

**BLUE PITS HOUSING ACTION**

**COMPANY REGISTRATION NUMBER: 07825886**

**CHARITY REGISTRATION NUMBER: 11154280**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2015**

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## **BLUE PITS HOUSING ACTION**

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## BLUE PITS HOUSING ACTION

### DIRECTORS' REPORT

The Director/Trustees (Management Committee Members) present their Report and the Financial Statements for the year ended 31 October 2015.

#### Reference, Administrative Information and Governing Document

The charity is a company limited by guarantee and is registered with the Charity Commission.

Company Registration No. 07825886 Incorporated: 27th October 2011

Charity Registration No. 1154280 Registered: 21st October 2013

The company was established under a Memorandum and Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

#### Directors

The directors/trustees who held office during the year ended 31 October 2015 were as follows:

Kiaran Burke

Peter Ruddy

Michelle Warburton (resigned September 2014)

Kathleen Ince

#### Senior Management Team

Lynn Collins (Service Lead)

Virginia Ncube (Project Lead)

#### Bankers

Co-operative Bank

1 Balloon Street

Manchester

#### Independent Examiners

Community Accountancy Service Ltd.

The Grange

Pilgrim Drive

Beswick

Manchester

M11 3TQ

#### Recruitment and Appointment of Management Committee

By word of mouth, circulated to all social care providers via the internet.

#### Trustee Induction and Training

Provided for all trustees as appropriate.

## **BLUE PITS HOUSING ACTION**

### **Risk Management**

The Trustees identify the major risks to which the charity is exposed each financial year when preparing and updating the strategic plan, in particular those related to the operations and finances of the charity. The Trustees then review any major risks which have been identified and establish systems to mitigate those risks. The charity is satisfied that the systems are in place to mitigate their exposure to the major risks which have been so far identified and reviewed.

### **Organisational Structure**

The organisation has a Board of Trustees of up to 4 members who meet quarterly and are responsible for the strategic direction and policy of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of services rests with the Service Lead.

### **Related Parties**

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy.

### **Aims & Objectives**

Purposes and Aims

The principal activity of the Company is:

Blue Pits Housing Action (BPHA) provides an inclusive, tenant needs-led, high quality accommodation and support service to vulnerable adults that enables them to achieve their full potential and promotes social inclusion.

### **Achievements and Performance**

BPHA holds the Investors in People Standard award for the third year running. In addition, we continue to hold the new Investors in People Health & Wellbeing Award. The award endorses our commitment to staff wellbeing.

The Rochdale Borough Council (The Council) Adult Care block contract for support provision is due to expire on 31<sup>st</sup> March 2016. The Council intend to put the contract out to tender during October 2015.

BPHA have been proactive in exploring potential partnerships and other collaborative arrangements with local providers. One national provider has shown an interest in a joint tendering arrangement. In addition, we have successfully tendered for the provision of housing and support services to two more individually funded tenants. This brings the number of service users to 30 (24 block contracted tenants and 6 'spot purchased' services). Our local reputation is positive and is improving continually.

Our website, designed by Sizzle Media continues to be developed and updated. This website and our new social media page support the promotion and marketing of the organisation.

### **How Our Activities Deliver Public Benefit**

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

## **BLUE PITS HOUSING ACTION**

To carry on for the benefit of the community the business of providing social housing and any associated amenities, services, advice or assistance for persons:

- ~ in necessitous circumstances upon terms appropriate to their means;
- ~ for whom it would be charitable to provide housing.

To promote or carry out any other charitable purpose that can be carried out by a company registered as a social landlord with the tenant services authority or such similar authority from time to time.

The aims of Blue Pits Housing Action are:

- ~ To provide high quality accommodation which meets the needs of vulnerable people
- ~ To improve the overall health and wellbeing of vulnerable people with complex mental health needs, including those with a dual diagnosis.
- ~ To enable people to develop and maintain the skills and competencies they need to return to, or remain, living independently in their own home.
- ~ To minimise the need for secondary health and social care provision.
- ~ To promote integration and reintegration among socially excluded groups and those leaving institutions of confinement.

### **Financial Review**

Blue Pits Housing Action continues to benefit from two statutory funding streams via Rochdale MBC for both its support and housing management services.

We have leased two additional properties from private landlords and although these create new expenditure, our rent and service charges, agreed by the Principal Housing Officer for Rochdale MBC Housing Benefit service have been extended to include these tenancies.

### **Principal Funding Sources**

Principal funding sources are payments from Rochdale Borough Council Adult Care Commissioning Team and Housing Benefit.

### **Investment Policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for any longer term investment.

### **Reserves Policy**

We are currently seeking advice in how to adopt a reserves policy.

### **Plans for Future Periods**

It has been proposed and agreed by our Board of Trustees to develop a local accommodation and support project in Deepdish, Rochdale. The aim of this project will be to provide nine individual fully contained units of accommodation within a converted Georgian building, four of which will be designed to meet the needs of people with limited mobility, including wheelchair users.

In meeting the support element of this endeavour, Lynn Collins will approach the Commissioner of Rochdale BC Learning Disability and Vulnerable Adults service with a view to applying to become a Registered Provider of learning disability accommodation and support.

## BLUE PITS HOUSING ACTION

In meeting the costs of the accommodation i.e. lease payments and eligible services, Lynn Collins and Kiaran Burke will make an application to Housing Benefit for rent payments in keeping with the Exempt Provider status of BPHA as a Registered Social Landlord.

In addition, Lynn Collins will make an application to the Care Quality Commission (CQC) on behalf of BPHA to become a Registered Provider. It is proposed that Virginia Ncube will make a tandem application to CQC to become the Registered Manager of the organisation.

BPHA has been approved as an appropriate placement for intermediate and final year social work students by Uclan and Salford University. The status of Virginia Ncube and Vicky Chanter (Team Lead) as HCPC (Health and Care Professions Council) registered Social Workers will enable 70 day and 100 day placements for two students at any one time and will serve to add value to the service we provide for our tenants.

### Trustees' Responsibilities

The trustees (who are also directors of Blue Pits Housing Action for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charitable Company, and of

the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Registered Office:

38 Carr Avenue  
Prestwich  
Manchester  
M25 9TP

Signed on Behalf of the Board:



Peter Ruddy

Date: 1<sup>st</sup> April 2016

## **Independent examiner's report to the trustees of BLUE PITS HOUSING ACTION**

I report on the accounts of the company for the year ended 31<sup>st</sup> October 2015, which are set out on pages 6 to 11.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act ;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
  - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

AM King FCCA      *A.M. King*  
 Community Accountancy Service Ltd  
 The Grange, Pilgrim Drive, Beswick, Manchester, M11 3TQ

Date: 1<sup>st</sup> April 2016

## BLUE PITS HOUSING ACTION

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 OCTOBER 2015

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31st October 2015	Total Funds Year Ended 31st October 2014
	Notes	Year Ended 31st October 2015 £	Year Ended 31st October 2015 £	Year Ended 31st October 2015 £	Year Ended 31st October 2014 £
<b>INCOMING RESOURCES</b>					
<b>Voluntary Income:</b>					
Donations		18	-	18	-
<b>Incoming resources from generated funds:</b>					
<b>Activities for generating funds:</b>					
Bank Interest		56	-	56	33
<b>Incoming resources from charitable activities:</b>					
Grants	(2)	136,166	-	136,166	139,118
Housing Benefit		259,951	-	259,951	264,606
Trip Income		1,301	-	1,301	7,853
Placement Fees		3,800	-	3,800	1,960
Blue Pits Project Income		978	-	978	-
Miscellaneous Income		-	-	-	250
<b>Total incoming resources</b>		<b>402,270</b>	<b>-</b>	<b>402,270</b>	<b>413,820</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>	(5)	404,466	-	404,466	376,629
<b>Support Costs</b>	(5)	7,649	-	7,649	3,836
<b>Governance costs</b>	(5)	960	-	960	767
<b>Total resources expended</b>		<b>413,075</b>	<b>-</b>	<b>413,075</b>	<b>381,232</b>
<b>Net movement in funds</b>		<b>(10,805)</b>	<b>-</b>	<b>(10,805)</b>	<b>32,588</b>
Transfers between funds	(11)	-	-	-	-
<b>Reconciliation of funds</b>					
Total funds brought forward	(11)	46,222	-	46,222	13,634
<b>Total funds carried forward</b>	(11)	<b>35,417</b>	<b>-</b>	<b>35,417</b>	<b>46,222</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 8 to 11 form part of these accounts.



## BLUE PITS HOUSING ACTION

COMPANY REGISTRATION NUMBER: 07825886

## BALANCE SHEET AS AT 31 OCTOBER 2015

	Notes	2015		2014	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	(8)		925		366
<b>CURRENT ASSETS</b>					
Debtors	(9)	17,635		17,479	
Cash at Bank and in Hand		<u>31,381</u>		<u>29,293</u>	
		49,016		46,772	
<b>CREDITORS:</b>					
Amounts falling due within one year	(10)	<u>(14,524)</u>		<u>(916)</u>	
<b>PROVISION FOR LIABILITIES AND CHARGES</b>					
Deferred Taxation			-		-
<b>NET CURRENT ASSETS</b>			34,492		45,856
<b>NET ASSETS</b>			<u>35,417</u>		<u>46,222</u>
<b>ACCUMULATED FUNDS</b>					
Restricted Funds	(11)		-		-
Unrestricted Funds	(11)		35,417		46,222
			<u>35,417</u>		<u>46,222</u>

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required The company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved on behalf of the Board :

Peter Ruddy



Director

Kathleen Ince

Director



Date: 1st April 2016

The notes on pages 8 to 11 form part of these accounts.



## BLUE PITS HOUSING ACTION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015 (cont....)

## 3 Net incoming resources for the year

	Year Ended 31st October 2015 £	Year Ended 31st October 2014 £
This is stated after charging:		
Depreciation on owned Assets	828	367
Accountancy	960	840
	<u>960</u>	<u>840</u>

## 4 Taxation

The organisation is to apply for exemption from income and gains falling within section 505 of the Taxes Act 1988 of s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity. The organisation is not VAT registered.

## 5 Total Resources Expended

	Basis of Allocation	Housing Management	Total	Total Year Ended 31st October 2014 £
		Year Ended 31st October 2015 £	Year Ended 31st October 2015 £	
<b>Charitable Activities</b>				
Employment Costs	Direct	183,658	183,658	147,734
Freelance Workers	Direct	1,000	1,000	1,826
Fundraising Costs	Direct	91	91	-
Grant Paid to Blue Pits Project	Direct	-	-	15,350
Staff Training	Direct	3,034	3,034	130
Property Rents	Direct	180,288	180,288	185,918
Blue Pits Project Expenses	Direct	15,710	15,710	4,250
Assessment Fees	Direct	-	-	2,632
Property Repairs	Direct	17,901	17,901	8,579
Health & Safety Costs	Direct	179	179	-
Subscriptions	Direct	-	-	41
DBS Fees	Direct	-	-	240
Trips & Activities	Direct	1,430	1,430	8,896
Consultancy	Direct	-	-	75
Depreciation	Direct	828	828	367
Sundry	Direct	347	347	591
		<u>404,466</u>	<u>404,466</u>	<u>376,629</u>
<b>Support Costs</b>				
Payroll Bureau Charges	Direct	872	872	728
Stationery, Photocopying & Printing	Direct	980	980	72
Telephone & Internet	Direct	-	-	36
Bank Charges	Direct	8	8	-
Minor Equipment	Direct	324	324	-
Rent & Room Hire	Direct	4,200	4,200	3,000
Insurance	Direct	1,265	1,265	-
		<u>7,649</u>	<u>7,649</u>	<u>3,836</u>
<b>Governance Costs</b>				
Taxation	Direct	-	-	(73)
Accountancy	Direct	960	960	840
		<u>960</u>	<u>960</u>	<u>767</u>
<b>Total Costs</b>		<u>413,075</u>	<u>413,075</u>	<u>381,232</u>

## BLUE PITS HOUSING ACTION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015 (cont....)

**6 Staff Costs and Numbers**

Staff costs were as follows:

	Year Ended 31st October 2015 £	Year Ended 31st October 2014 £
Wages and Salaries	170,319	137,703
Social Security Costs	13,339	10,031
	<u>183,658</u>	<u>147,734</u>

No employee earned £60,000 per annum or more.

The average number of employees, calculated on the basis of full time equivalents, was as follows:

Administration	1	1
Services	7	6
	<u>8</u>	<u>7</u>

The charity does not operate a pension scheme for its employees.

**7 Trustee Remuneration and Related Party Transactions**

No members of the management committee received any remuneration or travel costs during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2014 - £nil).

**8 Tangible Fixed Assets**

	Computers £	Total £
<b>Cost</b>		
At 01.11.14	1,100	1,100
Additions	1,387	1,387
At 31.10.15	<u>2,487</u>	<u>2,487</u>
<b>Accumulated Depreciation</b>		
At 01.11.14	734	734
Charge	828	828
At 31.10.15	<u>1,562</u>	<u>1,562</u>
<b>Net Book Value</b>		
At 31.10.15	<u>925</u>	<u>925</u>
At 31.10.14	<u>366</u>	<u>366</u>

**9 Debtors**

	Year Ended 31st October 2015 £	Year Ended 31st October 2014 £
Debtors & Accrued Income	11,065	13,298
Prepayments	6,570	4,181
	<u>17,635</u>	<u>17,479</u>

## BLUE PITS HOUSING ACTION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015 (cont....)

## 10 Creditors: Amounts Falling Due within One Year

	Year Ended 31st October 2015	Year Ended 31st October 2014
	£	£
Creditors	2,428	76
Deferred Income	6,973	-
Accruals	5,123	840
	<u>14,524</u>	<u>916</u>

## 11 Movements in Funds

	Balance 1 November 2014	Incoming	Outgoing	Transfers	Balance 31 October 2015
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General Funds	46,222	402,270	(413,075)	-	35,417
Total Unrestricted Funds	<u>46,222</u>	<u>402,270</u>	<u>(413,075)</u>	-	<u>35,417</u>
<b>Total Funds</b>	<u>46,222</u>	<u>402,270</u>	<u>(413,075)</u>	-	<u>35,417</u>

## 12 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total 2015
	£	£	£
Tangible Fixed Assets	733	-	925
Current Assets	49,016	-	49,016
Current Liabilities	(14,524)	-	(14,524)
Net Assets at 31 October 2015	<u>35,417</u>	-	<u>35,417</u>

## BLUE PITS HOUSING ACTION

TRADITIONAL INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 OCTOBER 2015

INCOME:	Year Ended 31st October 2015		Year Ended 31st October 2014	
	£	£	£	£
Grants:				
Adult Care Grant		136,166		123,768
Charity Service		-		15,350
Donations	18		-	
Bank Interest	56		33	
Trip Income	1,301		7,853	
Placement Fees	3,800		1,960	
Housing Benefit	259,951		264,606	
Blue Pits Project Income	978		-	
Miscellaneous Income	-	266,104	250	274,702
		<u>402,270</u>	<u>274,702</u>	<u>413,820</u>
<b>EXPENDITURE:</b>				
Employment Costs	183,658		147,734	
Freelance Workers	1,000		1,826	
Fundraising Costs	91		-	
Grant Paid to Blue Pits Project	-		15,350	
Staff Training	3,034		130	
Property Rents	180,288		185,918	
Blue Pits Project Expenses	15,710		4,250	
Assessment Fees	-		2,632	
Property Repairs	17,901		8,579	
Health & Safety Costs	179		-	
Subscriptions	-		41	
DBS Fees	-		240	
Trips & Activities	1,430		8,896	
Consultancy	-		75	
Depreciation	828		367	
Sundry	347		591	
Payroll Bureau Charges	872		728	
Stationery, Photocopying & Printing	980		72	
Telephone & Internet	-		36	
Bank Charges	8		-	
Minor Equipment	324		-	
Rent & Room Hire	4,200		3,000	
Insurance	1,265		-	
Taxation	-		(73)	
Accountancy	960		840	
		<u>413,075</u>	<u>381,232</u>	
Surplus for the Year		<u>(10,805)</u>	<u>32,588</u>	