

# **Disabled Persons Housing Service (Fife) Limited**

(A company limited by guarantee)

Scottish Charity No: SC032589  
Company No: SC226571

## **Annual Report & Financial Statements**

### **For the Year Ended 31 March 2017**

Chris Smith BSc (Hons) FCIE  
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## **Disabled Persons Housing Service (Fife) Limited**

### **Annual Report & Statement of Account**

For the year ended 31 March 2017

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<b>Contents</b>	<b>Page</b>
Trustees' Annual Report	3 - 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9 - 14

## **Disabled Persons Housing Service (Fife) Limited**

### **Trustees' Annual Report**

For the year ended 31 March 2017

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The trustees (who are also the directors of the company for the purposes of company law) present their report together with the financial statements and the independent examiner's report for the year ended 31 March 2017

### **Reference & Administrative Information**

**Charity and Company Name:** Disabled Person Housing Service (Fife) Limited

**Charity Number:** SC032589

**Company Number:** SC226571

**Registered Office &  
Principal Address:** West Shop  
Laws Close  
339 High Street  
Kirkcaldy KY1 1JN

<b>Trustees:</b>	Philip Revie	Chairperson
	Harry Ferrier	Vice Chairperson
	Alex Haddow	Treasurer
	John Sandie	
	Alan Smith	
	Ian Fricker	

Stuart Gray (From June 2017)

**Coordinator:** Jackie Morrison

**Company Secretary:** Philip Revie

**Independent Examiner:** Chris Smith BSc (Hons) FCIE

**Bankers:** Santander

## **Disabled Persons Housing Service (Fife) Limited**

### **Trustees' Annual Report**

For the year ended 31 March 2017

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#### **Structure, Governance & Management**

Disabled Persons Housing Service (Fife) is a company limited by guarantee incorporated in December 2001 and governed by its memorandum and articles of association.

Trustees are appointed at the AGM or from time to time by the Board to fill gaps in skills and knowledge. New trustees receive an induction pack and training is available as required, for example through CVS Fife.

The affairs of the charity are managed by a Board of Trustees who meet monthly. A series of sub groups of Trustees tackle the following specific areas of work; Finance and planning; personnel; customer care and policy and standards.

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

Disabled Persons Housing Service (Fife) is a member of the Scottish Accessible Housing Network, along with other Disabled Persons Housing Services in Scotland.

The trustees actively review the major risks which the charity faces and believe that maintaining reserves at current levels, combined with regular reviews of controls over key financial systems, will provide sufficient resources in the advent of adverse conditions. The trustees also regularly examine other operational risks faced by the charity and have established systems to mitigate significant risks.

#### **Objectives & Activities**

The charity's object and activity is to provide independent housing information, advice and support for disabled people from across Fife so they can access the information, advice and assistance they require to enable them to live more independently and direct the course of their own lives.

#### **Achievements & Performance**

The Board continue to analyse the customer requirements and our best possible delivery within constraints of available funding.

The additional funded Self-Directed Support funded by Scottish Government Support in the Right Direction continued during this year with a potential end date of March 2018. Talks continue on potential extension of that date.

## Disabled Persons Housing Service (Fife) Limited

### Trustees' Annual Report

For the year ended 31 March 2017

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Best use of core staff group skills has remained a priority and the SDS fund continues to enable a share of administrative duties making best use of Core/JIT/PSP monies together with SDS monies.

DPHS is engaging with Scottish Government during this year regarding re-accreditation of its housing information and advice service which is being administered by Scottish Legal Aid Board with a date for audit to be made during 2018. Costs related to fees and related time and skills to support this are set aside in the reserves.

Auto enrolment of pensions happened during this financial year with payments ready to be taken at the year end and thereafter by NOW Pensions.

A bid for additional SDS Option 1 work was submitted to the local authority at the end of this financial year with results pending and this may result in further contracted work which also contributes to a share of costs.

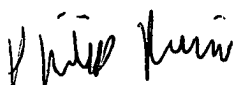
### Financial Review

Income this year was £132,113 (2016- £141,304) with the principle sources of funding being grants from Fife Council and the Scottish Government. Expenditure was £130,174 (2016 - £125,987) resulting in a surplus for the year of £1,939 (2016: £15,317). The surplus was added to the reserves brought forward from 2016. At the 31 March 2017, total funds held were £88,632 (2016: £86,693). Of the total funds held, £37,515 (2016: £43,011) were in the restricted fund and £51,117 (2016: £43,682) in the unrestricted fund.

### Reserves policy

The free reserves available to the trustees are the unrestricted funds less the value of tangible assets that cannot be readily spent. At the 31 March 2017 £50,222 (2016: £42,450) was held as free reserves. Within the free reserves a designated fund of £4,900 is held for Home Point training and accreditation and training and development. The remaining £45,322 (2016: £37,550), equivalent to 4 months running costs, is held as a contingency reserve to cover ongoing running costs (see note 10). It is the policy of the trustees to maintain a contingency reserve of £36,000 and as such the trustees have met their policy aim.

This report has been prepared in accordance with the provisions for small companies under part 15 of the Companies Act 2006, was approved by the trustees on 17 October 2017 and signed on their behalf by:



Philip Revie - Trustee

## Disabled Persons Housing Service (Fife) Limited

### Independent Examiner's Report For the year ended 31 March 2017

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I report on the financial statements of Disabled Persons Housing Service (Fife) for the financial period 1 April 2016 to 31 March 2017 which are set out on pages 7 to 14.

#### Responsibilities and basis of report

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations") and the Companies Act 2006.

I have satisfied myself that the charity is not subject to audit under Regulation (10)(1)(a)-(c) of the 2006 Regulations or company law and is eligible for independent examination. I have therefore examined your charity's accounts as required under section (44)(1)(c) of the 2005 Act and Regulation 11 of the 2006 Regulations. In carrying out my examination I have followed the guidance issued to independent examiners by the Office of the Scottish Charity Regulator (OSCR).

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of Regulation 8 of the 2006 Regulations; or
4. that there is further information needed for a proper understanding of the accounts.

#### Independent examiner's statement

I have completed my examination and I have no concerns in respect of any of the areas listed above and I have found no other matters that require drawing to your attention.



Chris Smith BSc (Hons) FCIE  
Glascairn Cottage  
Aytounhill  
Cupar  
KY14 6JH

Date: 30/10/17

## Disabled Persons Housing Service (Fife) Limited

### Statement of Financial Activities (Incorporating the Income & Expenditure account)

For the year ended 31 March 2017

	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
<b>Income from:</b>					
Donations	5	59,812	72,118	131,930	141,150
Charitable activities		-	-	-	-
Bank interest		183	-	183	154
<b>Total income</b>		<b>59,995</b>	<b>72,118</b>	<b>132,113</b>	<b>141,304</b>
<b>Expenditure on:</b>					
Staff costs	6	38,878	59,459	98,337	95,008
Rent & premises costs		4,035	-	4,035	16,571
Postage, printing & stationery		801	-	801	692
Insurance		221	42	263	660
Staff travel & training		1,338	1,510	2,848	2,195
Legal and professional charges		847	-	847	1,150
Telephone		1,099	-	1,099	728
Depreciation		337	-	337	358
IT costs		247	-	247	536
Other		521	2,581	3,102	5,553
Volunteer costs		840	445	1,285	1,950
Independent examination		804	-	804	586
Marketing		1,871	-	1,871	-
Event costs		123	1,896	2,019	-
Private sector project share of core costs		-	6,051	6,051	-
SDS project share of core costs		-	6,228	6,228	-
<b>Total expenditure</b>		<b>51,962</b>	<b>78,212</b>	<b>130,174</b>	<b>125,987</b>
<b>Net income/(expenditure)</b>		<b>8,033</b>	<b>(6,094)</b>	<b>1,939</b>	<b>15,317</b>
Transfers		(598)	598	-	-
<b>Net movement in funds</b>		<b>7,435</b>	<b>(5,496)</b>	<b>1,939</b>	<b>15,317</b>
<b>Reconciliation of Funds</b>					
Funds brought forward		43,682	43,011	86,693	71,376
Funds carried forward		51,117	37,515	88,632	86,693

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended derive from continuing activities. The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. The notes on pages 9 to 14 form an integral part of these accounts.

## Disabled Persons Housing Service (Fife) Limited

### Balance Sheet

At the 31 March 2017

	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	7	895	-	895	1,232
<b>Current Assets</b>					
Debtors		-	90	90	-
Cash at bank & in hand		52,479	39,819	92,298	112,656
Total current assets		<u>52,479</u>	<u>39,909</u>	<u>92,388</u>	<u>112,656</u>
<b>Current Liabilities</b>					
Deferred income		-	-	-	22,158
Creditors	8	1,453	2,394	3,847	4,451
Accruals	9	804		804	586
Total current liabilities		<u>2,257</u>	<u>2,394</u>	<u>4,651</u>	<u>27,195</u>
<b>Net current assets</b>		<u>50,222</u>	<u>37,515</u>	<u>87,737</u>	<u>85,461</u>
<b>Net assets</b>		<u>51,117</u>	<u>37,515</u>	<u>88,632</u>	<u>86,693</u>
<b>Funds of the Charity</b>					
Unrestricted funds		51,117	-	51,117	43,682
Restricted funds		-	37,515	37,515	43,011
Total Funds		<u>51,117</u>	<u>37,515</u>	<u>88,632</u>	<u>86,693</u>

The directors confirm that for the financial period ended 31 March 2017: -

- the company was entitled to exemption under section 477 of the Companies Act 2006, and
- no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the 2006 Companies Act with respect to accounting records and the preparation of accounts.

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

The notes on pages 9 to 14 form an integral part of these accounts.

Approved by the trustees on 17 October 2017 and signed on their behalf by:



Alex Haddow - Treasurer



## **Disabled Persons Housing Service (Fife) Limited**

### **Notes to the Financial Statements**

For the year ended 31 March 2017

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#### **1 Basis of Preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with: -

- (a) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (b) The Charities Accounts (Scotland) Regulations 2006 as amended
- (c) The Company's Act 2006
- (d) Financial Reporting Standard 102 (FRS102) (Effective January 2015),
- (e) Charities SORP (FRS 102) (Effective January 2015)

##### **1.2 Changes to Basis of Preparation**

- (a) The Charities SORP (FRS 102), previously The Charities SORP (FRSSE)
- (b) The FRS 102, previously The FRSSE 2015

##### **1.3 Changes to previous years' accounts**

(a) The presentation of the financial statements has been amended to meet the requirements of the Charities SORP (FRS 102). No material changes to the accounts have been made.

**1.4** The charity meets the definition of a public benefit entity as defined by FRS102.

**1.5** The charity is dependent on the continuing support of donors. However, the trustees have no reason to consider that this will not continue or that there are any material uncertainties about the charity's ability to continue as a going concern.

#### **2 Accounting Policies**

##### **2.1 Form of Financial Statements**

The charity maintains two types of funds for accounting purposes: -

- (a) A general unrestricted fund that can be expended at the discretion of the trustees on furthering the objects of the charity, and
- (b) Restricted funds that may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

##### **2.2 Income**

(a) Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; their receipt is probable; and the monetary value can be measured with sufficient reliability.

(b) Where income has related expenditure the income and related expenditure are reported gross in the SOFA.

## **Disabled Persons Housing Service (Fife) Limited**

### **Notes to the Financial Statements**

For the year ended 31 March 2017

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(c) Funds received in advance and which specifically relate to a future accounting period are treated as deferred income.

#### **2.3 Expenditure & Liabilities**

(a) Expenditure is accounted for on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources; it is probable they will be paid and the monetary value can be measured with sufficient reliability.

#### **2.4 Assets**

(a) Tangible fixed assets are capitalised if they have a value greater than £200 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt.

(b) Depreciation is calculated to write off the cost of tangible assets over their useful economic life as follows:

Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 33% on a straight line

#### **2.5 Debtors**

(a) Debtors are recognised at the settlement amount due

(b) Prepayments are valued at the amount prepaid

#### **2.6 Cash**

Cash at bank and in hand includes cash and bank deposits repayable on demand

#### **2.7 Creditors**

(a) Creditors are recognised where the charity has an obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

#### **2.8 Taxation**

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

### **3 Trustee Remuneration & Expenses**

No trustees' or connected persons received remuneration or other benefits for the year to 31 March 2017 (2016 – nil)

Travel expenses totaling £1,285 were paid to five trustees (2016 - £1,294 to four trustees)

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2017

#### 4. Movement in Restricted Funds

During the year the charity maintained the following restricted income funds:

Fund	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Housing Mentors Project	32,163	-	-	-	32,163
Private Sector Project	2,808	29,920	33,326	598	-
Self-Directed Support Project	8,040	42,198	44,886	-	5,352
<b>Total</b>	<b>43,011</b>	<b>72,118</b>	<b>78,212</b>	<b>598</b>	<b>37,515</b>

The £598 transfer into the Private Sector Project represents the unrestricted funds contributed to the project by the charity.

5. Donations	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Donations		1,100	-	1,100	1,100
Fife Council Housing		42,310	-	42,310	42,736
Fife Council Social Work		16,402	-	16,402	16,403
Fife Council Private Sector Project		-	29,920	29,920	30,221
Scottish Government		-	42,198	42,198	50,690
<b>Total</b>		<b>59,812</b>	<b>72,118</b>	<b>131,930</b>	<b>141,150</b>

6. Staff Costs	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Salaries		34,669	57,001	91,670	88,593
Employers NI		1,607	2,458	4,065	4,652
Employers Pension		2,602	-	2,602	1,763
<b>Total</b>		<b>38,878</b>	<b>59,459</b>	<b>98,337</b>	<b>95,008</b>

The average number of employees during the year was 6 (2016: 6). No employee received remuneration of more than £60,000 (2016: None).

The charity operates a defined contribution pension scheme. The contributions made by the charity for the period were £2,602.

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2017

7. Tangible Assets	Fixtures & fittings	Computer equipment	Total
	£	£	£
<b>Cost</b>			
At 1 April 2016	1,492	5,444	6,936
Additions	-	-	-
At 31 March 2017	1,492	5,444	6,936
<b>Depreciation</b>			
At 1 April 2016	705	4,999	5,704
Charge for the year	118	219	337
At 31 March 2017	823	5,218	6,041
<b>Net Book Value</b>			
At 31 March 2016	787	445	1,232
At 31 March 2017	669	226	895

8. Creditors	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Salaries		1,226	2,092	3,318	4,148
HMRC		151	302	453	1,266
Pension		76	-	76	-
<b>Total</b>		<b>1,453</b>	<b>2,394</b>	<b>3,847</b>	<b>5,414</b>

9. Accruals	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Independent examination		804	-	804	586

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2017

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<b>10. Free Reserves</b>	<b>2017 Total</b>	<b>2016 Total</b>
	<b>£</b>	<b>£</b>
Free reserves	50,222	42,450
Consisting of:		
Contingency and running costs	45,322	37,550
Home Point accreditation & training	4,900	4,900
Total	50,222	42,450

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2017

#### 11. Previous year information

##### Statement of Financial Activities for the year ended 31 March 2016

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>
		<b>£</b>	<b>£</b>
<b>Income from:</b>			
Donations	5	60,239	80,911
Charitable activities		-	-
Bank interest		154	-
<b>Total income</b>		<b>60,393</b>	<b>80,911</b>
<b>Expenditure on:</b>			
Staff costs	6	39,859	55,149
Rent & premises costs		3,757	12,814
Postage, printing & stationery		692	-
Insurance		220	440
Staff travel & training		637	1,558
Legal and professional charges		1,150	-
Telephone		728	-
Depreciation		358	-
IT costs		536	-
Other		712	4,841
Volunteers costs		1,265	685
Independent examination		586	-
<b>Total expenditure</b>		<b>50,500</b>	<b>75,487</b>
<b>Net income/(expenditure)</b>		<b>9,893</b>	<b>5,424</b>
Transfers		1,483	(1,483)
<b>Net movement in funds</b>		<b>11,376</b>	<b>3,941</b>
<b>Reconciliation of Funds</b>			
Funds brought forward		32,306	39,070
Funds carried forward		43,682	43,011