

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

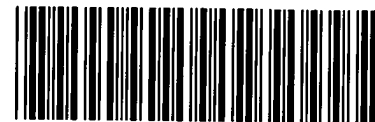
(A company limited by guarantee)

Scottish Charity No: SC032589  
Company No: SC226571

## **Annual Report & Financial Statements**

**For the Year Ended 31 March 2016**

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COMPANIES HOUSE

Chris Smith BSc (Hons) FCIE  
Independent Examiner and Charity Advisor  
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**Disabled Persons Housing Service (Fife) Limited**

**Annual Report & Statement of Account**

For the year ended 31 March 2016

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

### **Trustees' Annual Report**

For the year ended 31 March 2016

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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 2016

### **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	From June 2015

**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 2016

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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.

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

### **Trustees' Annual Report**

For the year ended 31 March 2016

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#### **Achievements & Performance**

The Board continued to analyse the customer requirements and our best possible delivery.

Last year a business planning day identified potential service provision around Self Directed Support as appropriate for DPHS(F). A bid to support this work was successful and Support in the Right Direction (Scottish Government) funding will now run for up to 3 years. This will enable DPHS(F) to provide information and advice service, and also a volunteer mentor service, relating to SDS. This fund now supports a 21 hour SDS Options advisor post, a 10 hour SDS Volunteer Mentor post and a half post for admin support. This fund enables a full share of core costs which includes costs related to premises, equipment, etc. which greatly assists the service.

Best use of core staff group skills has remained a priority and the SDS fund has enabled the existing admin post to have costs shared between SDS and the JIT/PSP monies to maintain consistency to the service.

DPHS(F) is keeping updated re the Scottish Government plans for accreditation (re-accreditation) via National Standards in Provision of Housing Information and Advice and any impact on the organization both related to cost of fees & related time factor to support this. Monies are set aside in the reserves for potential fees.

DPHS(F) continues to examine any other related funds to assist the organization to maintain its standards of delivery. Core funding (Fife Council) has not kept abreast of inflation or rising costs of rental of premises etc. Within the coming year DPHS will continue to discuss with Fife Council, and others, the potential use of One Stop Shop approach for delivery of service. The Board will continue to monitor the use of reserves and set appropriate contingency which takes account of new work.

The DPHS(F) will continue to source any funds which will assist to continue to meet the needs of disabled people, their families and carers, beyond the current Support In The Right Direction fund which assists the core fund/delivery.

In this current year auto enrolment of pensions will be actioned and the Board will continue to assess the impact on the funding position/monies available for delivery of service.

Any possible opportunities for joint delivery, share of premises etc. will also be continually examined.

## Disabled Persons Housing Service (Fife) Limited

### Trustees' Annual Report

For the year ended 31 March 2016

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#### Financial Review

Income rose this year to £141,304 (2015- £128,214) with the principle sources of funding being grants from Fife Council and the Scottish Government. Expenditure fell to £125,987 (2015 - £135,350) resulting in a surplus for the year of £15,317 (2015: a deficit of £7,136). The surplus was added to the reserves brought forward from 2015. At the 31 March 2016 total funds held were £86,693 (2015: £71,376). Of the total funds held, £43,011 were in the restricted fund and £43,682 was held 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 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 £37,550, equivalent to 4 months running costs, is held as a contingency reserve to cover ongoing running costs (see note 11). 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 11 October 2016 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 2016

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I report on the financial statements of Disabled Persons Housing Service (Fife) for the financial period 1 April 2015 to 31 March 2016 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 Regulationshave 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  
Glascairn Cottage  
Aytounhill  
Cupar  
KY14 6JH

Date: 20/10/16

## Disabled Persons Housing Service (Fife) Limited

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

For the year ended 31 March 2016

	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
<b>Income from:</b>					
Donations	5	60,239	80,911	141,150	123,944
Charitable activities		-	-	-	4,238
Bank interest		154	-	154	32
<b>Total income</b>		<b>60,393</b>	<b>80,911</b>	<b>141,304</b>	<b>128,214</b>
<b>Expenditure on:</b>					
Staff costs	6	39,859	55,149	95,008	100,444
Rent & premises costs		3,757	12,814	16,571	6,993
Postage, printing & stationery		692	-	692	2,127
Insurance		220	440	660	598
Staff travel & training		637	1,558	2,195	3,800
Legal and professional charges		1,150	-	1,150	964
Telephone		728	-	728	727
Depreciation		358	-	358	213
IT costs		536	-	536	286
Other		712	4,841	5,553	4,529
Volunteers costs		1,265	685	1,950	1,378
Independent examination		586	-	586	566
Housing mentors core costs		-	-	-	4,614
Housing mentors share of supervision		-	-	-	3,505
Private sector project share of core costs		-	-	-	4,606
<b>Total expenditure</b>		<b>50,500</b>	<b>75,487</b>	<b>125,987</b>	<b>135,350</b>
<b>Net income/(expenditure)</b>		<b>9,893</b>	<b>5,424</b>	<b>15,317</b>	<b>(7,136)</b>
Transfers		1,483	(1,483)	-	-
<b>Net movement in funds</b>		<b>11,376</b>	<b>3,941</b>	<b>15,317</b>	<b>(7,136)</b>
<b>Reconciliation of Funds</b>					
Funds brought forward		32,306	39,070	71,376	78,512
Funds carried forward		<b>43,682</b>	<b>43,011</b>	<b>86,693</b>	<b>71,376</b>

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 2016

	Note	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
<b>Fixed Assets</b>					
Tangible assets	7	1,232	-	1,232	170
<b>Current Assets</b>					
Debtors		-	-	-	5,011
Cash at bank & in hand		60,174	52,482	112,656	70,182
Total current assets		60,174	52,482	112,656	75,193
<b>Current Liabilities</b>					
Deferred income	8	14,678	7,480	22,158	-
Creditors	9	2,460	1,991	4,451	3,421
Accruals	10	586	-	586	566
Total current liabilities		17,724	9,471	27,195	3,987
<b>Net current assets</b>		42,450	43,011	85,461	71,206
<b>Net assets</b>		43,682	43,011	86,693	71,376
<b>Funds of the Charity</b>					
Unrestricted funds		43,682	-	43,682	32,306
Restricted funds		-	43,011	43,011	39,070
Total Funds		43,682	43,011	86,693	71,376

The directors confirm that for the financial period ended 31 March 2016: -

- 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 11 October 2016 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 2016

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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 for Smaller Entities (the FRSSE) (Effective January 2015),
- (e) Accounting & Reporting by Charities – Statement of Recommended Practice (Charities SORP (FRSSE))

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

- (a) The Charities SORP (FRSSE), previously SORP 2005 (2<sup>nd</sup> Edition)
- (b) The FRSSE 2015, previously FRSSE 2008

##### **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 (FRSSE). No material changes to the accounts have been made.

#### **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 Incoming Resources**

- (a) Incoming Resources are 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 incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.
- (c) Funds received in advance and which specifically relate to a future accounting period are treated as deferred income.

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

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

For the year ended 31 March 2016

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#### **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 on a straight line basis 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 2016 (2015 – nil)

Travel expenses totaling £1,294 were paid to four trustees (2015 - £1,246 to four trustees)

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2016

#### 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	6,844	30,221	34,257	-	2,808
Community Jobs Scotland	63	-	-	(63)	-
Self-Directed Support Project	-	50,690	41,230	(1,420)	8,040
<b>Total</b>	<b>39,070</b>	<b>80,911</b>	<b>75,487</b>	<b>(1,483)</b>	<b>43,011</b>

The transfer of £1,420 from the Self-Directed Support project represents the value of equipment that once purchased satisfied the restriction and was transferred to the unrestricted fund.

5. Donations	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Donations		1,100	-	1,100	1,020
Fife Council Housing		42,736	-	42,736	42,105
Fife Council Social Work		16,403	-	16,403	16,200
Fife Council Private Sector Project		-	30,221	30,221	25,628
Fife Health Board Housing Mentors		-	-	-	38,841
Scottish Government		-	50,690	50,690	-
<b>Total</b>		<b>60,239</b>	<b>80,911</b>	<b>141,150</b>	<b>123,794</b>

6. Staff Costs	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Salaries		35,258	53,335	88,593	90,186
Employers NI		2,838	1,814	4,652	5,475
Employers Pension		1,763	-	1,763	4,783
<b>Total</b>		<b>39,859</b>	<b>55,149</b>	<b>95,008</b>	<b>100,444</b>

The number of employees at the end of the year was 6 (2015: 4). No employee received remuneration of more than £60,000 (2015: None).

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2016

7. Tangible Assets	Fixtures & fittings	Computer equipment	Total	
	£	£	£	
<b>Cost</b>				
At 1 April 2015	736	4,780	5,516	
Additions	756	664	1,420	
At 31 March 2016	1,492	5,444	6,936	
<b>Depreciation</b>				
At 1 April 2015	566	4,780	5,346	
Charge for the year	139	219	358	
At 31 March 2016	705	4,999	5,704	
<b>Net Book Value</b>				
At 31 March 2015	170	-	170	
At 31 March 2016	787	445	1,232	

8. Movement in deferred income	Balance 31/03/2015	Funds received	Released to income	Balance 31/03/2016
	£	£	£	£
Fife Council Housing 2016/17	-	18,458	-	18,458
Fife Council Social Work 2016/17	-	4,100	-	4,100
<b>Total</b>	<b>-</b>	<b>22,558</b>	<b>-</b>	<b>22,558</b>

9. Creditors	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Salaries		2,275	1,873	4,148	2,155
HMRC		185	118	303	1,266
<b>Total</b>		<b>2,460</b>	<b>1,991</b>	<b>4,451</b>	<b>3,421</b>

10. Accruals	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Independent examination		586	-	586	566

## Disabled Persons Housing Service (Fife) Limited

### Notes to the Financial Statements

For the year ended 31 March 2016

<b>11. Free Reserves</b>	<b>2016 Total</b>	<b>2015 Total</b>
	<b>£</b>	<b>£</b>
Free reserves	42,450	32,136
Consisting of:		
Contingency and running costs	37,550	27,236
Home Point accreditation & training	4,900	4,900
<b>Total</b>	<b>42,450</b>	<b>32,136</b>

### 12. Previous year information

In order to comply with the SORP (FRSSE) to show corresponding amounts for the previous year for every item in the Statement of Financial Activities (not just the prior year totals), the unrestricted and restricted funds from the previous year, set out in accordance with the requirements of the SORP (FRSSE), is shown below:

#### Statement of Financial Activities for the year ended 31 March 2015

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>
	<b>£</b>	<b>£</b>
<b>Income from:</b>		
Donations	59,475	64,469
Charitable activities	-	4,238
Investments	32	-
<b>Total income</b>	<b>59,507</b>	<b>68,707</b>
<b>Expenditure on:</b>		
Charitable activities	68,955	66,395
<b>Total expenditure</b>	<b>68,955</b>	<b>66,395</b>
<b>Net movement in funds</b>	<b>(9,448)</b>	<b>2,312</b>
<b>Reconciliation of Funds</b>		
Funds brought forward	41,754	36,758
Funds carried forward	32,306	39,070