

PARKHAVEN TRUST
ANNUAL REPORT AND ACCOUNTS
for the year ended
31st March 2009

Charity No: 210163

Company No: 361505

PARKHAVEN TRUST

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PARKHAVEN TRUST

Company Information 31st March 2009

Charity number: 210163

Company number: 361505

Trustees: Mr D Woods (Chair)
Mr N Avery
Mrs S Bradley
Ms R Eley
Ms E Kitt (resigned 15th September 2008)
Mr A Kneebone
Mr E Knowles (resigned 11th July 2008)
Ms K Matthews (appointed 15th September 2008)
Dr R Philpott (resigned 15th September 2008)
Ms M Reid (resigned 31st March 2009)

Secretary: Mrs C Winstanley

Chief Executive: Dr H Rowland

Registered office: Liverpool Road South
Maghull
Merseyside
L31 8BR

Bankers: Lloyds TSB Bank plc
Station House
Mercury Court
Tithebarn Street
Liverpool
L2 2QP

Auditors: Mitchell Charlesworth
Chartered Accountants
5 Temple Square
Temple Street
Liverpool
L2 5RH

Solicitors: DLA Piper UK LLP
India Buildings
Water Street
Liverpool
L2 0NH

PARKHAVEN TRUST

Report of the Trustees For the year ended 31st March 2009

The trustees (who are also the directors of the company for the purposes of the Companies Acts) present their report together with the audited accounts of the charity for the year ended 31st March 2009.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities (SORP 2005)".

Governing document

The charity is a company limited by guarantee, incorporated on 29th May 1940 and is therefore governed by a Memorandum and Articles of Association. This has been revised in discussion with our legal advisors and the Charity Commission and was formally adopted at the meeting of the Trustees on 22nd September 2008.

Objects of the charity

Parkhaven Trust was established over a hundred years ago when it was called the Maghull Homes for the Epileptics. In 1997, it changed its name to Parkhaven Trust. The charity's objects are: To relieve the needs of older people and people with epilepsy, learning, physical and other disabilities by the provision of community homes, residential care, nursing home care and a range of day and domiciliary care. Also, to provide training opportunities for staff, service users and their carers.

Public benefit

The Trust is a provider of care for people in need. People have access to all the services of the Trust. These services offer an excellent environment, standard and flexibility of care and are open to everyone either directly or through Social Services. The fees are set so not to preclude anyone from being able to access these excellent services through inability to pay.

The Trustees have had due regard to the guidance published by the Charity Commission on public benefit and in particular the supplementary guidance on public benefit and fee charging.

Organisation

The charity is administered by a Board of Trustees. The Board of Trustees met 5 times during the twelve month period between April 2008 and March 2009. The purpose of the Board is to enable the activities of the Trust to be monitored, to establish policy for the Trust, to ensure a clear strategic direction for the Trust and to ensure that the organisation is held properly to account. The agendas of the meetings reflect these objectives. In addition two sub-committees meet on a regular basis. These include the Finance and Investment Committee which is responsible for reviewing the financial results and position of the Trust including reviewing and monitoring investment strategy and performance. This Committee met six times during the year. The Remuneration Committee sets the pay and conditions of the Chief Executive and Senior Management Team and has met twice during the year.

The Management Team

Day to day management of the Trust is delegated to the senior managers. The current team is:

- Dr H Rowland Chief Executive
- Mrs M O'Reilly Residential Services Manager
- Ms L Pearson Support Services Manager
- Mr M Worden Human Resources Manager
- Mrs C Winstanley Finance Manager

PARKHAVEN TRUST

Report of the Trustees (continued) For the year ended 31st March 2009

Review of activities

Parkhaven Trust's mission statement is "to be an organisation that includes, supports, respects and empowers residents, service users and staff".

The charity endeavours to treat all those who use the services with dignity and respect. It works to promote independence, choice and individuality. It supports, involves and develops the skills of the staff and endeavours to encourage links with the local community and share resources.

The services that are part of the Parkhaven Trust are considered in two parts to reflect the shift in the provision of care being delivered; residential care and support services

Residential care

- Harrison House registered for 24 older people providing short and long term care
- Kyffin Taylor House registered for 28 older people with dementia providing short and long term care
- James Page Nursing Home registered for 36 older people requiring nursing care
- Bartlett at Henry Cox is registered for 20 younger people with physical disabilities but is now caring for only 17 and taking no new admissions
- 12/14 Deyes Lane registered for 9 people with a learning disability
- 1c Westover Close registered for 4 young people with physical disability.

Support services

- Willow day service providing places for up to 40 older people with dementia and 9 places for younger people with early onset dementia
- The Haven affords gardening opportunities for people with learning disabilities and dementia
- Parkhaven@home a registered domiciliary service to enable the Trust to provide care in people's own homes and provide continuity of care.

Achievements and performance

Residential care

During 2008/09 Parkhaven Trust was home to 139 people across its 6 homes. In addition, 96 people visited Kyffin Taylor and Harrison House for a short break, providing respite care to service users.

An external quality assessment organisation has again assessed all the Homes as 5* with the exception of Bartlett House which was assessed as 4* (although this has subsequently achieved a 5* rating). This consistency is testament to the high standards in all of the homes. This ongoing improvement in standard is supported by reports received from the Care Quality Commission (previously Commission for Social Care) which have assessed 3 of our homes as excellent during 2008/09. Occupancy has remained above 98% which reflects the high regard in which the services are held.

In June 2008 the £2m extension and conversion of the Kyffin Taylor was completed offering en suite accommodation to 28 older people with dementia for permanent and short stay breaks.

In September 2008 the Trustees agreed to the closure of 189 Liverpool Road South, a registered home for 5 individuals with learning and physical disabilities. This decision was taken in the best interests of the service users and the Trust. It was agreed this property would subsequently be sold, and this was completed in June 2009.

During 2008/09 an investment of over £100,000 was made in James Page House to improve the living environment and garden area for those who live there. An additional room was also created, bringing the total number of rooms to 36.

During 2008/09 service users at Bartlett House transferred to Henry Cox home, a smaller, more homely accommodation. Numbers of service users at Bartlett at Henry Cox have continued to fall during 2008/09. This has been a conscious effort by the Trust as service users have been encouraged to seek more appropriate care to suit their changing needs. It is anticipated Bartlett at Henry Cox will finally close in approximately September 2010 as the remaining service users move into supported living apartments on the Parkhaven site, to be built by a housing trust.

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Report of the Trustees (continued) For the year ended 31st March 2009

Achievements and performance (continued)

Support services

The development of support services continues within the Trust. The Willow Day service was created in 2005 and continues to grow in terms of number and reputation. During 2008/09 120 people attended the Willow Day service, some people attending one day a week, and others on a daily basis. Services for young people with dementia have also continued to develop with the number of placements offered being increased for both older and early onset people. During the year the Willow staff also supported 5 people with dementia on a holiday.

In 2006 a new specialist gardening service was developed for people with learning disabilities and latterly for people with dementia. The service is based around a beautiful, enclosed and accessible garden (the Haven) and orchard within Parkhaven's grounds. During 2008/09 the Haven received a grant to support the provision of a therapeutic gardening service to people with dementia, in their own gardens and at the Haven site at Parkhaven. Although the service is still developing in terms of service user numbers the therapeutic benefits of the Haven have enhanced the lives of those accessing the service.

Parkhaven@home, was registered as a new domiciliary service in 2008 and during its first year has supported 6 people. This has enabled people to stay in their own homes for as long as possible. It is anticipated this service will continue to grow during the next 12 months.

Working with the community

Within the grounds of the Liverpool Road South site is a Primary Care Trust general practice, a children's day nursery and a cricket pitch used by the local cricket club. The Trust has also worked with Community Service volunteers who are developing a 1 mile path for the local community to use. We value the developing relationship that the Trust enjoys with those living locally.

Staff

The Trust employed an average number of 180 staff during 2008/09. The turnover increased to 27% compared to 23% in the previous year (2007/08). Stability (the percentage of staff that stays more than a year) remains good at 80.3%, similar to previous year. Sickness levels decreased significantly on the previous year (3.9% compared to 4.3%). The Trust continues to work with managers to reduce unnecessary absence and support staff through illness to return to work. Achieving low levels of sickness promotes better quality of service as less disruption to the continuity of services arises for those using Parkhaven's services.

The success of our organisation is as a consequence of the commitment and dedication of our staff. The Board of Trustees and senior management team want to reiterate our thanks to them.

Training and support

The Trust continues to invest significantly in the training of staff. Over 73% of staff have achieved their NVQ 2 or above (69% at March 2008). Staff attended 455 training sessions during the year, covering 11 different courses.

During the period new policies were introduced and others reviewed to ensure that staff were clear about how they should undertake their work, what the organisation expects of the staff and how staff can expect to be treated. This continues to be an ongoing piece of work to ensure that the work reflects best practice and current legislation. The policy and procedure files are issued annually to homes and departments and all staff have to sign that they have read and understood them.

Improving the quality of our services

During the year 2008/09 14 complaints were received and fully investigated. This compares to 6 in the previous year. The Trust actively encourages service users and their families to comment on their experiences and to ensure that lessons are learnt and appropriate action taken. In addition all the homes have monthly meetings with those that live in the homes so that they can really influence how their homes are run. These meetings are also supplemented by an annual survey of those who live at Parkhaven to ensure we are meeting their needs and wishes. The day service hold monthly meetings for carers and undertakes a survey of all those who attend the service. The outcome of the star rating assessments and the CSCI assessment is a testament to the quality of other services provided.

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Report of the Trustees For the year ended 31st March 2009

Financial Review

Over the last 4 years the Trust has seen a remarkable turnaround in its finances, moving from an operating deficit of over £1m for the year ended 31 December 2004 to a balanced position for the last 3 years. This improved financial position is in no doubt due to sustained effort to modernise the services offered, to improve quality of environment and care through leadership, training and the guidance provided in issuing policies and procedures, and a team effort from staff at all levels.

The Trust is clear that full cost recovery must be achieved for all new services, and it is working very hard towards this aim for existing services. Where departments do not balance income with expenditure, plans have been put in place to address the situation. Each department across the Trust is set a budget for the year. The actual results are discussed with the department heads on a quarterly basis which has continued to promote a sense of ownership for the managers and a focus on cost savings where appropriate.

Investment policy

Due to the uncertainty within the investment market the Trustees of Parkhaven agreed to realise all investments held by the fund manager. An updated investment policy was agreed by Trustees in March 2009 as follows:

The investment policy of Parkhaven Trust during these uncertain times is to minimise risk and maintain liquidity.

Funds are to be diversified across banking institutions on short to medium term deposits, which can be easily accessed. Interest rates will be reviewed monthly to ensure to most competitive rates are sourced.

Trustees will be briefed on the status of investment values and interest rates on a quarterly basis or more frequently if significant changes arise.

Plans for future periods

One of the Trustees meetings held during the year is to discuss specifically the strategic direction for the Trust over the coming years. The Trustees agreed in July 2007 that the following principles should underpin the work of the Trust in the coming years:

- Services should be developed in response to the needs and wishes of service users
- Services should endeavour to be modern, forward thinking, inclusive and questioning of current practise
- New services must achieve full cost recovery
- The organisation should be receptive to a range of funding sources
- The organisation should be proactive in promoting the 'green' agenda
- The organisation should support the local economy
- Promote partnership working

The strategic direction for the period 2009 – 2012 identified 5 overarching objectives. These are:

- To be the provider of choice for older people, people with dementia and people with learning disabilities in the Maghull and surrounding area
- To be a wider resource for the people of the local community
- To develop the business and at least hold our own in income terms whilst the Bartlett retracts
- To continually improve the quality of the services delivered
- To balance income with expenditure

The Trust is planning to build a new dementia centre that will accommodate the day service and respite accommodation and is in the process of seeking and agreeing funding for the cost of the building.

PARKHAVEN TRUST

Report of the Trustees For the year ended 31st March 2009

Risk policy

At all the times the Trust is aware of the need to minimize the risk that it faces. Risks and the risk register is reviewed six monthly by the Trust Board.

Reserves policy

The reserves policy was reviewed and revised during the year. It now states

The free reserves of Parkhaven Trust should be sufficient to cover any anticipated deficit, identified in the budget forecast and cover the costs of closure of one home or service at a time.

This should be reviewed annually and should be considered in conjunction with the risk register.

The Trust is currently working within its reserves policy.

Trustees

The Trustees who served during the period are detailed on page 1.

Ms K Matthews was appointed as a Trustee on 15th September 2008.

Mr E Knowles resigned as a Trustee on 11th July 2008 and Ms M Reid resigned as a Trustee on 31st March 2009.

The tenure of the chairman, David Woods has been extended to September 2010.

Trustee appointment, induction and training

Trustees are appointed for a fixed tenure with the possibility of renewal. The new Trustees were appointed following an open recruitment process which comprised advertising in the local papers and interviews. The Trust was keen to try widen the net for recruitment and to ensure an appropriate skills' mix.

All new Trustees receive an induction pack and programme. The pack comprise the Memorandum & Articles of Association, Trustee job description and person specification, most recent annual accounts, most recent Trust Board papers, organisation chart, list of homes and managers, internal telephone list, delegated financial authority, Chief Executive's job description, Trustee contact details, Parkhaven literature and Trustee declaration. The induction programme includes a meeting with the CEO and visits to all the Trusts' services. All Trustees have an enhanced CRB check.

Every Home within the Trust is visited by a Trustee on a monthly basis. Reports are then completed and forwarded to the Care Quality Commission inspection as necessary.

PARKHAVEN TRUST

**Report of the Trustees (continued)
For the year ended 31st March 2009**

Auditors

Mitchell Charlesworth are willing to continue in office and a resolution for their reappointment will be proposed at the forthcoming Annual General Meeting.

By Order of the Board

**C Winstanley
Secretary**

14th September 2009

**Liverpool Road South
Maghull
Merseyside
L31 8BR**

PARKHAVEN TRUST

Statement of Trustees' Responsibilities For the year ended 31st March 2009

The trustees (who are also directors of Parkhaven Trust for the purposes of company law) are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these accounts, 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 UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Mitchell Charlesworth

Chartered Accountants

5 Temple Square · Temple Street · Liverpool · L2 5RH

Independent Auditor's Report to the Trustees of Parkhaven Trust Year ended 31st March 2009

We have audited the accounts of Parkhaven Trust for the year ended 31st March 2009 on pages 10 to 23 which have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on pages 14 to 15.

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. 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 its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Trustees and Auditors

The responsibilities of the Trustees for preparing the Trustees' Annual Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Responsibilities of the Trustees on page 8.

The trustees have elected for the accounts not to be audited in accordance with Part VII of the Companies Act 1985. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the information given in the Trustees' Annual Report is not consistent with the accounts, if the charity has not kept proper accounting records, the accounts do not accord with those records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

Opinion

In our opinion the accounts:-

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31st March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- comply with Section 226A of the Companies Act 1985.

MITCHELL CHARLESWORTH
Chartered Accountants
Registered Auditor

14th September 2009

PARKHAVEN TRUST

Statement of Financial Activities For the year ended 31st March 2009

	Notes	Unrestricted Funds	Restricted Funds	2009 Total	2008 Total (as restated)
		£	£	£	£
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	27,006	-	27,006	11,729
Investment income	3	94,148	-	94,148	170,681
Incoming resources from charitable activities	4	3,536,697	-	3,536,697	3,361,749
Other incoming resources		<u>36,833</u>	<u>47,500</u>	<u>84,333</u>	<u>31,654</u>
Total incoming resources		<u>3,694,684</u>	<u>47,500</u>	<u>3,742,184</u>	<u>3,575,813</u>
Resources expended					
Charitable activities	5	3,556,164	22,069	3,578,233	3,448,083
Governance costs	6	<u>8,291</u>	<u>-</u>	<u>8,291</u>	<u>14,908</u>
Total resources expended		<u>3,564,455</u>	<u>22,069</u>	<u>3,586,524</u>	<u>3,462,991</u>
Net incoming resources for the year	7	130,229	25,431	155,660	112,822
Other recognised gains and losses:					
Losses on investment assets		(94,324)	-	(94,324)	(172,319)
Actuarial (loss)/gain on defined benefit pension scheme	16	<u>(95,726)</u>	<u>-</u>	<u>(95,726)</u>	<u>85,875</u>
Net movement in funds before transfers		<u>(59,821)</u>	<u>25,431</u>	<u>(34,390)</u>	<u>26,378</u>
Transfers between funds		<u>1,494</u>	<u>(1,494)</u>	<u>-</u>	<u>-</u>
Net movement in funds after transfers		<u>(58,327)</u>	<u>23,937</u>	<u>(34,390)</u>	<u>26,378</u>
Total funds brought forward (as originally stated)		<u>6,668,463</u>	<u>32,609</u>	<u>6,701,072</u>	<u>6,969,855</u>
Prior year adjustment		<u>295,161</u>	<u>-</u>	<u>295,161</u>	<u>-</u>
Total funds brought forward (as restated)		<u>6,963,624</u>	<u>32,609</u>	<u>6,996,233</u>	<u>6,969,855</u>
Total funds carried forward		<u><u>6,655,676</u></u>	<u><u>56,546</u></u>	<u><u>6,712,222</u></u>	<u><u>6,996,233</u></u>

The notes on pages 14 to 23 form part of these accounts.

PARKHAVEN TRUST

Income and Expenditure Account For the year ended 31st March 2009

	2009	2008 (as restated)
	£	£
Gross operating income	3,648,036	3,405,132
Total expenditure	<u>3,586,524</u>	<u>3,462,991</u>
Operating surplus/(deficit)for the year	61,512	(57,859)
Exceptional item:		
(Deficit) on disposal of investments	<u>(94,324)</u>	<u>-</u>
(Deficit) for the year before investment income	(32,812)	(57,859)
Investment income	<u>94,148</u>	<u>170,681</u>
Surplus for the year	<u><u>61,336</u></u>	<u><u>112,822</u></u>

Statement of Total Recognised Gains and Losses For the year ended 31st March 2009

	2009	2008 (as restated)
	£	£
Surplus for the year	61,336	112,822
Unrealised loss on investment assets	-	(172,319)
Actuarial (loss)/gain on defined benefit pension scheme	<u>(95,726)</u>	<u>85,875</u>
Total recognised gains and losses since last Annual Report	<u><u>(34,390)</u></u>	<u><u>26,378</u></u>

The notes on pages 14 to 23 form part of these accounts.

PARKHAVEN TRUST

Balance Sheet As at 31st March 2009

	Notes	2009		2008 (as restated)	
		£	£	£	£
Fixed assets					
Tangible assets	10		6,572,195		5,552,672
Investments	11		<u>-</u>		<u>1,088,265</u>
			6,572,195		6,640,937
Current assets					
Debtors	12	284,860		265,846	
Cash at bank and in hand		<u>659,628</u>		<u>589,401</u>	
		944,488		855,247	
Creditors: Amounts falling due within one year	13	<u>(383,692)</u>		<u>(374,343)</u>	
Net current assets			<u>560,796</u>		<u>480,904</u>
Total assets less current liabilities			7,132,991		7,121,841
Defined benefit pension scheme liability	16		<u>(171,148)</u>		<u>(125,608)</u>
Net assets including pension liability			<u>6,961,843</u>		<u>6,996,233</u>
Funds					
Restricted funds	14				
Income			56,546		31,152
Revaluation reserve			-		1,457
Unrestricted funds					
Income			7,076,445		6,836,498
Revaluation reserve			-		252,734
Pension reserve	16		<u>(171,148)</u>		<u>(125,608)</u>
Total funds	15		<u>6,961,843</u>		<u>6,996,233</u>

The accounts were approved by the Board on 14th September 2009 and signed on its behalf by:

Mr D Woods
Trustee

PARKHAVEN TRUST

Cash Flow Statement For the year ended 31st March 2009

	Notes	£	2009 £	£	2008 £
Net cash inflow/(outflow) from operating activities	19		76,379		(96,722)
Returns on investments and servicing of finance					
Investment income			44,541		124,978
Capital expenditure and financial investment					
Payments to acquire tangible fixed assets		(1,044,634)		(1,202,693)	
Payments to acquire investments		(1,968)		(4,401)	
Receipts from sales of tangible fixed assets		-		1,587,625	
Receipts from sales of investments		<u>995,909</u>		<u>-</u>	
Net cash (outflow)/inflow from capital expenditure and financial investment			<u>(50,693)</u>		<u>380,531</u>
Increase in cash	21		<u>70,227</u>		<u>408,787</u>

The notes on pages 14 to 23 form part of these accounts

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

1. Accounting policies

Accounting basis

The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985. The accounts are prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities (SORP 2005)".

Change in accounting policy

The charity has adopted the amendment to FRS17, 'Retirement benefits'. As a result of this, quoted securities held as plan assets in the defined benefit scheme are now valued at bid price rather than mid-market value. The effect of this change is that the pension deficit as at 31st March 2008 has decreased by £295,161 (2007 £324,609).

Incoming resources

Voluntary income including donations, gifts, legacies and grants are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting years; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from charitable activity incorporating care fees is accounted for when earned. Income received in advance is deferred until entitlement to the income has passed.

Investment income is accounted for on a receivable basis.

Resources expended

Expenditure is recognised when a liability is incurred.

- Charitable activities include expenditure associated with the operation and management of residential accommodation and welfare support services.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Funds

Unrestricted funds include donations and other incoming resources receivable or generated for the furtherance of the charity's objects without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets the criteria is charged to the fund.

Tangible fixed assets and depreciation

Tangible fixed assets are for use by the charity in fulfilling its main charitable objects. They are stated at cost less depreciation. Individual assets are capitalised in the balance sheet where their cost exceeds £1,000. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and equipment	20-33% per annum
Motor vehicles	20% per annum

Depreciation is not provided on freehold land and buildings as they are maintained to a high standard and have such a long expected useful life that any depreciation charge is not considered material.

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

1. Accounting policies (Continued)

Investments

Fixed asset investments are stated at market value.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in assets of the company after deducting all of its liabilities.

Pension costs

Contributions in respect of defined contribution pension schemes are charged to the Statement of Financial Activities when they become payable. Contributions in respect of the defined benefit pension scheme are set out and agreed by the scheme actuary. The cost of providing defined benefit pensions is charged to the Statement of Financial Activities over the years benefiting from the services of employees.

2. Voluntary income	2009	2008
	£	£
Donations and gifts	9,031	4,722
Legacies	<u>17,974</u>	<u>7,007</u>
	27,006	11,729
	<u> </u>	<u> </u>
3. Investment income	2009	2008
	£	£
Income from UK unit trusts and common investment funds	24,362	46,582
Bank interest receivable	20,179	78,396
Rents receivable	<u>49,607</u>	<u>45,703</u>
	94,148	170,681
	<u> </u>	<u> </u>
4. Incoming resources from charitable activities	2009	2008
	£	£
Care fees		
Charged in the year	3,521,534	3,343,822
Opening deferred income	26,164	44,091
Closing deferred income	<u>(27,001)</u>	<u>(26,164)</u>
	3,520,697	3,361,749
	<u> </u>	<u> </u>
PCT Pathway		
Grant received	-	16,000
Opening deferred income	16,000	-
Closing deferred income	<u>-</u>	<u>(16,000)</u>
	16,000	-
	<u> </u>	<u> </u>
	3,536,697	3,361,749
	<u> </u>	<u> </u>

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

5. Charitable expenditure	Staff costs	Other	Depreciation	2009	2008 (as restated)
	£	£	£	£	£
Residential and nursing accommodation and welfare	2,467,876	714,747	39,964	3,222,587	3,062,159
Support costs	<u>238,158</u>	<u>91,458</u>	<u>26,030</u>	<u>355,646</u>	<u>385,924</u>
	2,706,034	806,205	65,994	3,578,233	3,448,083
	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>

6. Governance costs	2009	2008
	£	£
Audit fees	5,339	5,869
Trustees indemnity insurance	1,260	1,260
Pension scheme advisory	<u>1,692</u>	<u>7,779</u>
	8,291	14,908
	<u><u> </u></u>	<u><u> </u></u>

7. Net outgoing resources	2009	2008
	£	£
This is stated after charging/(crediting):		
Depreciation	65,994	39,407
Surplus/(deficit) on disposal of tangible fixed assets	(1,419)	8,182
Auditors' remuneration	5,339	5,869
Operating lease rentals	1,488	2,262

8. Trustees

None of the trustees (or any persons connected with them) received any remuneration from the charitable company during the year.

9. Employees	2009	2008
Number of employees	Number	Number
The average monthly number of employees during the year was:		
Care services and ancillary services	169	172
Support staff	<u>7</u>	<u>6</u>
	176	178
	<u><u> </u></u>	<u><u> </u></u>

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

9. Employees (Continued)

	2009	2008
	£	£
Employment costs		
Wages and salaries	2,459,895	2,416,900
Social security costs	189,624	187,319
Other pension costs	<u>56,515</u>	<u>55,333</u>
	<u>2,706,034</u>	<u>2,659,552</u>

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

	Number	Number
Management	<u>1</u>	<u>1</u>

10. Tangible fixed assets	Land and buildings	Plant and equipment	Motor Vehicles	Total
	£	£	£	£
Cost				
At 1st April 2008	5,450,492	323,783	57,796	5,832,071
Additions	956,789	128,728	-	1,085,517
Disposals	<u>-</u>	<u>(56,758)</u>	<u>-</u>	<u>(56,758)</u>
At 31st March 2009	<u>6,407,281</u>	<u>395,753</u>	<u>57,796</u>	<u>6,860,830</u>
Depreciation				
At 1st April 2008	-	257,781	21,618	279,399
Charge for the year	-	56,804	9,190	65,994
Released on disposals	<u>-</u>	<u>(56,758)</u>	<u>-</u>	<u>(56,758)</u>
At 31st March 2009	<u>-</u>	<u>257,827</u>	<u>30,808</u>	<u>288,635</u>
Net book value				
At 31st March 2009	<u>6,407,281</u>	<u>137,926</u>	<u>26,988</u>	<u>6,572,195</u>
At 31st March 2008	<u>5,450,492</u>	<u>66,002</u>	<u>36,178</u>	<u>5,552,672</u>

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Notes to the Accounts

For the year ended 31st March 2009

11. Fixed asset investments	31st March 2009
	£
Investments in UK unit trusts and common investment funds	
Market value at 1st April 2008	1,088,265
Acquisitions at cost	1,968
Disposals	<u>(1,090,233)</u>
Market value at 31st March 2009	-
	=====
Historical cost:	
At 31st March 2009	-
	=====
At 31st March 2008	<u>834,076</u>
	=====

Subsidiary company

The company owns the whole of the issued ordinary share capital of The Maghull Homes Limited, a company incorporated in England and Wales. The company has not traded during the year and its share capital and reserves at 31st March 2009 amounted to £2.

12. Debtors	2009	2008
	£	£
Trade debtors	136,139	103,801
Other debtors	<u>148,721</u>	<u>162,045</u>
	284,860	265,846
	=====	=====
13. Creditors: Amounts falling due within one year	2009	2008
	£	£
Trade creditors	103,551	115,648
Payments on account	13,499	47,095
Taxes and social security costs	46,450	61,370
Accruals	199,148	137,508
Other creditors	<u>21,044</u>	<u>12,722</u>
	383,692	374,343
	=====	=====

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Notes to the Accounts

For the year ended 31st March 2009

14. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:-

	Balance at 1st April 2008 £	Incoming resources £	Resources expended £	Investments gains/losses £	Transfers between funds £	Balance at 31st March 2009 £
Bartlett Trust	31,115	-	-	-	-	31,115
Bolton Trust	1,494	-	-	-	(1,494)	-
Henry Smith Charity	-	47,500	(22,069)	-	-	25,431
	32,609	47,500	(22,069)	-	(1,494)	56,546

Bartlett Trust – The charity founded by the will of Thomas Bartlett is a separate charity with its own trusts. Investment is in land and buildings for the use of the charity.

Bolton Trust – Founded by the will of Ellen Brierly to provide for residents under the age of 20 years from the County Borough of Bolton. Following advice given by the Charity Commission, the trustees approved the transfer of this balance to unrestricted reserves.

Henry Smith Charity – Has provided a revenue grant towards the salaries and on costs of two Horticultural Therapists.

15. Analysis of net assets between funds	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31st March 2009 are represented by:			
Tangible fixed assets	6,541,080	31,115	6,572,195
Current assets	919,057	25,431	944,488
Creditors: Amounts falling due within one year	(383,692)	-	(383,692)
Pension scheme liability	(420,769)	-	(420,769)
	6,655,676	56,546	6,712,222

16. Pension costs

The charity operates a defined benefit scheme and a defined contribution scheme for its employees.

Defined benefits scheme

Parkhaven Trust Staff Pension & Life Assurance Scheme has been closed to new entrants since 31st August 2005 and has operated as a closed fund since 30th April 2006.

Contributions continue to be paid by the company in accordance with the advice of the scheme actuary. The most recent actuarial valuation was at 31st March 2008. The pension cost is assessed in accordance with the independent qualified actuary using the projected unit method on the basis of an annual valuation and charged to the Statement of Financial Activities as described below.

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

16. Pension costs (Continued)

A full actuarial valuation of the scheme was undertaken as at 31st March 2008 for the purposes of assessing the financial position of the scheme. The actuarial valuation has been updated at 31st March 2009 by a qualified actuary using revised assumptions that are consistent with the requirements of FRS17.

	2009	2008	2007
Expected return on assets	6.71%	6.92%	7.12%
Discount rate	6.69%	6.85%	5.35%
Rate of salary increases	0.00%	0.00%	0.00%
Rate of inflation	2.67%	3.35%	3.05%
Pension increases	2.61%	3.15%	3.00%

Value of assets and liabilities of the scheme

	2009		2008 (as restated)		2007 (as restated)	
	Fair value £	Expected rate of return £	Fair value £	Expected rate of return £	Fair value £	Expected rate of return £
Equities and property	810,626	7.26%	1,071,924	8.11%	1,224,045	7.89%
Government stock	-	3.76%	503,479	4.54%	380,446	4.84%
Corporate bonds	361,664	6.69%	-	6.85%	-	5.35%
Cash	74,827	1.00%	48,724	5.40%	49,623	5.45%
Annuities	<u>968,504</u>	<u>6.69%</u>	<u>-</u>	<u>6.85%</u>	<u>-</u>	<u>-</u>
	2,215,621	6.71%	1,624,127	6.92%	1,654,114	7.12%
		=====		=====		=====
Present value of scheme liabilities	<u>(2,386,769)</u>		<u>(1,749,735)</u>		<u>(1,969,410)</u>	
Liability in the scheme	<u>(171,148)</u>		<u>(125,608)</u>		<u>(315,296)</u>	
	=====		=====		=====	

Analysis of the amount charged to net incoming resources

	2009 £	2008 (as restated) £
Current service cost	-	-
Past service cost	-	-
Settlements and curtailments	6,336	24,121
Administrative expenses and PPF levy	<u>9,024</u>	<u>24,680</u>
Total operating charge/(credit)	<u>15,360</u>	<u>48,801</u>
	=====	=====

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

16. Pension costs (Continued)

Analysis of the amount credited as other financial income	2009 Fair Value	2008 (as restated) Fair Value
	£	£
Expected return on pension assets	(114,024)	(114,509)
Interest on pension scheme liabilities	<u>119,478</u>	<u>99,894</u>
Net charge/(return)	5,454	(14,615)
	<u> </u>	<u> </u>
	2009	2008
	£	(as restated) £
Analysis of the actuarial gain recognised in the Statement of Total Recognised Gains and Losses		
Actual return less expected return on pension scheme assets	(539,067)	(53,364)
Experience gains and losses arising on the scheme liabilities	179,974	139,239
Adjustment to liabilities following review of benefit structure	<u>263,367</u>	<u> -</u>
Actuarial (loss)/gain recognised in Statement of Total Recognised Gains and Losses	(95,726)	85,875
	<u> </u>	<u> </u>
	2009	2008
	£	£
Movement in liabilities during the year		
Liabilities at beginning of period	(1,749,735)	(1,969,410)
Inclusion of liabilities matched by annuities	(968,504)	-
Adjustment to liabilities following legal review of benefit structure	263,367	-
Interest cost	(199,478)	(99,894)
Settlements	(6,336)	(24,121)
Benefits paid	13,943	204,452
Actuarial gains and losses on the scheme liabilities	<u>179,974</u>	<u>139,239</u>
Liabilities at end of period	(2,386,769)	(1,749,735)
	<u> </u>	<u> </u>
	2009	2008
	£	(as restated) £
Movement in assets during the year		
Assets at beginning of period	1,624,127	1,654,114
Inclusion of annuity assets	968,504	-
Expected return on scheme assets	114,024	114,509
Employer contributions	71,000	138,000
Assets distributed on settlement	(11,194)	(120,606)
Benefits paid	(2,749)	(83,846)
Administrative expenses and PPF levy	(9,024)	(24,680)
Actual return in excess of expected	<u>(539,067)</u>	<u>(53,364)</u>
Assets at end of period	2,215,621	1,624,127
	<u> </u>	<u> </u>

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

16. Pension costs (Continued)

	2009	2008 (as restated)
	£	£
History of experience gains and losses		
Experience adjustments on the scheme assets:		
Amount	(539,067)	(53,364)
Percentage of scheme assets	(24%)	(3%)
Experience adjustments on the scheme liabilities:		
Amount	179,974	139,239
Percentage of scheme assets	8%	9%
Total recognised in STRGL:		
Amount	(359,094)	85,875
Percentage of scheme assets	(16%)	5%

Defined contribution scheme

The pension cost charged in the Statement of Financial Activities for the defined contribution scheme was £48,611 (2008 £49,313).

17. Commitments under operating leases

At 31st March 2009 the company had annual commitments under non-cancellable operating leases as set out below.

	2009		2008	
	Land & Buildings	Other Items	Land & Buildings	Other items
	£	£	£	£
Operating leases which expire:				
Within 2 to 5 years	-	5,176	-	5,176
	=====	=====	=====	=====

18. Capital commitments

The company had no capital commitments at 31st March 2009 (2008 £785,379).

19. Net cash outflow from operating activities

	2009	2008 (as restated)
	£	£
Reconciliation to changes in resources		
Changes in resources before revaluations	155,660	112,822
Investment income	(44,541)	(124,978)
Depreciation of tangible fixed assets	65,994	39,407
Deficit on disposal of tangible fixed assets	-	(8,250)
Increase in debtors	(19,014)	(15,751)
(Decrease)/increase in creditors	(31,534)	3,840
Change to pension scheme liability	<u>(50,186)</u>	<u>(103,812)</u>
Net cash inflow/(outflow) from operating activities	<u>76,379</u>	<u>(96,722)</u>

PARKHAVEN TRUST

Notes to the Accounts

For the year ended 31st March 2009

20. Reconciliation of net cash flow to movement in net funds	2009	2008
	£	£
Increase/(decrease) in cash	70,227	408,787
Net funds at 1st April 2008	<u>589,401</u>	<u>180,614</u>
Net funds at 31st March 2009	<u>659,628</u>	<u>589,401</u>

21. Analysis of net cash balances

	At 1st April 2008	Cash flow	Non-cash Changes	At 31st March 2009
	£	£	£	£
Cash at bank and in hand	589,401	70,227	-	659,628
	<u> </u>	<u> </u>	<u> </u>	<u> </u>