

**DISABLED PERSONS HOUSING
SERVICE (FIFE) LTD**

FINANCIAL STATEMENTS

**FOR THE
YEAR ENDED**

31st DECEMBER 2004

A 226571



BERRY & CO

**Norman Berry & Co. Ltd.
Chartered Tax Advisers**

Accountants and Registered Auditors

41 High Street
Kirkcaldy
Fife
KY1 1LL
01592 267840

27 Canmore Street
Dunfermline
Fife
KY12 7NU
01383 740761

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41 High Street
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01383 740261

DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED
YEAR ENDED 31ST DECEMBER 2004

TRUSTEES

Harry Ferrier (Chair)
Rose Ritchie (Treasurer)
Philip Revie (Company Secretary)
Ian Fricker
Marian McGregor

REGISTERED OFFICE AND BUSINESS ADDRESS:

Viewforth Centre
Viewforth Street
Kirkcaldy
Fife
KY1 3DH

CHARITY REGISTRATION NUMBER:

SC 032589

COMPANY REGISTRATION NUMBER:

SC 226571

ACCOUNTANTS:

Berry & Co
Chartered Tax Advisers
Accountants & Registered Auditors
41 High Street
Kirkcaldy
KY1 1LL

BANKERS:

Alliance & Leicester Commercial Bank plc
62 Hagley Road
Birmingham
B16 8PE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2004

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DISABLED HOUSING SERVICE (FIFE) LIMITED

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST DECEMBER 2004**

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and financial statements for the year ended 31st December 2004. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing their annual report and financial statements of the charity.

Objects of the charity, principal activities and organisation of our work

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

The charity's object and its principal activity continues to be that of assistance of the disabled with finding suitable housing in Fife.

The charity is organised so that the trustees meet regularly to manage its affairs.

Development, activities and achievements this year

The trustees consider that the development of the charity has been satisfactory.

The charity would not be able to function without continued voluntary input from the trustees and other workers.

Future Developments

A Development Officer was recruited from January 2005 and this will enable the charity to provide an improved level of service in future periods.

Transactions and financial position

The statement of financial activities shows net income of £9,200 for the year and our reserves stand at £9,396 in total.

This level of reserves is required to meet future operating commitments.

Directors and Trustees

All directors of the company are also trustees of the charity and there are no other trustees. All of the trustees named on page 2 served throughout the year. The board has the power to appoint additional trustees as it considers fit to do so.

Risk Management

The trustees 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.

Trustees' responsibilities in relation to the financial statements

The trustees are required by company law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether the policies adopted are in accordance with the companies act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- Prepare the statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

Approval

This report was approved by the board of directors and trustees on 20/10/05 and signed on its behalf.



Philip Revie
Company secretary

DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED

ACCOUNTANTS' REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2004

We have prepared, in accordance with your instructions, without audit, the financial statements on pages 5 to 7 from the accounting records, information and explanations supplied to us and report that they are in accordance therewith.

Berry & Co
Chartered Tax Advisers
Accountants and Registered Auditors
41 High Street
Kirkcaldy
Fife
KY1 1LL

DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2004

	<u>Note</u>	<u>2004</u> £ Restricted Funds	<u>2003</u> £ Restricted Funds
<u>INCOMING RESOURCES</u>			
Grants Receivable - Fife Council		11,250	-
<u>RESOURCES EXPENDED</u>			
Charitable expenditure			
Management & Administration	2	2,050	151
Net Movement in Funds		<u>9,200</u>	<u>(151)</u>
Funds Brought Forward		<u>196</u>	<u>347</u>
Funds Carried Forward		<u><u>9,396</u></u>	<u><u>196</u></u>

The notes on page 7 form part of these financial statements

DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED

BALANCE SHEET AS AT 31 DECEMBER 2004

	<u>Note</u>	<u>2004</u>	<u>2003</u>
CURRENT ASSETS			
Cash at Bank and in hand		13,792	196
CREDITORS: Amounts falling due within one year	3	4,396	-
NET ASSETS		<u><u>9,396</u></u>	<u><u>196</u></u>
Represented by:			
RESTRICTED FUNDS	4	<u><u>9,396</u></u>	<u><u>196</u></u>

In preparing these financial statements:

- a. The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985;
- b. No notice has been deposited under Section 249B(2) of the Companies Act 1985, and
- c. The directors acknowledge their responsibility for:
 - (i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
 - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the directors on


Harry Ferrier


Philip Revie

DISABLED PERSONS HOUSING SERVICE (FIFE) LIMITED

NOTES TO THE FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, SORP Update Bulletin 1 issued in December 2002, applicable accounting standards and the Companies Act 1985.

1.2 Income

Income represents monies receivable in relation to expenses for the year.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on the accruals basis, inclusive of any VAT which cannot be recovered.

2 MANAGEMENT & ADMINISTRATION COSTS

	<u>2004</u>	<u>2003</u>
	£	£
Travel expenses	77	18
Room hire	-	110
Postage and stationery	44	8
Advertising	1,168	-
Accountancy	646	-
Miscellaneous	115	15
	<u>2,050</u>	<u>151</u>

3 CREDITORS: Amounts falling due within one year

	<u>2004</u>	<u>2003</u>
	£	£
Deferred income	3,750	-
Accrued expenses	646	-
	<u>4,396</u>	<u>-</u>

4 NET MOVEMENT IN FUNDS

	<u>2004</u>	<u>2003</u>
	£	£
Restricted funds		
Net movement in the year	9,200	(151)
Total funds brought forward	196	347
Total Funds Carried Forward	<u>9,396</u>	<u>196</u>