

**HONEYWOOD HOUSE NURSING HOME
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2024**

HONEYWOOD HOUSE NURSING HOME

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

S M White
V A White
P R Johnson (Retired Policeman)
I G Blackwell
D White

Charity number 221746

Principal address

Honeywood House
Horsham Road
Rowhook
Horsham
West Sussex
England
RH12 3QD

Auditor

Anova
The Barn, Meadow Court
Faygate Lane
Faygate
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West Sussex
RH12 4SJ

Bankers

National Westminster Bank Plc
77 High Street
Goldaming
Surrey
GU7 1AR

Solicitors

DMH Stallard LLP
1st Floor Wonersh House
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Old Portsmouth Road
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HONEYWOOD HOUSE NURSING HOME

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HONEYWOOD HOUSE NURSING HOME

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JANUARY 2024

The trustees present their annual report and financial statements for the year ended 31 January 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Trust Deed, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The objectives of the charity, which have been applied during the year, are set out in the Trust Deed. Such objectives require the trustees to apply the property, Honeywood House, as a nursing home for the members of the public requiring long or short term care.

It is the overall philosophy of Honeywood House that each resident should be viewed as an individual with basic rights of privacy, dignity and respect. The aims of the nursing care are - to endeavour to provide a homely, caring, safe and tranquil environment - to implement and maintain a planned approach to nursing care where emphasis is placed on the promotion of independence wherever possible, but able to identify self-care deficits when they arise. It is the Home's responsibility to prepare and encourage genuine teamwork within this multi-disciplinary setting. Finally, the importance of maintaining a quality of living and all that can be done to help until life's end is recognised. The trustees are required to levy a charge for the provision of such services of an amount, which they in their absolute discretion consider fair and reasonable.

The accommodation is full board and welfare facilities such as a library, general shopping, hairdressing, chiropody, physiotherapy, visiting optician and dentist and personal laundry are provided. A communion service is held monthly. Musical entertainment, Pantomines, Magicians & animal Therapy is provided on a regular basis. A fulltime activity Co-Ordinator & her team are also employed to deliver activities & outings In-House daily.

Public benefit

The trustees have paid due regard to public benefit guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Significant activities and achievements against objectives

The charity's philosophy of providing a high standard of nursing care and kind attention according to its objectives was continued throughout the year. This has enabled the Nursing Home to maintain an excellent reputation within the community.

The Home has continued its registered membership with the Care Quality Commission (CQC), the National Care Homes Association (NCHA) and the West Sussex Partners in Care (WSPiC).

The Home continues its association with Citation and Quality Compliance System (QCS) with regard to policies and procedures for Health & Safety & Employment Law.

Staff are continually kept up to date on Health and Safety, Moving and Handling, Protection of Vulnerable Adults, Fire Safety, Wound Care, Infection Control, First Aid & Care of the Dying, Equality & Diversity, Diet & Nutrition, MCA & DOLS, Dementia, Medication and Data Protection & Governance. They receive tuition from professional trainers in-house and on-line training is available from Gateway, Laser and Citation e-courses. We continue to use Crawley College for Health & Social care training and all new Health Care Assistants complete the Care Certificate.

HONEYWOOD HOUSE NURSING HOME

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

The trustees have ensured that Honeywood House continues to be maintained to the highest standard, and in the year to 31 January 2024 and in the forthcoming year, the nursing home continues to be upgraded and maintained inside and outside with various refurbishment having taken place last year. Bedrooms continue to be refurbished as they become vacant ready for new residents. The nursing home hopes to re-instate 2 bedrooms bringing their capacity for residents up to 27 & an increased revenue to assist on going maintenance in the home.

The nursing home has improved its carbon footprint by planting more trees, replacing more windows with PVC double glazed units. Low energy lighting is being used in-house with solar energy lighting used externally. Menu changes have taken place to support our carbon footprint & the introduction of the in-house charity shop enables the nursing home to recycle clothes & other goods. Low heat touch electric heaters have been introduced to reduce oil usage.

Digital programmes have been introduced covering care plans & all records, audits etc to reduce use of paper.

Use of local suppliers supporting the local community & reducing travelling time & fuels.

The nursing home is now using Nourish Digital which is registered under the ICO for License & Data Protection to record all the resident's care, nursing procedures & medical files on. All the nursing home's Quality Assurance & Health & Safety documentation is also recorded on this system.

The nursing home has also invested in E Mar for the nursing staff to record all medication given plus it automatically audits the whole procedure & stock levels of medication.

The Nursing home is compliant with the National Data opt-out Policy also.

Current year achievements include:

- New carpet to the reception area & main staircase
- Hand dryers to the staff room & staff toilet
- New Aluminium double glazed windows to the main staircase in reception
- New PVC double glazed windows to room 3, 3a, & 3b.
- New PVC double glazed windows to the Hairdressing Salon & Downstairs wet room.

There is an on-going refurbishment plan to continue in making the Home a better place with further works planned for the coming year.

Fundraising performance

Various fundraising events continue to help the running of the minibus and outings for our residents.

Financial review

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Where the need arises for large capital expenditure, the trustees consider ways in which it can build up a surplus including seeking grants, and spreading costs over a period of time where possible.

Principal funding sources

The total income receivable from residents amounts to £1,854,067 (2023 - £1,696,501). Resident's occupancy numbers increased in the year.

The total expenditure in the year increased by 16.2% (2023 – 13.1% increase). Trustee, staff and agency cost account for 74.8% (2023 – 75.9%) of total charity expenditure. Food, provisions, medical and patient care consumables also account for 6% (2023 – 5.8%) of total charity expenditure.

The deficit for the year was £45,567 compared to a surplus in 2023 of £71,949.

HONEYWOOD HOUSE NURSING HOME

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JANUARY 2024

At the balance sheet date, general funds held amounted to £250,078 (2023 - £295,645).

Major risks

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Factors likely to affect future financial performance

The trustees are continuing to explore possible options to develop a brownfield site within the grounds of the property in order to provide cash funds in the future.

Structure, governance and management

The charity is governed by its Trust Deed dated 1st December 1959.

The trustees who served during the year and up to the date of signature of the financial statements were:

S M White

V A White

P R Johnson (Retired Policeman)

I G Blackwell

D White

Recruitment and appointment of trustees

Appointment of trustees is governed by the Trust Deed. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee. Suitable candidates would be interviewed and a training course would be made available.

None of the trustees has any beneficial interest in the charity. All of the trustees are members of the charity and guarantee to contribute £1 in the event of a winding up.

The trustees of the charity are legally responsible for the overall management and control of the nursing home. The day to day running of the nursing home is delegated to the full-time registered manager Ivy Blackwell, and the general manager Sandra White, who are supported by fully trained nursing staff on duty 24 hours a day and domestic and maintenance staff. Weekly visits are made by a doctor and physiotherapist.

The trustees' report was approved by the Board of Trustees.

S M White

Trustee

5 November 2024

HONEYWOOD HOUSE NURSING HOME

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JANUARY 2024

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HONEYWOOD HOUSE NURSING HOME

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF HONEYWOOD HOUSE NURSING HOME

Opinion

We have audited the financial statements of Honeywood House Nursing Home (the 'charity') for the year ended 31 January 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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 charity's affairs as at 31 January 2024 and of its incoming resources and application of resources, 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 Charities Act 2011.

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 charity 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

HONEYWOOD HOUSE NURSING HOME

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF HONEYWOOD HOUSE NURSING HOME

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees 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 charity'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 cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We identify and assess risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and charity's performance;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed the charity's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
 - the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

HONEYWOOD HOUSE NURSING HOME

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF HONEYWOOD HOUSE NURSING HOME

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the charity operates in. The key laws and regulations we considered in this context included the Care Quality Commission, Charities Act 2011, Charities SORP and employment legislation.

In addition we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or to avoid a material penalty.

As a result of performing the above, we did not identify any key matters related to the potential risk of fraud or non-compliance with laws and regulations.

Our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing minutes of meetings of those charged with governance, reviewing internal reports and reviewing correspondence with regulators, and;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments, assessing whether the judgements made in making accounting estimates are indicative of a potential bias and evaluating the rationale for any significant transactions that are unusual or outside the normal course of operation.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indication of fraud or non-compliance with laws and regulations throughout the audit.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

HONEYWOOD HOUSE NURSING HOME

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF HONEYWOOD HOUSE NURSING HOME

Matthew Cleghorn FCA BSc (Hons) (Senior Statutory Auditor)
for and on behalf of Anova

6 November 2024

Chartered Accountants
Statutory Auditor

The Barn, Meadow Court
Faygate Lane
Faygate
Horsham
West Sussex
RH12 4SJ

Anova is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

HONEYWOOD HOUSE NURSING HOME

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JANUARY 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
<u>Income and endowments from:</u>									
Donations and legacies	3	5,733	-	-	5,733	2,313	-	-	2,313
Charitable activities	4	1,854,067	-	-	1,854,067	1,696,501	-	-	1,696,501
Other trading activities	5	512	-	-	512	756	-	-	756
Investments	6	4,509	-	-	4,509	929	-	-	929
Other income	7	7,257	-	-	7,257	21,344	-	-	21,344
Total income		1,872,078	-	-	1,872,078	1,721,843	-	-	1,721,843
<u>Expenditure on:</u>									
Raising funds	8	1,246,373	-	-	1,246,373	1,140,238	-	-	1,140,238
Charitable activities	10	671,272	-	-	671,272	509,656	-	-	509,656
Total expenditure		1,917,645	-	-	1,917,645	1,649,894	-	-	1,649,894
Net (expenditure)/income for the year/ Net movement in funds		(45,567)	-	-	(45,567)	71,949	-	-	71,949
Fund balances at 1 February 2023		295,645	1,400,000	1,000,000	2,695,645	223,696	1,400,000	1,000,000	2,623,696
Fund balances at 31 January 2024		250,078	1,400,000	1,000,000	2,650,078	295,645	1,400,000	1,000,000	2,695,645

The statement of financial activities includes all gains and losses recognised in the year.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

HONEYWOOD HOUSE NURSING HOME

BALANCE SHEET

AS AT 31 JANUARY 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	15		2,502,255		2,532,839
Current assets					
Stocks	16	2,573		2,692	
Debtors	17	49,269		56,989	
Cash at bank and in hand		352,402		341,342	
		404,244		401,023	
Creditors: amounts falling due within one year	18	(256,421)		(238,217)	
Net current assets			147,823		162,806
Total assets less current liabilities			2,650,078		2,695,645
The funds of the charity					
Endowment funds			1,000,000		1,000,000
Restricted income funds			1,400,000		1,400,000
Unrestricted funds	21		250,078		295,645
			2,650,078		2,695,645

The financial statements were approved by the trustees on 5 November 2024

S M White
Trustee

HONEYWOOD HOUSE NURSING HOME

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JANUARY 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations	25		24,565		103,889
Investing activities					
Purchase of tangible fixed assets		(18,014)		(47,264)	
Investment income received		4,509		929	
Net cash used in investing activities			(13,505)		(46,335)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			11,060		57,554
Cash and cash equivalents at beginning of year			341,342		283,788
Cash and cash equivalents at end of year			352,402		341,342

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

Charity information

Honeywood House Nursing Home is an unincorporated charity registered in England & Wales. The principal address is Rowhook, Horsham, West Sussex, RH12 3QD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Trust Deed, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Nursing home accommodation fee income from residents are invoiced monthly in advance and give rise to deferred income as at the year end. These are recognised accordingly within these financials.

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

(Continued)

Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Held at valuation
Fixtures and fittings	20% on cost

The charity has adopted a policy to revalue its freehold property at least every five years by a suitably qualified person, independent of Honeywood House Nursing Home with the most recent valuation carried out on 1 November 2021 by Barrett Corp Harrington.

As the asset is held at valuation rather than cost it has not been deemed necessary to depreciate the asset.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies

(Continued)

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Taxation

The charity is exempt from tax on its charitable activities.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

1 Accounting policies (Continued)

1.14 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	5,733	2,313

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charitable activities		
Income from residents	1,854,067	1,696,501

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	512	756

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	4,509	929

7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Government grants	7,257	21,344

8 Raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Trading costs		
Other trading activities (see note 9)	1,246,373	1,140,238
	1,246,373	1,140,238

9 Other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Opening stock	2,692	3,202
Purchases of food, provisions and medical goods	109,138	87,841
Closing stock	(2,574)	(2,692)
Staff costs	1,063,502	989,804
Laundry & cleaning	67,038	52,537
Newspapers, magazines etc.	148	120
Patient care consumables	6,429	9,426
	1,246,373	1,140,238

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

10 Charitable activities

	Nursing home 2024 £	Nursing home 2023 £
Agency staff salaries	205,501	100,055
Rates and water	10,726	10,318
Insurance	16,877	15,305
Light and heat	52,648	52,949
Sundries	1,064	549
Garden maintenance costs	10,900	8,645
Repairs and maintenance costs	59,137	52,551
Fire alarm and security costs	1,965	2,358
Subscriptions	9,343	7,750
	<hr/>	<hr/>
	368,161	250,480
Share of support costs (see note 11)	278,250	245,183
Share of governance costs (see note 11)	24,861	13,993
	<hr/>	<hr/>
	671,272	509,656
	<hr/>	<hr/>

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

11 Support costs

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Trustees' remuneration, social security and pension	165,046	-	165,046	163,160	-	163,160
Depreciation	48,599	-	48,599	27,767	-	27,767
Motor expenses	1,920	-	1,920	2,039	-	2,039
Travelling expenses	11,764	-	11,764	6,285	-	6,285
Office costs	15,492	-	15,492	19,022	-	19,022
Entertainment	11,450	-	11,450	8,217	-	8,217
Bank and credit card charges	521	-	521	763	-	763
Computer, website and software costs	4,454	-	4,454	976	-	976
Staff related expenses	5,317	-	5,317	3,482	-	3,482
Advertising	3,320	-	3,320	4,108	-	4,108
Accountancy fees	10,367	-	10,367	9,364	-	9,364
Audit fees	-	4,620	4,620	-	5,100	5,100
Legal and professional	-	20,241	20,241	-	8,893	8,893
	<u>278,250</u>	<u>24,861</u>	<u>303,111</u>	<u>245,183</u>	<u>13,993</u>	<u>259,176</u>
Analysed between Charitable activities	<u>278,250</u>	<u>24,861</u>	<u>303,111</u>	<u>245,183</u>	<u>13,993</u>	<u>259,176</u>

Governance costs includes payments to the auditors of £4,620 (2023: £5,100) for audit fees and £10,367 (2023: £9,364) for other accountancy services.

12 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	4,620	5,100
Depreciation of owned tangible fixed assets	<u>48,599</u>	<u>27,767</u>

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

13 Trustees

During the year, the following trustees received remuneration, social security and pension contributions as follows:

	2024 £	2023 £
S M White - Remuneration	35,312	33,914
S M White - Social Security	3,621	3,619
S M White - Pension	-	525
I G Blackwell - Remuneration	52,520	50,544
I G Blackwell - Overtime	23,218	24,621
I G Blackwell - Social Security	9,200	9,650
I G Blackwell - Pension	1,317	1,321
D G White - Remuneration	36,127	34,927
D G White - Social Security	3,743	3,765
D G White - Pension	-	274
	<u>165,058</u>	<u>163,160</u>

S White is employed by the charity as a General Manager and I Blackwell is employed as the Registered Manager. Permission to employ trustees to occupy these specific roles has been obtained from The Charity Commission in the past. Before awarding these roles a market salary benchmark review is carried out and other candidates are considered.

None of the trustees (or any persons connected with them) were paid or reimbursed expenses from the charity during the year.

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

14 Employees

Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Support staff (excluding agency staff)	44	40
Trustee and management staff	3	3
	<u>47</u>	<u>43</u>

Employment costs (excluding agency staff costs)

	2024 £	2023 £
Wages and salaries	1,111,314	1,039,687
Social security costs	96,779	92,588
Other pension costs	20,455	20,688
	<u>1,228,548</u>	<u>1,152,963</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2024 Number	2023 Number
£70,000 - £79,999	<u>1</u>	<u>1</u>

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

15 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
Cost or valuation			
At 1 February 2023	2,400,000	532,845	2,932,845
Additions	-	18,014	18,014
Disposals	-	(13,944)	(13,944)
At 31 January 2024	2,400,000	536,915	2,936,915
Depreciation and impairment			
At 1 February 2023	-	400,005	400,005
Depreciation charged in the year	-	48,599	48,599
Eliminated in respect of disposals	-	(13,944)	(13,944)
At 31 January 2024	-	434,660	434,660
Carrying amount			
At 31 January 2024	2,400,000	102,255	2,502,255
At 31 January 2023	2,400,000	132,839	2,532,839

Freehold land and buildings, with a carrying amount of £2,400,000, were valued as at 1 November 2021 by Andy Bates Cert CII of Barrett Corp Harrington, independent valuers not connected with the charity.

16 Stocks

	2024 £	2023 £
Finished goods and goods for resale	2,573	2,692

17 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	39,013	45,270
Prepayments and accrued income	10,256	11,719
	49,269	56,989

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

18 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		38,935	38,437
Deferred income	19	97,753	93,267
Trade creditors		33,472	22,954
Other creditors		19,778	14,614
Accruals		66,483	68,945
		<u>256,421</u>	<u>238,217</u>

19 Deferred income

	2024 £	2023 £
Arising from residents income received in advance	<u>97,753</u>	<u>93,267</u>

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	<u>97,753</u>	<u>93,267</u>
Movements in the year:		
Deferred income at 1 February 2023	93,267	90,696
Resources deferred in the year	<u>4,486</u>	<u>2,571</u>
Deferred income at 31 January 2024	<u>97,753</u>	<u>93,267</u>

20 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>1,317</u>	<u>2,120</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

21 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 February 2023	Incoming resources	Resources expended	At 31 January 2024
	£	£	£	£
General funds	295,645	1,872,078	(1,917,645)	250,078
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 February 2022	Incoming resources	Resources expended	At 31 January 2023
	£	£	£	£
General funds	223,696	1,721,843	(1,649,894)	295,645
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 JANUARY 2024

22 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total Unrestricted funds 2024 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Fund balances at 31 January 2024 are represented by:							
Tangible assets	102,255	1,400,000	1,000,000	2,502,255	132,839	1,400,000	2,532,839
Current assets/(liabilities)	147,823	-	-	147,823	162,806	-	162,806
	<u>250,078</u>	<u>1,400,000</u>	<u>1,000,000</u>	<u>2,650,078</u>	<u>295,645</u>	<u>1,400,000</u>	<u>2,695,645</u>

HONEYWOOD HOUSE NURSING HOME

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2024

23 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	28,068	5,911
Between two and five years	97,143	13,133
	<u>125,211</u>	<u>19,044</u>

24 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

25 Cash generated from operations

	2024 £	2023 £
(Deficit)/surplus for the year	(45,567)	71,950
Adjustments for:		
Investment income recognised in statement of financial activities	(4,509)	(929)
Depreciation and impairment of tangible fixed assets	48,599	27,767
Movements in working capital:		
Decrease in stocks	119	510
Decrease/(increase) in debtors	7,719	(10,958)
Increase in creditors	13,718	12,978
Increase in deferred income	4,486	2,571
Cash generated from operations	<u>24,565</u>	<u>103,889</u>

26 Analysis of changes in net funds

The charity had no material debt during the year.