Handelsbanken. The Board of Trustees consider this to give an adequate return consistent with the need to keep funds available to meet future costs and contingencies and due to the uncertain nature and inherent risk of the stock market.

FAIRFIELD RESIDENTIAL HOME A COMPANY LIMITED BY GUARANTEE

Trustees' Annual Report (continued)

For the year ended 30 September 2020

Future plans

The Trustees are currently leading a consultation with Fairfield's stakeholders in preparation for a strategic review, Fairfield into the Future, which aims to gain a deeper understanding of the needs of both current and future residents and of older people in Oxford and the surrounding area in order to develop a strategic plan that meets those needs as effectively as possible. At this early stage, one of the key elements that has emerged is physical health and how this contributes to a greater overall sense of wellbeing. We are investigating ways to offer forms of exercise that also provide interest and mental stimulation and have been selected to participate in a national pilot to enable exercise in virtual reality.

Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Fairfield Residential Home for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity at the end of the financial period and of its income or expenditure for the financial period. In doing so the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and the Statements of Recommended Practice have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the Charity will continue in operation.

The trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the accounts comply with the Companies Act 2006. The trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

By order of the Board of Trustees



F A Shickle

**Company Secretary
18 June 2021**

FAIRFIELD RESIDENTIAL HOME

Independent Auditors' Report to the members of Fairfield Residential Home

Opinion

We have audited the financial statements of Fairfield Residential Home (the 'charitable company') for the year ended 30th September 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30th September 2020 and of its incoming resources and application of resources, including 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

FAIRFIELD RESIDENTIAL HOME

Independent Auditors' Report to the members of Fairfield Residential Home (continued)

Other information

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors'

We have nothing to report in respect of the following matters in relation to which 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

FAIRFIELD RESIDENTIAL HOME

Independent Auditors' Report to the members of Fairfield Residential Home (continued)

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company'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 charitable company'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 than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Graham Cole BA, FCA
Senior Statutory Auditor
For and on behalf of Wenn Townsend, Statutory Auditor

18 June 2021

FAIRFIELD RESIDENTIAL HOME **A COMPANY LIMITED BY GUARANTEE**

Statement of Financial Activities **Including income and expenditure account**

For the year ended 30 September 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Income							
<i>Income from charitable activities</i>							
Residents' and visitors' fees		1,725,919	0	1,725,919	1,388,196	0	1,388,196
<i>Income from generated funds</i>							
Investment income		3,787	0	3,787	16,378	0	16,378
Donations		946	3,391	4,337	31,244	215	31,459
Grants		6,818	60,541	67,359	0	0	0
Total income		<u>1,737,470</u>	<u>63,932</u>	<u>1,801,402</u>	<u>1,435,818</u>	<u>215</u>	<u>1,436,033</u>
Expenditure							
Cost of raising funds	1	20,530	0	20,530	21,808	0	21,808
<i>Charitable expenditure</i>							
Costs of operating Home	2	1,682,206	64,213	1,746,419	1,384,570	1,884	1,386,454
Other	3	26,590	0	26,590	7,494	0	7,494
Total expenditure		<u>1,729,326</u>	<u>64,213</u>	<u>1,793,539</u>	<u>1,413,872</u>	<u>1,884</u>	<u>1,415,756</u>
Net income / (expenditure)		<u>8,144</u>	<u>-281</u>	<u>7,863</u>	<u>21,946</u>	<u>-1,669</u>	<u>20,277</u>
Transfers between funds:							
Unrestricted general funds – transfer to Buildings Maintenance Fund		-85,891	0	-85,891	-136,800	0	-136,800
Unrestricted designated funds – transfer to Building Reserve		-50,909	0	-50,909	0	0	0
Unrestricted designated funds – transfer to Buildings Maintenance Fund		136,800	0	136,800	136,800	0	136,800
Total funds brought forward		<u>7,654,738</u>	<u>1,367</u>	<u>7,656,105</u>	<u>7,632,792</u>	<u>3,036</u>	<u>7,635,828</u>
Total funds carried forward		<u>7,662,882</u>	<u>1,086</u>	<u>7,663,968</u>	<u>7,654,738</u>	<u>1,367</u>	<u>7,656,105</u>

**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

Balance Sheet

30 September 2020

	Note	£	2020 £	£	2019 £
Fixed assets					
Leasehold property, furniture and fittings	5		7,195,293		7,061,822
Fixed asset investments	6		1		1
			<u>7,195,294</u>		<u>7,061,823</u>
Current assets					
Cash at bank and in hand		602,193		653,025	
Debtors	7	<u>88,298</u>		<u>121,690</u>	
		690,491		774,715	
Deduct: Current Liabilities					
Creditors - amounts falling due within one year	8	<u>-221,817</u>		<u>-180,433</u>	
Net current assets			<u>468,674</u>		<u>594,282</u>
Total assets less current liabilities			<u>7,663,968</u>		<u>7,656,105</u>
Net assets			<u><u>7,663,968</u></u>		<u><u>7,656,105</u></u>
Represented by:					
Unrestricted general funds			240,191		317,938
Unrestricted designated funds					
- Building Reserve	10		7,149,091		7,200,000
- Buildings Maintenance Fund	10		273,600		136,800
Restricted funds	9		1,086		1,367
			<u><u>7,663,968</u></u>		<u><u>7,656,105</u></u>

The accounts have been prepared in accordance with the special provisions part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

These financial statements were approved by the Board of Trustees on 18 June 2021 and signed on its behalf by:



Dr J J Guy OBE
Chairman

Company registration number 05639165 (England and Wales)

**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

Cash Flow Statement

30 September 2020

Reconciliation of operating result to net cash outflow from operating activities

	2020	2019
	£	£
Operating surplus / (deficit) (see below)	4,076	3,899
Depreciation	23,061	14,335
Decrease/(increase) in debtors	33,392	11,001
Increase in creditors	41,384	111,873

Net cash inflow / (outflow) from operating activities	101,913	141,108
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Cash flow statement

Net inflow / (outflow) from operating activities	101,913	141,108
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Returns on investments and servicing of finance

Investment income	3,787	16,378
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Capital expenditure refunded / (expended)	-156,532	70,388
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Increase / decrease in cash	-50,832	227,874
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Reconciliation of net cash flow to movement in net debt

Net funds at 1 October 2019	653,025	425,151
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Increase / decrease in cash	-50,832	227,874
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Net funds at 30 September 2020	602,193	653,025
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Reconciliation of net movement in funds to operating surplus

Net movement in funds per SOFA	7,863	20,277
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Less: Investment Income	-3,787	-16,378
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Operating surplus / (deficit)	4,076	3,899
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FAIRFIELD RESIDENTIAL HOME A COMPANY LIMITED BY GUARANTEE

Accounting policies

For the year ended 30 September 2020

The following accounting policies have been used consistently in dealing with items which are considered material to the Home's financial statements.

Basis of preparation

The accounts are prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

Going Concern

The Trustees have considered the impact of COVID and are confident that the charity can operate for at least 12 months from the date of signature of the accounts. The accounts are therefore prepared on a going concern basis.

Income

Income is included in the accounts when entitlement is reasonably certain, receipt is probable and the amount can be measured reliably.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under appropriate headings. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

Fixed assets and depreciation

In accordance with charity rules, all items of a capital nature have been classified as additions to fixed assets. The buildings are subject to regular refurbishment and maintenance, and, in light of the foregoing, no depreciation is provided because any charge is considered by the trustees to be immaterial. Depreciation of the other fixed assets is provided as follows:

Fixtures and fittings	25% straight line
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FAIRFIELD RESIDENTIAL HOME A COMPANY LIMITED BY GUARANTEE

Accounting policies (continued)

For the year ended 30 September 2020

Charity funds

- The Charity's unrestricted funds may be spent for the furtherance of the Charity's objects at the discretion of the trustees.
- The Charity's restricted funds may be used in accordance with specific restrictions imposed by donors.

Pensions

The Home contributes to personal defined contribution pension schemes on behalf of certain of its employees. The employer's contributions are charged against the income and expenditure account in the year in which they are made.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Government grants

The charity received government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accruals model and as such are recorded in the SOFA in the period in which the charity is entitled to such grants as a result of having furloughed staff members.

FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE

Notes to the accounts

For the year ended 30 September 2020

1. Cost of raising funds			2020	2019
			£	£
Advertising and marketing			<u>20,530</u>	<u>21,808</u>
2. Costs of operating Home				
	Unrestricted	Restricted	2020	2019
	£	£	£	£
Catering	221,452	0	221,452	171,618
Rent, water and Council Tax	5,125	0	5,125	5,782
Light and heat	16,761	0	16,761	37,933
Insurance	7,161	0	7,161	5,760
Repairs and maintenance	36,512	0	36,512	32,104
Repairs to buildings	19,902	500	20,402	2,891
Laundry and household	53,075	3,480	56,555	40,066
Amenities	45,386	100	45,486	22,605
Wages and national insurance	1,004,171	55,222	1,059,393	831,350
Pension	21,366	947	22,313	20,396
Staff costs and temporary staff	139,220	3,672	142,892	78,379
Postage and stationery	10,217	0	10,217	11,396
Telephone	6,565	0	6,565	7,000
Software licences and publications	13,741	292	14,033	12,770
Registration fees	5,779	0	5,779	5,921
Professional services	21,625	0	21,625	32,019
Depreciation and loss on sale	23,061	0	23,061	14,335
	<u>1,651,119</u>	<u>64,213</u>	<u>1,715,332</u>	<u>1,332,325</u>
Governance Costs (all unrestricted)				
Audit fees	6,810	0	6,810	3,894
Other professional fees	23,477	0	23,477	49,527
Bank charges	800	0	800	708
	<u>31,087</u>	<u>0</u>	<u>31,087</u>	<u>54,129</u>
	<u>1,682,206</u>	<u>64,213</u>	<u>1,746,419</u>	<u>1,386,454</u>
3. Other charitable expenditure				
Public benefit subventions			<u>26,590</u>	<u>7,494</u>
4. Wages and salaries				
Average number of employees (full time equivalent):				
Care and domestic			31	28
Maintenance			1	1
Administration			6	5
			<u>38</u>	<u>34</u>

**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

Notes to the accounts (continued)

For the year ended 30 September 2020

4. Wages and salaries (cont.)	2020	2019
Staff costs were as follows:		
Wages and salaries	£	£
Social security costs	985,010	774,035
Pension costs	74,383	57,315
	<u>22,313</u>	<u>20,396</u>
	<u>1,081,706</u>	<u>851,746</u>

No employee was paid more than £60,000 in the current or preceding year.

5. Fixed assets

	Leasehold property £	Fixtures and fittings £	Total £
Cost			
At 1 October 2019	7,027,469	67,048	7,094,517
Additions	121,622	35,385	157,007
Disposals	0	-1,433	-1,433
At 30 September 2020	<u>7,149,091</u>	<u>101,000</u>	<u>7,250,091</u>
Depreciation			
At 1 October 2019	0	32,695	32,695
Charge for the year	0	23,177	23,177
Depreciation on Disposals	0	-1,074	-1,074
At 30 September 2020	<u>0</u>	<u>54,798</u>	<u>54,798</u>
Net book value			
At 30 September 2020	<u>7,149,091</u>	<u>46,202</u>	<u>7,195,293</u>
At 30 September 2019	<u>7,027,469</u>	<u>34,353</u>	<u>7,061,822</u>

The leasehold property has a term of 199 years which commenced on 4 February 2016.

6. Fixed asset investments

	2020	2019
Investment in subsidiary	£	£
Cost		
At 1 October 2019 and 30 September 2020	<u>1</u>	<u>1</u>
Net book value		
At 30 September 2019 and 30 September 2020	<u>1</u>	<u>1</u>

Investment in subsidiary consists of a 100% holding in the ordinary share capital of New Fairfield Development Company Limited (registration number 10479059). At 30 November 2020, the aggregate capital and reserves of the company amounted to £1 and the loss for the year amounted to £2,127 for current year (2019: profit £593).

**FAIRFIELD RESIDENTIAL HOME
A COMPANY LIMITED BY GUARANTEE**

Notes to the accounts (continued)

For the year ended 30 September 2020

7. Debtors

	2020	2019
	£	£
Fees and other payments recoverable	69,832	92,851
Prepayments	18,466	28,839
	<u>88,298</u>	<u>121,690</u>

8. Creditors – amounts falling due within one year

	2020	2019
	£	£
Trade creditors	62,877	42,964
PAYE and national insurance	16,953	14,893
Other creditors and accruals	58,058	46,909
Residents' deposits	83,929	75,667
	<u>221,817</u>	<u>180,433</u>

9. Restricted funds

	Balance at 01/10/2019	Income YE 30/09/2020	Expenditure 30/09/2020	Balance at 30/09/2020
	£	£	£	£
Staff Fund	1,367	2,791	3,072	1,086
Residents' Activities	0	100	100	0
Garden Pots	0	500	500	0
HMRC Job Retention Scheme	0	18,442	18,442	0
HMRC SSP Funding	0	3,496	3,496	0
OCC Infection Control Grant	0	38,603	38,603	0
	<u>1,367</u>	<u>63,932</u>	<u>64,213</u>	<u>1,086</u>

The staff fund represents restricted funds that have been donated to provide benefits paid to staff within HM Revenue and Customs limits.

10. Unrestricted designated funds

The Building Reserve represents the cost of construction of the home (see note 5 above).

The buildings maintenance fund is a fund established to provide for the future replacement of major plant and component parts as they reach the end of their economic lives. The contribution rate to the fund has been calculated by Chartered Quantity Surveyors and is based on the cost of the individual elements at 2018 prices adjusted for price inflation.

11. Taxation status

The Home is exempt from taxation on its charitable activities as a registered charity.

FAIRFIELD RESIDENTIAL HOME **A COMPANY LIMITED BY GUARANTEE**

Notes to the accounts (continued)

For the year ended 30 September 2020

12. Trustees' remuneration

The trustees received no remuneration or reimbursement of expenses in the current or preceding year under review.

13. Related Parties

A construction and project management contract was signed on 6 December 2016 between the Charity and New Fairfield Development Company Limited. New Fairfield Development Company Limited is a wholly owned subsidiary of the Charity and was formed on 15 November 2016. During the course of the financial year to 30 September 2020 the charity received £593 from New Fairfield Development Company Limited as a charitable donation. Fairfield Residential Home has guaranteed the New Fairfield Development Company's liabilities. The guarantee is unlimited, but at 30th November 2020 the company had net assets.

14. Legal status

Fairfield Residential Home is a charitable company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.

15. Analysis of net assets between funds

	General funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fixed assets	46,203	7,149,091	0	7,195,294
Cash and current investments	327,507	273,600	1,086	602,193
Other current assets / liabilities	-133,519	0	0	-133,519
Total	240,191	7,422,691	1,086	7,663,968
	General funds 2019 £	Designated funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fixed assets	34,354	7,027,469	0	7,061,823
Cash and current investments	342,327	309,331	1,367	653,025
Other current assets / liabilities	-58,743	0	0	-58,743
Total	317,938	7,336,800	1,367	7,656,105

16. Post balance sheet events

There have been no significant post balance sheet events