

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 2019



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Disabled Persons Housing Service (Fife) Limited

Annual Report & Statement of Account

For the year ended 31 March 2019

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Disabled Persons Housing Service (Fife) Limited

Trustees' Annual Report

For the year ended 31 March 2019

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 2019

Reference & Administrative Information

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

Charity Number: SC032589

Company Number: SC226571

Registered Office & Principal Address: Caledonia House Pentland Park, Saltire Centre, Glenrothes, Fife, KY6 2AQ

Trustees:

Philip Revie	Chairperson
Harry Ferrier	Vice Chairperson
Alex Haddow	Treasurer
Alan Smith	
Mark Johnston	from January 2019
Karen Burton	from August 2019
Elaine Leitch	from September 2019

Others who served During the period:

Ian Fricker	until August 2018
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Company Secretary: Pandora Summerfield

Independent Examiner: Chris Smith BSc (Hons) FCIE

Bankers: Santander

Disabled Persons Housing Service (Fife) Limited

Trustees' Annual Report

For the year ended 31 March 2019

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.

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 objectives and activities are to provide independent housing and self-directed support information, advice and support for disabled people 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

It has been a busy year, with referrals up significantly in both sides of the organisation.

Housing

44 active cases brought forward from March 2018

Received 209 referrals (2017/18: 165)

Closed 124 (2017/18: 222)

129 active cases carried forward to April 2019

Disabled Persons Housing Service (Fife) Limited

Trustees' Annual Report

For the year ended 31 March 2019

Self-Directed Support Options

59 cases brought forward from March 2018

Received 160 referrals (2017/18: 117)

Completed 177 cases (2017/18: 71)

42 cases carried forward to April 2019

Future Plans

We will explore options to move office premises, with the intent of bringing the two teams (Housing and Self-Directed Support) together to encourage closer working and if possible, making savings. We will also be reviewing our banking arrangements, to ensure that they are fit for purpose and operate to the best practice with particular attention on security. Likewise we need to upgrade our IT in order to upgrade security and anticipate doing this in the coming year.

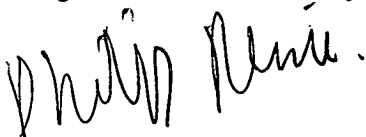
Financial Review

Income for 2018/19 was £241,854 with the principle sources of funding being grants from Fife Council and the Scottish Government. Expenditure was £213,912 resulting in a surplus for the year of £27,942. The surplus was added to the funds brought forward from 2018. At the 31 March 2019 total funds held were £128,408. Of the total funds held, £57,605 were in the restricted fund and £70,803 in the unrestricted fund.

Reserves policy

The free reserves available to the trustees are the unrestricted funds less the value of designated funds and tangible assets that cannot be readily spent. A designated fund of £4,900 is held for Home Point training and accreditation and training and development. At the 31 March 2019 £64,193, equivalent to just under 4 months running costs, is held as free reserves to cover ongoing running costs and unexpected contingencies. It is the policy of the trustees to maintain free reserves 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 19.12.19 and signed on their behalf by:



Philip Revie - Chairperson

Disabled Persons Housing Service (Fife) Limited

Independent Examiner's Report For the year ended 31 March 2019

I report on the financial statements of Disabled Persons Housing Service (Fife) for the year ended 31 March 2019 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: 20/12/19

Disabled Persons Housing Service (Fife) Limited

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

For the year ended 31 March 2019

	Note	Unrestricted Funds	Restricted Funds	2019 Total	2018 Total
		£	£	£	£
Income from:					
Donations	5	15,992	219,776	235,768	214,945
Charitable activities		-	-	-	-
Other income		2,373	3,551	5,924	689
Bank interest		162	-	162	107
Total income		18,527	223,327	241,854	215,741
Expenditure on:					
Staff costs	6	13,629	131,074	144,703	137,174
Rent & premises costs		1,843	27,674	29,517	26,632
Postage, printing & stationery		28	3,916	3,944	1,134
Insurance		255	538	793	275
Staff travel & training		240	4,765	5,005	2,723
Legal and professional charges		-	17,880	17,880	11,860
Telephone		100	2,187	2,287	2,622
Depreciation		38	535	573	843
IT costs		-	-	-	475
Other		616	3,271	3,887	6,057
Volunteer costs		-	3,385	3,385	1,882
Independent examination		48	663	711	804
Events		-	1,227	1,227	1,788
Fife Council SDS share of core costs		-	-	-	3,033
SG SDS share of core costs		-	-	-	3,222
Private sector project share of core costs		-	-	-	3,383
Total expenditure		16,797	197,115	213,912	203,907
Net income/(expenditure)		1,730	26,212	27,942	11,834
Transfers		32,163	(32,163)	-	-
Net movement in funds		33,893	(5,951)	27,942	11,834
Reconciliation of Funds					
Funds brought forward		36,910	63,556	100,466	88,632
Funds carried forward		70,803	57,605	128,408	100,466

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 2019

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total £	2018 Total £
Fixed Assets					
Tangible assets	7	1,710	-	1,710	2,285
Current Assets					
Prepayments		139	-	139	-
Cash at bank & in hand		69,521	63,387	132,908	104,550
Total current assets		69,660	63,387	133,047	104,550
Current Liabilities					
Creditors	8	25	840	865	5,565
Accruals	9	542	4,942	5,484	804
Total current liabilities		567	5,782	6,349	6,369
Net current assets		69,093	57,605	126,698	98,181
Net assets		70,803	57,605	128,408	100,466
Funds of the Charity					
Unrestricted funds		70,803	-	70,803	36,910
Restricted funds		-	57,605	57,605	63,556
Total Funds		70,803	57,605	128,408	100,466

The directors confirm that for the financial period ended 31 March 2019: -

- 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. However, the accounts have been examined by an independent examiner whose report appears on page 6.

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 19.12.19 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 2019

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

1.3 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.

(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.

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2019

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

Apart from Trustee Indemnity Insurance benefiting all trustees no trustees' or connected persons received remuneration or other benefits for the year to 31 March 2019 (2018 – nil).

Travel expenses totaling £2,802 were paid to benefit four trustees (2018 - £892 to two trustees).

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2019

4. Movement in Restricted Funds

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

Restricted to:	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Housing Mentors Project	32,163	-	-	(32,163)	-
Housing	(4,309)	73,130	71,108	-	(2,287)
Self-Directed Support	35,702	150,197	126,007	-	59,892
Total	63,556	223,327	197,115	(32,163)	57,605

The transfer of £32,163 out of the Housing mentors project represents the balance of the fund transferred to the unrestricted fund at the end of the project with the permission of the funder.

5. Donations	Note	Unrestricted Funds	Restricted Funds	2019 Total	2018 Total
		£	£	£	£
General donations		-	-	-	1,424
Fife Council Core		15,992	-	15,992	16,403
Fife Council Housing		-	72,151	72,151	72,170
Fife Council SDS		-	93,419	93,419	77,829
Scottish Government SDS		-	54,206	54,206	47,119
Total		15,992	219,776	235,768	214,945

6. Staff Costs	2019 Total	2018 Total
	£	£
Salaries	131,508	124,776
Employers NI	10,303	8,852
Employers Pension	2,892	3,546
Total	144,703	137,174

The number of employees during the year was 8 (2018: 8). No employee received remuneration of more than £60,000 (2018: None).

The charity operates a defined contribution pension scheme. The contributions made by the charity for the period was £2,892 (2018: £3,546).

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2019

7. Tangible Assets	Fixtures & fittings	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2018	2,716	6,451	9,167
Additions	-	-	-
At 31 March 2019	2,716	6,451	9,167
Depreciation			
At 1 April 2018	1,108	5,776	6,884
Charge for the year	241	332	573
At 31 March 2019	1,349	6,108	7,457
Net Book Value			
At 31 March 2018	1,608	675	2,283
At 31 March 2019	1,367	343	1,710

8. Creditors	2019 Total	2018 Total
	£	£
Salaries	-	3,983
HMRC	-	1,268
Pension	-	314
Trade creditors	865	-
Total	865	5,565

9. Accruals	2019 Total	2018 Total
	£	£
Independent examination	355	402
Preparation of accounts	356	402
Staff Salary	86	-
HMRC	4,499	-
Electricity	188	-
Total	5,484	804

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2019

10. Previous year information

In order to comply with FRS 102 to show corresponding amounts for the previous year for every figure in the financial statements and notes (not just the prior year totals), corresponding figures not provided elsewhere in these accounts are set out below:

10.1 Statement of Financial Activities for the year ended 31 March 2018

	Unrestricted Funds	Restricted Funds
Income from:	£	£
Donations	60,077	154,868
Other income	689	-
Bank interest	107	-
Total income	60,873	154,868
Expenditure on:		
Staff costs	42,620	94,554
Rent & premises costs	26,632	-
Postage, printing & stationery	1,134	-
Insurance	275	-
Staff travel & training	1,067	1,656
Legal and professional charges	1,002	-
Telephone	765	1,857
Depreciation	843	-
IT costs	475	-
Other	489	5,568
Volunteer costs	1,032	850
Independent examination	804	-
HR Consultancy	-	10,858
Event costs	-	1,788
Fife Council SDS	-	3,033
Private sector project share of core costs	-	3,383
SDS project share of core costs	-	3,222
Total expenditure	77,138	126,769
Net income/(expenditure)	(16,265)	28,099
Transfers	2,058	(2,058)
Net movement in funds	(14,207)	26,041
Reconciliation of Funds		
Funds brought forward	51,117	37,515
Funds carried forward	36,910	63,556

Disabled Persons Housing Service (Fife) Limited

Notes to the Financial Statements

For the year ended 31 March 2019

10.2 Balance Sheet at 31 March 2018

	Unrestricted Funds	Restricted Funds
	£	£
Fixed Assets		
Tangible assets	2,285	-
Current Assets		
Cash at bank & in hand	37,443	67,107
Total current assets	37,443	67,107
Current Liabilities		
Creditors	2,014	3,551
Accruals	804	-
Total current liabilities	2,818	3,551
Net current assets	34,625	63,556
Net assets	36,910	63,556
Funds of the Charity		
Unrestricted funds	36,910	-
Restricted funds	-	63,556

10.3 Movement in Restricted Funds for 2017/18

Fund	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Housing Mentors Project	32,163	-	-	-	32,163
Private Sector Project	-	29,920	34,055	(174)	(4,309)
Self Directed Support Project	5,352	124,948	92,714	(1,884)	35,702
Total	<u>37,515</u>	<u>154,868</u>	<u>126,769</u>	<u>(2,058)</u>	<u>63,556</u>

10.4. Donations for 2017/18

	Unrestricted Funds	Restricted Funds
	£	£
Donations	1,424	-
Fife Council Housing	42,250	-
Fife Council Social Work	16,403	-
Fife Council Private Sector Project	-	29,920
Fife Council SDS	-	77,829
Scottish Government	-	47,119
Total	<u>60,077</u>	<u>154,868</u>