

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 2015



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Disabled Persons Housing Service (Fife) Limited

Annual Report & Statement of Account

For the year ended 31 March 2015

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Disabled Persons Housing Service (Fife) Limited

Trustees' Annual Report

For the year ended 31 March 2015

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 2015

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

Trustees:	Philip Revie	Chairperson
	Harry Ferrier	Vice Chairperson
	Alex Haddow	Treasurer
	John Sandie	
	Alan Smith	

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 2015

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

For the year 2014/15 there was an emphasis on continuation of delivery of the service. Quarterly and annual monitoring meetings with our main core funder (Fife Council) express that Disabled Persons Housing service (Fife) has fulfilled all targets for the year. Dr Sue Newberry produced a Fife-wide summary of the Community Intervention Fund (Housing Mentors 55+) project work and DPHS met those funded goals. Core funding streams were continued with DPHS seeking longer term commitment from its core funder, Fife Council. It was noted that further discussion around this would take place during 2015/16.

There was a 27% increase in core activities and delivery of Housing Options Reports in this year. The staff group and Board continually monitored customer work and our delivery. The Customer Care Sub Group received monthly reports from the staff group on waiting times and outputs. Waiting time for service varied between 14 – 28 days but the waiting list was not closed at any time.

Disabled Persons Housing Service (Fife) Limited

Trustees' Annual Report

For the year ended 31 March 2015

With knowledge that Community Intervention Fund would end at March 2014, the staff group and Board analysed that work to determine mainstreaming of the mentoring approach and the 55+ approach. Making best use of resources led to an end to the secondment for Private Sector Project within this year in order to better manage those funds/outcomes. Discussions were held around a bid to the Joint Improvement Team of Scottish Government for work around the Adapting For Change agenda. Fife Council Housing made a successful bid which included DPHS(F) as one of the third sector partners and funding for this is via the Private Sector Housing Grant. The balance of the PSP fund kick started the JIT element of the work to carry through to the following year and this was via a mixture of staff input. This ensured continuation of this fund as JIT/PSP and ensured that DPHS(F) could directly manage these funds.

Best use of resources led to previous Community Jobs Scotland candidate being funded as permanent administration and also the PSP contact for private landlords (via the JIT/PSP fund). The trained 55+ mentor worker took forward the elements of JIT relating to adaptations which ensured those skills were kept in DPHS(F) and that the needs of older people who wish to remain at home/adapt are given a voice. This made best use of our staffing resource.

The Board continued to analyse the customer requirements and our best possible delivery. A business planning day discussed the use of Self Directed Support in assisting our client group to achieve independent living. The Board examined its Mission Statement and aims to ensure this activity met with our aims and a decision was taken that this would greatly support delivery to the public. This was viewed as crucial at a time when accessing a housing solution is becoming even more difficult. The role of mentoring was also discussed alongside this SDS work. A bid was made to Scottish Government, Support In The Right Direction, to bring Self Directed Support into the charity service delivery. This bid was successful and an SDS project (including mentoring) will run from April 2015. This fund will result in a fair share of core running costs and also contains an element of admin costs (a half post) and management time.

During this year DPHS(F) was made aware that Scottish Government is seeking to change the delivery of the training and accreditation for National Standards in Provision of Housing Information & Advice. A current consultation is examining potential peer auditing which may negate the need for fees. In the coming year DPHS(F) will keep abreast of these developments. Auditing reserves will be reviewed as appropriate.

In the coming year the DPHS(F) are preparing for auto enrolment of pensions and have set up a Pensions/Auto Enrolment Sub Group to create an Action Plan relating to this responsibility.

Disabled Persons Housing Service (Fife) Limited

Trustees' Annual Report

For the year ended 31 March 2015

Financial Review

Income fell this year to £128,214 (2014- £154,658) with the principle sources of funding being grants from Fife Council and Fife Health Board. Expenditure also fell to £135,350 (2014 - £136,983) resulting in a deficit for the year of £7,136 (2014: a surplus of £17,675). The deficit was funded from the reserves brought forward from 2014. At the 31 March 2015 total funds held were £71,376. Of the total funds held £39,070 were in the restricted fund and will be sent in the coming year, and £32,306 was held in the unrestricted fund.

The incoming resources for the Private Sector Project at £25,268 was less than anticipated and consists of grant payments from Fife Council totaling £8,115 plus a notional value of £17,513 for the employment costs of an employee seconded from Fife Council for eight months (See Note 13).

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 2015 £32,136 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 £27,236, equivalent to just over 2 months running costs, is held as a contingency reserve to cover ongoing running costs (see note 14). It is the policy of the trustees to maintain a contingency reserve of at least 3 months running cost; equivalent to £36,000. With a contingency reserve of £27,237 the trustees have not met this target.

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 13 October 2015 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 2015

I report on the financial statements of Disabled Persons Housing Service (Fife) for the financial period 1 April 2014 to 31 March 2015 which are set out on pages 8 to 14

Respective responsibilities of trustees and examiner

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 terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations"). The trustees consider that an audit under Regulation (10)(1)(a)-(c) of the 2006 Regulations is not required and that the accounts can be subject to an Independent Examination.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks explanations from the 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 Regulations; and
- to prepare accounts which accord with the accounting records and comply with the Regulation 8 of the 2006 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.



Chris Smith BSc (Hons) FCIE
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KY14 6JH

Date: 16/10/15

Disabled Persons Housing Service (Fife) Limited

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

For the year ended 31 March 2015

	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Incoming Resources					
From Generated Funds					
Voluntary income	5	59,325	64,469	123,794	133,422
Investment income		32	-	32	29
From charitable activities	6	-	4,238	4,238	11,172
Other income		150	-	150	10,035
Total incoming resources		59,507	68,707	128,214	154,658
Resources Expended					
Cost of charitable activities	7	67,143	66,395	133,538	135,662
Governance costs	8	1,812	-	1,812	1,321
Total resources expended		68,955	66,395	135,350	136,983
Net incoming/(outgoing) resources		(9,448)	2,312	(7,136)	17,675
Reconciliation of Funds					
Funds brought forward		41,754	36,758	78,512	60,837
Net income		(9,448)	2,312	(7,136)	17,675
Funds carried forward		32,306	39,070	71,376	78,512

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 10 to 14 form an integral part of these accounts.

Disabled Persons Housing Service (Fife) Limited

Balance Sheet At the 31 March 2015

	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Fixed Assets					
Tangible assets	9	170	-	170	383
Current Assets					
Debtors	10	-	5,011	5,011	-
Prepayments		-	-	-	-
Cash at bank & in hand		34,731	35,451	70,182	87,565
Total current assets		<u>34,731</u>	<u>40,462</u>	<u>75,193</u>	<u>87,565</u>
Current Liabilities					
Deferred income		-	-	-	4,040
Creditors	11	2,029	1,392	3,421	4,830
Accruals	12	566	-	566	566
Total current liabilities		<u>2,595</u>	<u>1,392</u>	<u>3,987</u>	<u>9,436</u>
Net current assets		<u>32,136</u>	<u>39,070</u>	<u>71,206</u>	<u>78,129</u>
Net assets		<u>32,306</u>	<u>39,070</u>	<u>71,376</u>	<u>78,512</u>
Funds of the Charity					
Unrestricted funds		32,306	-	32,306	41,754
Restricted funds		-	39,070	39,070	36,758
Total Funds		<u>32,306</u>	<u>39,070</u>	<u>71,376</u>	<u>78,512</u>

The directors confirm that for the financial period ended 31 March 2015:-

- 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 10 to 14 form an integral part of these accounts.

Approved by the trustees on 13 October 2015 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 2015

1 Basis of Preparation

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

- (a) Accounting & Reporting by Charities - Statement of Recommended Practice (SORP 2005) (2nd edition),
- (b) Financial Reporting Standard for Smaller Entities (FRSSE) (effective April 2008),
- (c) The Company's Act 2006
- (d) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (e) The Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Accounting Policies

2.1 Form of Financial Statements

The Charity maintains two funds for accounting purposes:-

- (a) A general unrestricted income fund for the day-to-day running of the charity, and
- (b) A restricted income fund that consists of monies received from sponsors which relate to a specific project and are donated to fund a particular purpose. (See note 4).

2.2 Incoming Resources

(a) Incoming Resources are recognised and included in the Statement of Financial Activities (SOFA) when the Charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

(b) Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.

(c) Grants 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.

(c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters

2.4 Assets

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.

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2015

2.5 Depreciation

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

2.6 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 2015 (2014 – nil)

Travel expenses totaling £1,246 were paid to four trustees (2014 - £755 to two trustees)

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	29,981	38,841	36,659	-	32,163
Private Sector Project	6,777	25,628	25,561	-	6,844
Community Jobs Scotland	-	4,238	4,175	-	63
Total	36,758	68,707	66,395	-	39,070

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2015

5. Voluntary Income	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Donations		1,020	-	1,020	20
Fife Council Housing		42,105	-	42,105	41,973
Fife Council Social Work		16,200	-	16,200	16,320
Fife Council Private Sector Project		-	25,628	25,628	36,268
Fife Health Board Housing Mentors		-	38,841	38,841	38,841
Total		59,325	64,469	123,794	133,422

6. Income from Charitable Activities	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Community Jobs scheme		-	4,238	4,238	11,172
Total		-	4,238	4,238	11,172

7. Cost of Charitable Activities	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Staff costs	13	52,151	48,293	100,444	104,259
Rent		6,993	-	6,993	8,117
Postage, printing & stationery		2,127	-	2,127	1,927
Insurance		199	399	598	598
Staff travel		1,134	929	2,063	2,855
Legal and professional charges		964	-	964	706
Training		1,325	412	1,737	3,476
Telephone		727	-	727	1,370
Depreciation		213	-	213	417
IT costs		286	-	286	1,150
Other		1,024	3,505	4,529	10,787
Volunteers costs		-	132	132	-
Housing mentors core costs		-	4,614	4,614	-
Housing mentors share of supervision		-	3,505	3,505	-
Private sector project share of core costs		-	4,606	4,606	-
Total		67,143	66,395	133,538	135,662

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2015

8. Governance Costs	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
IE Fee		566	-	566	566
Board expenses		1,246	-	1,246	755
Total		1,812	-	1,812	1,321

9. Tangible Assets	Fixtures & fittings	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2014	737	4,779	5,516
Additions			
At 31 March 2015	737	4,779	5,516
Depreciation			
At 1 April 2014	537	4,596	5,133
Charge for the year	30	183	213
At 31 March 2015	567	4,779	5,346
Net Book Value			
At 31 March 2015	170	-	170
At 31 March 2014	200	183	383

10. Debtors	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Fife Council		-	5,011	5,011	-
Total		-	5,011	5,011	-

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2015

11. Creditors	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Salaries		1,278	877	2,155	3,058
HMRC		751	515	1,266	1,772
Total		2,029	1,392	3,421	4,830

12. Accruals	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Independent examiners fee		566	-	566	536
Total		566	-	566	536

13. Staff Costs	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Salaries		47,489	42,697	90,186	91,166
Employers NI		2,856	2,619	5,475	7,033
Employers Pension		1,806	2,977	4,783	6,060
Total		52,151	48,293	100,444	104,259

The average monthly number of employees during the year was 4 (2013: 4). No employee received remuneration of more than £60,000 (2014: None).

The staff costs include a notional figure of £17,513 for the value of the employment costs of an employee seconded from Fife Council to work on the Private Sector Project but whose salary and on costs were paid by Fife Council. The total employment cost of the secondment for the year would have been £26,270. However, the secondment only ran for eight months (April through to November) so the value of this support from Fife Council has been calculated as £17,513 (£26,270/12*8).

14. Free Reserves	2015 Total	2014 Total
	£	£
Free reserves	32,136	41,371
Consisting of:		
Contingency and running costs	27,236	36,471
Home Point accreditation & training	4,900	4,900
Total	32,136	41,371