### REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011 FOR

DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED



# CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 14
Detailed Statement of Financial Activities	15 to 16

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC226571 (Scotland)

### **Registered Charity number**

SC032589

### Registered office

The Roundhouse Priory Campus Victoria Road Kirkcaldy Fife KY1 2QT

### Trustees

John Sandie
Gary Guichan
Philip Revie
Alex Haddow
Yvonne Brannan
Harry Ferrier
Alan Smith
Rosalind Eals

Chairman Vice Chairman

Company Secretary Treasurer

Vice Treasurer Director Member Member

### **Company Secretary**

Philip Revie

### Independent Examiner

Fraser H Kerr CA
HW Berry
Chartered Accountants
41 High Street
Kirkcaldy
Fife
KY1 1LL

### STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is constituted as a company limited by guarantee and is governed by its memorandum and articles of association.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011

### STRUCTURE, GOVERNANCE AND MANAGEMENT

### Recruitment and appointment of new trustees

People may submit an application to join the Board at any time and from time to time, the board may specifically recruit to fill gaps in skills or knowledge. An induction pack is available and members "shadow" for a period of time as necessary.

During 2011 Disabled Persons Housing Service (Fife) will specifically recruit for skills including HR and private sector experience e.g. landlord.

The Board elect their own office bearers after the Annual General Meeting.

Succession training is in place, with the current Chairperson having served as Vice Chair for the year preceding that in which he was inducted into the role.

Further training is available as appropriate, for example, through CVS Fife - Effective Chairing; Representing Your Organisation.

### Organisational structure and decision making

The charity is a company limited by guarantee and is also a registered charity.

The charity is organised so that the trustees meet regularly to manage its affairs. The trustees meet monthly and have a series of sub-groups to tackle specific pieces of work; Finance and planning, personnel, customer care and policy and standards. Sub-groups have no authority to make decisions.

While the trustees have overall control of the charity's activities, the charity is run on a day to day basis by the coordinator, Jackie Morrison.

#### Wider network

The charity maintains a close working relationship with Fife Council which provides funding for its activities.

Disabled Persons Housing Service (Fife) is not part of a wider hierarchy, but is a member of the Scottish Accessible Housing Network, along with other Disabled Persons Housing Services in Scotland.

### Risk management

The trustees at Disabled Persons Housing Service (Fife) actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with regular reviews of controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks. This can be demonstrated by Board minutes and sub-groups minutes.

### **OBJECTIVES AND ACTIVITIES**

### Objectives and aims

The charity's object and principal activity continues to be that of the provision of **independent** housing information and advice in a focused service for disabled people across Fife to access the information, advice and assistance required to obtain solutions to their housing needs. This enables them to live more independently and to direct the course of their own lives.

A service level agreement is in place with the local authority which sets out the expected delivery targets which have all been met within the year's monitoring period.

Agreement with the Future Jobs Fund (Department of Work and Pensions) is to provide training and work experience for a young person under 24 whose wages and training costs are provided by Department of Work and Pensions. The agreement includes specific housing training. This has enabled Disabled Persons Housing Service (Fife) to increase capacity to deliver its service during this year.

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011

### **OBJECTIVES AND ACTIVITIES**

### Significant activities

Disabled Persons Housing Service (Fife) worked quickly to participate in the Department of Work and Pensions Future Funds Project which has supported the agency with administrative support thus increasing Disabled Persons Housing Service (Fife) capacity to respond to demand.

#### Volunteers

The charity would not be able to function without continued voluntary input from the trustees in their management capacity.

#### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

In summary, for the year 2010/11 there was emphasis on continuing to deliver service, improving policies and procedures to apply for audit for National Standards accreditation. There was also emphasis on extending capacity by investigating administrative support opportunities.

Project work, customer figures and results are detailed in other parts of the annual report along with a report on project work expected in the year to come. Quarterly and annual monitoring meetings with our main core funder (Fife Council) express that Disabled Persons Housing Service (Fife) has fulfilled all targets set for the year. Disabled Persons Housing Service (Fife) was audited and accredited to Scottish Government Scottish National standards in provision of Housing Information and Advice, Level 1 Housing Options at April 2010 and will be due for re-accreditation in April 2014.

### Fundraising activities and income use

Recommendations made on staffing levels and secondments to enable savings to tackle the deficit in main core funding started in 2010. If further income streams are not identified, these savings will assist maintenance of service for the period of the private sector project which started in 2010 for a period of up to three years. Necessary adjustments are in place to support target delivery for 2011/12.

Additional funding possibilities beyond grant funders and in the private sector will be explored, including partnership money.

#### FINANCIAL REVIEW

### Reserves policy

The trustees manage the charity's funds in such a way as to ensure that it has a sufficient amount in order to meet various identified contingencies and foreseeable costs and considers it prudent to encompass within this policy amounts sufficient to cover potential redundancy costs.

The minimum level of reserves is £16,087.

Reserves held in addition to this amount are held for payment of Home Point training and accreditation and training and development. Reserves are analysed at note 14.

### Investment policy and objectives

It is the policy of the trustees that all funds which the charity may have available to invest are lodged in a bank deposit account bearing a higher rate of interest than is available in its bank current account. Ensuring the security and ready availability of such funds are the main determining factors in setting the policy. The trustees are satisfied that, for the period under review, the charity's management of such funds has been in compliance with the policy.

### **FUTURE DEVELOPMENTS**

The Disabled Persons Housing Service (Fife) works closely with one of its main funders, Fife Council Housing Service to identify future project work. Work is anticipated to increased from 2011 to 2013 with Disabled Persons Housing Service (Fife) assisting with private sector work to give disabled people in housing need more options.

Disabled Persons Housing Service (Fife) takes its commitment to service seriously and is to further explore private sector work during 2011 alongside social enterprise opportunities. This is in response, not only to the current economic climate related to third sector funding, but also in response to plans to diversify funding streams in order to continue to provide our independent service.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011

ON BEHALF OF THE BOARD:

Philip Revie - Trustee

Date: 13th September 204.

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED

I report on the accounts for the year ended 31 March 2011 set out on pages six to fourteen.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

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

Fraser H Kerr CA HW Berry Chartered Accountants 41 High Street Kirkcaldy Fife KY1 ILL

Date: 27th SEPTEMBER 2011

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted funds	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
INCOMING RESOURCES		-			
Incoming resources from generated funds					
Voluntary income	2	94,784	850	95,634	62,778
Investment income	3	16	•	16	87
Incoming resources from charitable activities Fife Council future jobs fund		1,500	16,465	17,965	2,887
The Council future jobs fund					<del></del>
Total incoming resources		96,300	17,315	113,615	65,752
RESOURCES EXPENDED					
Charitable activities	4				
Assistance to the disabled to find suitable					
housing		82,249	-	82,249	62,033
Fife Council future jobs fund	~	2 (22	14,646	14,646 2,623	2,432 2,508
Governance costs	7	2,623		2,023	
Total resources expended		84,872	14,646	99,518	66,973
NET INCOMING/(OUTGOING) RESOURCES		11,428	2,669	14,097	(1,221)
RECONCILIATION OF FUNDS					
Total funds brought forward		22,140	455	22,595	23,816
TOTAL FUNDS CARDIED FORWARD		33,568	3,124	36,692	22,595
TOTAL FUNDS CARRIED FORWARD		=====	<del></del>	=====	

### BALANCE SHEET AT 31 MARCH 2011

	U	nrestricted funds	Restricted funds	31.3.11 Total funds	31.3.10 Total funds
PINTE 1 00 PP0	Notes	£	£	£	£
FIXED ASSETS Tangible assets	11	824	403	1,227	383
CURRENT ASSETS Prepayments and accrued income		1,537	1,871	3,408	1,929
Cash at bank and in hand		35,849	850	36,699	20,413
		37,386	2,721	40,107	22,342
CREDITORS		/A		(4.649)	(100)
Amounts falling due within one year	12	(4,642)	-	(4,642)	(130)
NET CURRENT ASSETS		32,744	2,721	35,465	22,212
TOTAL ASSETS LESS CURRENT					
LIABILITIES		33,568	3,124	36,692	22,595
NET ASSETS		33,568	3,124	36,692	22,595
FUNDO		<del></del>	<del></del>	<del></del>	
FUNDS Unrestricted funds	13			33,568	22,140
Restricted funds				3,124	455
TOTAL FUNDS				36,692	22,595

### BALANCE SHEET - CONTINUED AT 31 MARCH 2011

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 135 September 2011 and were signed on its behalf by:

Her Haddow Trustee

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

#### 1. ACCOUNTING POLICIES

### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

Incoming resources from provision of services are accounted for when earned.

### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

### Tangible fixed assets

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

Fixtures and fittings

- 15% on reducing balance

Computer equipment

- 33% on cost

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2011

### 1. ACCOUNTING POLICIES - continued

### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. VOLUNTARY INCOME

			31.3.11 £	31.3.10 £
	Donations		1,081	2,000
	Grants		94,553	60,778
			<del>-                                    </del>	
			95,634	62,778
			<del></del>	
	Grants received, included in the above, are as follows:			
	,		31.3.11	31.3.10
			£	£
	Fife Council Housing		45,674	44,778
	Fife Council Social Work		16,160	16,000
	Fife Council Private Sector Project		31,869	-
	Fife Council Special Projects		850	
			94,553	60,778
•	THE PROPERTY OF THE COLUMN			
3.	INVESTMENT INCOME			
			31.3.11	31.3.10
			£	£
	Deposit account interest		16	87
4.	CHARITABLE ACTIVITIES COSTS			
	מ	irect costs	Support costs	Totals
		ee note 5)	(See note 6)	
		£	£	£
	Assistance to the disabled to find suitable housing	51,859	30,390	82,249
	Fife Council future jobs fund	14,447	199	14,646
		66,306	30,589	96,895
		====	===	=====
_				
5.	DIRECT COSTS OF CHARITABLE ACTIVITIES			
			31.3.11	31.3.10
			£	£
	Staff costs		63,285	33,520
	Travel expenses		1,671	1,857
	Training		1,350	611
			66,306	35,988
				====

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2011

### 6. SUPPORT COSTS

7.

8.

Assistance to the disabled to find suitable housing Fife Council future jobs fund	Management and administration £	Premises £ 6,779 199	Telephone, postage and stationery £	Totals £ 30,390 199
	20,825	6,978	2,786	30,589
	-			<del></del>
Support costs, included in the above, are as f	follows:			
	Assistance to the disabled to find suitable	Fife Council	31.3.11	31.3.10
	housing	future jobs fund	Total activities	Total activities
	£	£	£	£
Wages Social security	17,841	-	17,841 1,737	17,694 1,721
Pensions	1,737 767	_	767	767
Sundries	480	-	480	664
Rent	6,000	_	6,000	5,000
Insurance	426	-	426	497
Repairs	50	-	50	-
Depreciation	303	199	502	122
Telephone	296	-	296	352
Postage and stationery	2,490		2,490	1,660
	30,390	199	30,589	28,477
GOVERNANCE COSTS				
			31.3.11	31.3.10
			£	£
Accountancy			2,233 150	1,938 150
Legal and professional fees Subscriptions			240	
Subscriptions				
			2,623	2,508
NET INCOMING/(OUTGOING) RESOU	RCES			
Net resources are stated after charging/(credi	iting):			
			31.3.11	31.3.10
			£	£
Depreciation - owned assets			502	122

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2011

### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010.

### Trustees' Expenses

Travel expenses were paid to trustees during the year as follows:

	Phillip Revie	31.3.11 £ 226	31.3.10 £ 160
10.	STAFF COSTS		
		21 2 11	31.3.10
		31.3.11 £	51.5.10 £
	Wages and salaries	75,708	47,696
	Social security costs	6,388	4,472
	Other pension costs	1,534	1,534
		83,630	53,702
	The average monthly number of employees during the year was as follows:		
		31.3.11	31.3.10
	Administration	1	1
	Direct Charitable	3	1
		4	2

There are no employees whose emoluments exceeded £60,000.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2011

11.	TANGIBLE FIXED ASSETS			
		Fixtures and fittings £	Computer equipment £	Totals £
	COST	L	*	~
	At 1 April 2010	737	2,295	3,032
	Additions		1,346	1,346
	At 31 March 2011	<u>737</u>	3,641	4,378
	DEPRECIATION			
	At 1 April 2010	354	2,295	2,649 502
	Charge for year	58	444	
	At 31 March 2011	412	2,739	3,151
	NET BOOK VALUE			
	At 31 March 2011	325	902	1,227
	AA 21 March 2010	292		383
	At 31 March 2010	<del>383</del>	<u> </u>	===
12.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE	YEAR		
			31.3.11	31.3.10
	Other creditors		£ 4,642	£ 130
	Pension costs due at 31 March 2011 are £82.28 (2010: £82.28)	<b>)</b> .		
13.	MOVEMENT IN FUNDS			
		7	let movement	
		At 1.4.10	in funds	At 31.3.11
		£	£	£
	Unrestricted funds General fund	22,140	11,428	33,568
	Restricted funds			
	Fife Council Future Jobs Fund	455	1,819	2,274
	Fife Council Special Fund	<u> </u>	<u>850</u>	<u>850</u>
		455	2,669	3,124
	TOTAL FUNDS	22,595	14,097	36,692

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2011

### 13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds General fund	96,300	(84,872)	11,428
Restricted funds	70,500	(3.,5.2)	,
Fife Council Special Fund	850	-	850
Fife Council Future Jobs Fund	16,465	(14,646)	1,819
	17,315	(14,646)	2,669
		·	
TOTAL FUNDS	113,615	(99,518)	14,097

### Special Projects Fund

Funding was received from Fife Council for the purpose of printing leaflets.

### **Future Jobs Fund**

Funding is received to provide training and work experience for a young person under the age of 24.

### 14. SUMMARY OF RESERVES

	31.3.11 £	31.3.10 £
Contingency to cover winding up costs and unexpected expenditure	16,087	16,087
Balance of Homepoint	4,900	2,800
(Audit, accreditation, training fee and upgrade of database software as necessary)		
Outstanding bills and surplus to be carried over to training as donated by		
Martin Connell Trust and St Regulus Halls students	•	2,478
Funds designated for training and development	-	775
Payroll Adjustments to CVS difference between direct debit and cheque	800	-
Private Sector Project	9,870	-
Future jobs fund - provision and training for a person under 24 years of age	2,274	455
Fife Council Special Project	850	-
Running costs	1,911	•
	36,692	22,595

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2011

	31.3.11 £	31.3.10 £
INCOMING RESOURCES		
Voluntary income		
Donations Grants	1,081 94,553	2,000 60,778
	95,634	62,778
Investment income Deposit account interest	16	87
Incoming resources from charitable activities Fife Council future jobs fund	17,965	2,887
Total incoming resources	113,615	65,752
RESOURCES EXPENDED		
Charitable activities	## 0.4 <b>#</b>	20.002
Wages	57,867	30,002
Social security	4,651 767	2,751 767
Pensions Travel expenses	1,671	1,857
Training	1,350	611
	66,306	35,988
Governance costs	2,233	1,938
Accountancy Legal and professional fees	150	1,938
Subscriptions	240	420
	2,623	2,508
Support costs  Management and administration		
Wages	17,841	17,694
Social security	1,737	1,721
Pensions	767	767
Sundries	480	664
Premises	20,825	20,846
Rent	6,000	5,000
Insurance	426	497
Repairs	50	-
Depreciation	502	122
	6,978	5,619

### DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2011

	31.3.11	31.3.10
	£	£
Telephone, postage and stationery	204	2.52
Telephone	296	352
Postage and stationery	2,490	1,660
	2,786	2,012
Total resources expended	99,518	66,973
Net income/(expenditure)	14,097	(1,221)
• •	_ <del></del>	