CUNNINGHAME HOUSING ASSOCIATION LIMITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2014

### FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014

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### ADVISERS AND REGISTERED OFFICE

### FOR THE YEAR ENDED 31ST MARCH, 2014

### **Auditors**

Armstrongs, Chartered Accountants 142 West Nile Street Glasgow, G1 2RQ

### **Bankers**

Clydesdale Bank plc 29 Hamilton Street Saltcoats Ayrshire, KA21 5DX

### Legal advisors

Messrs. Taylor & Henderson Solicitors 51 Hamilton Street Saltcoats, KA21 5DX

Harper MacLeod LLP Solicitors Ca 'd'oro Building 45 Gordon Street Glasgow, G1 3PE

Tods Murray LLP 33 Bothwell Street Glasgow, G2 6NL

### **Registered Office**

82-84 Glasgow Street, Ardrossan, Ayrshire, KA22 8EH

### **Registration Particulars**

Financial Conduct Authority number:

Co-operative and Community Benefit Societies Act 2014

Registration Number 2184 RS

The Scottish Housing Regulators

Registration number:

**HCB195** 

Scottish Charity Number:

SCO37972

### REPORT OF THE BOARD OF MANAGEMENT

### FOR THE YEAR ENDED 31ST MARCH, 2014

The Board of Management present their report and the audited financial statements for the year ended 31st March 2014.

### **Principal Activities**

The principal activities of the Association are the provision, construction, improvement and management of rented and shared-ownership accommodation. The Association is a not for profit organisation. The results for the year are as shown in the attached Income and Expenditure Account. The surplus (deficit) for the year after taxation was £1,740,133 (2013 - £1,106,686) and transfers from/to reserves were £Nil (2013 - £Nil).

### **Review of Business**

The financial year has been another hugely successful chapter in the development and sustainability of the Association.

During the last year the Association's Development Housing Building Programme continued to deliver valuable assets for the organisation. In 2013/2014, a total of 79 new houses were taken into management. In addition, and during this year, another 61 new units started on site with all 61 scheduled to be handed over before the end of March 2015.

Our investment in our older stock has also continued at a pace as we deliver our Planned Improvement and Repair Programmes in order to ensure that all our housing stock meets the Scottish Housing Quality Standards (SHQS) by 2015. In 2013/2014 we invested £1.3 million in SHQS works and will spend a further £1.5 million in 2014/2015 delivering a programme of planned improvement works to our properties.

Welfare reform was a major concern and in particular the withdrawal of the spare room subsidy, or bedroom tax. This measure introduced a reduction of £206,145 of benefit from Association tenants which had to be collected. Given the financial circumstances of those involved there was a concern that much of this sum would not be paid which would have a significant impact on rent arrears. The Association appointed a Financial Inclusion Officer and visited all tenants affected by the bedroom tax and other benefit changes. By early intervention and working with tenants to maximise their incomes, by applying for discretionary housing payments to meet the shortfall in their benefit and make manageable payment plans, the arrears accrued were limited to 5.38% (£11,084) of the original total. This figure was much less than feared but required a great deal of staff time for a relatively small number of cases. In this respect, the Association has reported in the Scottish Housing Regulator's new Annual Return on the Charter that rent arrears this year were 1.73% (2012/2013 - 1.67%).

### **Changes in Fixed Assets**

Details of changes in fixed assets are set out in Notes 12-13.

### The Board of Management and Executive Officer

The Board of Management and Executive Officer of the Association are as follows:-

### **Executive Officer**

. F.A. Sweeney

### Board of Management

. W.R. Richards (Chair)	(Reappointed 20.08.13)	. Cllr. P .McNamara - NAC	(Appointed 23.01.14)
. J. Steele (V. Chair)	(Reappointed 20.08.13)	. Cllr. D. Reid - EAC	(Appointed 13.03.14)
. H. Neill	(Reappointed 20.08.13)	. A. McDougall	(Co-opted 20.08.13)
. A. Ramsay	(Reappointed 20.08.13)	. Alison Keith	(Co-opted 20.08.13)
J. Strang (Secretary)	(Reappointed 20.08.13)	. Cameron Crawford	(Co-opted 20.08.13)
. F. Schlesiger	(Reappointed 20.08.13)	. Cllr. J. Cullinane - NAC	(Resigned 25.11.13)
. M. Whitelaw	(Appointed 20.08.13)	. Cllr. A. Hershaw - EAC	(Deceased 07.01.14)
. J. Kelly	(Appointed 20.08.13)		

Each member of the Board of Management holds one fully paid share of £1 in the Association. The Executive Officer of the Association holds no interest in the Association's share capital and although not having the legal status of a director he acts as an executive within the authority delegated by the Board.

### REPORT OF THE BOARD OF MANAGEMENT

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### Statement of Board's Responsibilities

The Co-operative and Community Benefit Societies Act 2014 require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the income and expenditure of the Association for the year ended on that date. In preparing these financial statements, the Board is required to:-

- . Select suitable accounting policies and then apply them consistently;
- . Make judgements and estimates that are reasonable and prudent;
- . State whether applicable 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 Association will continue in business;
- . Prepare a statement on internal financial control.

The Board is responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Association and to enable it to ensure that the financial statements comply with the requirements of the Co-operative and Community Benefit Societies Act 2014, the Housing (Scotland) Act 2010 and the Determination of Accounting Requirements April 2012. It is also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Corporate Governance**

The Association has complied throughout the accounting period with the Code of Best Practice published by the Cadbury Committee on the Financial Aspects of Corporate Governance in 1992.

In accordance with the requirements of the Scottish Housing Regulator, the auditors have confirmed that they consider this statement appropriately reflects the Association's compliance with those paragraphs of the Code of Best Practice required to be reviewed by them. The auditors have also confirmed that, in their opinion, with respect to the Statement on Internal Financial Control below, the Board of Management have provided the disclosures required by Paragraph 4.5 of the Code of Best Practice as supplemented by the related guidance for Board of Management and such statement is not inconsistent with the information of which they are aware from their audit work on the Financial Statements.

### Statement as to Disclosure of Information to Auditors

So far as the Board are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the Association's auditors are unaware, and each Board Member has taken all the steps that he or she ought to have taken as a Board Member in order to make himself or herself aware of any relevant audit information and to establish that the Association's auditors are aware of that information.

### **Auditors**

A resolution to appoint the auditors, Armstrongs, will be proposed at the Annual General Meeting.

By order of the Board



### BOARD STATEMENT ON THE ASSOCIATION'S

### SYSTEM OF INTERNAL FINANCIAL CONTROL

### FOR THE YEAR ENDED 31ST MARCH, 2014

The Board acknowledge their ultimate responsibility for ensuring that the Association has in place a system of controls that is appropriate to the various business environments in which it operates. These controls are designed to give reasonable assurance with respect to:

- . The reliability of financial information used within the Association or for publication;
- . The maintenance of proper accounting records;
- . The safeguarding of assets (against unauthorised use or disposition).

It is the Board's responsibility to establish and maintain systems of internal financial control. Such systems can only provide reasonable and not absolute assurance against material financial misstatement or loss. Key elements include ensuring that:

- Formal policies and procedures are in place, including the documentation of key systems and rules relating to the delegation of authorities, which allow the monitoring of controls and restrict the unauthorised use of the Association's assets;
- Experienced and suitably qualified staff take responsibility for important business functions. Annual appraisal procedures have been established to maintain standards of performance;
- Forecasts and budgets are prepared regularly which allow the Board and staff to monitor the key business risks and financial objectives, and progress towards financial plans set for the year and the medium term;
- . Regular management accounts are prepared promptly, providing relevant, reliable and up-to-date financial and other information and significant variances from budgets are investigated as appropriate;
- . All significant new initiatives, major commitments and investment projects are subject to formal authorisation procedures, through relevant sub-committees comprising Board members and others;
- . The Board review reports from management, from directors, staff and from the external and internal auditors to provide reasonable assurance that control procedures are in place and are being followed. This includes a general review of the major risks facing the Association;
- . Formal procedures have been established for instituting appropriate action to correct weaknesses identified from the above reports.

The Board have reviewed the effectiveness of the system of internal financial control in existence in the Association for the year ended 31<sup>st</sup> March 2014 and until the below date. No weaknesses were found in internal financial controls, which resulted in material losses, contingencies, or uncertainties, which require disclosure in the financial statements or in the Auditor's Report on the financial statements.

By order of the Board

Secretary

Janet Strang

Dated: 07/08/2014

### REPORT OF THE AUDITORS ON THE BOARD

### STATEMENT ON THE ASSOCIATION'S SYSTEM OF INTERNAL FINANCIAL CONTROL

### FOR THE YEAR ENDED 31ST MARCH, 2014

### **Corporate Governance**

In addition to our audit of the financial statements, we have reviewed the Board's statement on page four concerning the Association's compliance with the information required by the section on internal financial control within SFHA's publication "Raising Standards in Housing".

### **Basis of Opinion**

We carried out our review having regard to the Bulletin "Disclosures Relating to Corporate Governance" issued by the Auditing Practices Board. The Bulletin does not require us to review the effectiveness of the Association's procedures for ensuring compliance with the Guidance Notes, nor to investigate the appropriateness of the reasons given for non-compliance.

### **Opinion**

In our opinion the statement on internal financial control has provided the disclosures required by the section on internal financial control within SFHA's publication "Raising Standards in Housing" and is consistent with the information which came to our attention as a result of our audit work on the financial statements.

Through enquiry of certain Board members, directors and officers of the Association, and examination of relevant documents, we have satisfied ourselves that the Board's Statement on Internal Financial Control appropriately reflects the Association's compliance with the information required by the section on internal financial control within SFHA's publication "Raising Standards in Housing".



Adam Armstrong, LLB, CA, (Senior Statutory Auditor), for and on behalf of Armstrongs, Statutory Auditor, Chartered Accountants, Victoria Chambers, 142, West Nile Street, Glasgow, G1 2RQ.

Dated: 20th August 2014

### REPORT OF THE INDEPENDENT AUDITORS TO

### THE MEMBERS OF CUNNINGHAME HOUSING ASSOCIATION LIMITED

We have audited the financial statements of Cunninghame Housing Association Limited for the year ended 31<sup>st</sup> March 2014 which comprise the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes one to twenty nine. The financial reporting framework that has been applied in their preparation is applicable law and the Determination of Accounting Requirements April 2012.

This report is made solely to the Association's members, as a body, in accordance with Section 87 of the Co-operative and Community Benefit Societies Act 2014, and to the charity's trustees as a body, in accordance with Section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association, the Association's members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Board and Auditors

As explained more fully in the Statement of Board's Responsibilities set out on page three, the Board are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Board; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Board of Management to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31st March 2014 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been properly prepared in accordance with the Co-operative and Community Benefit Societies Act 2014, Schedule 1, the Housing (Scotland) Act 2010, the Determination of Accounting Requirements April 2012, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 14 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Committee for the financial year for which the financial statements are prepared is consistent with the financial statements.

### REPORT OF THE INDEPENDENT AUDITORS TO

### THE MEMBERS OF CUNNINGHAME HOUSING ASSOCIATION LIMITED

### Matters on which we are required to report

We have nothing to report in respect of the following matters where the Co-operative and Community Benefit Societies Act 2014, or the Charity Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the information given in the Report of the Board of Management is inconsistent in any material respect with the financial statements; or
- the Association has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account; or
- we have not received all the information and explanations we need for our audit.



Adam Armstrong, LLB, CA, (Senior Statutory Auditor), for and on behalf of Armstrongs, Statutory Auditor, Chartered Accountants, Victoria Chambers, 142, West Nile Street, Glasgow, G1 2RQ.

Dated: 26 th August 2014

### INCOME AND EXPENDITURE ACCOUNT

### FOR THE YEAR ENDED 31ST MARCH, 2014

	Notes	2014 £	2013 £
Turnover	2	12,262,659	10,552,585
Operating Costs	2	(8,361,019)	(7,236,776)
Operating Surplus	2	3,901,640	3,315,809
Gain on RTB Sales / Other Sales Interest Receivable and Other Income Interest Payable and Similar Charges	5 7 8	81,181 11,926 ( 2,254,614)	12,651 ( 2,221,774)
(Deficit)/Surplus on ordinary activities before taxation		1,740,133	1,106,686
Tax credit (charge) on Surplus on ordinary activities	11	-	-
(Deficit)/Surplus on ordinary activities after taxation		1,740,133	1,106,686

The results for the year relate wholly to continuing activities.

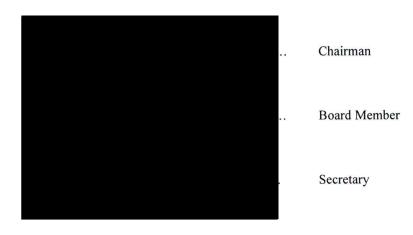
There is no difference between the surplus on ordinary activities for the year and retained surplus for each year stated above, and their historical cost equivalents.

### **BALANCE SHEET**

### AS AT 31ST MARCH, 2014

	Notes	2014 £	2013 £
Tangible Fixed Assets Housing Properties (net of depreciation)	12	161,385,036	158,202,021
Less : Grants	12	( <u>105,990,607</u> ) 55,394,429	( <u>103,417,943</u> ) 54,784,078
Other Fixed Assets	13	1,684,577 57,079,006	1,769,129 56,553,207
Fixed Asset Investment Shared Equity Cost Shared Equity Grants	14 14	3,472,868 ( <u>3,472,868</u> )	3,079,668 ( <u>3,079,668</u> )
Current Assets Debtors Cash at Bank and in Hand	15	2,081,436 4,330,938 6,412,374	1,640,531 4,696,526 6,337,057
Creditors: amounts falling due within one year	16	3,810,130	10,158,790
Net Current (Liabilities)/Assets		2,602,244	(3,821,733)
Total Assets less Current Liabilities		59,681,250	52,731,474
Creditors: amounts falling due after more than one year	17	( 53,533,502)	( 48,323,856)
Net Assets		6,147,748	4,407,618
Capital and Reserves Share Capital Designated Reserves Revenue Reserve	18 19 25	87 2,282,876 3,864,785 6,147,748	90 2,282,876 2,124,652 4,407,618

These financial statements were approved by the Board on oq |os| 2014 and signed on their behalf by:



### CASH FLOW STATEMENT

### FOR THE YEAR ENDED 31ST MARCH, 2014

	2014 £	2013 £
Net Cash inflow from operating activities	4,281,099	3,218,529
Returns on investments and servicing of Finance Interest Received Interest Paid	11,926 ( <u>2,254,614</u> ) ( <u>2,242,688</u> )	12,651 ( 2,221,774) ( 2,209,123)
Taxation Corporation Tax Paid Less: Grant Received		<u> </u>
Capital Expenditure and Financial Investment Sale of housing property Payments to acquire and develop housing properties Payments to acquire other fixed assets Grants Received Shared Equity Receipts Grants repaid Net cash inflow/(outflow) from investing activities  Net cash inflow/(outflow) from before financing  Financing Mortgages and other loans received - housing Loans repaid - housing - non-housing Share Capital issued Non cash adjustment  Net cashflow from financing	171,590 ( 6,670,754) ( 53,885) 4,013,928 604,800 ( 52,650) ( 1,986,971)	7,822,370) ( 207,332) 3,570,790 722,184
Increase/(Decrease) in Cash	4,990,661	999,779
Reconciliation of net cash flow to movement in net debt		
Increase/(Decrease) in cash in the year Cash inflow from increase in loan and hire purchase finance	4,990,661 ( <u>4,939,221</u> )	999,779 ( <u>3,727,093</u> )
Change in net debt resulting from cash flows	51,440	(2,727,314)
Net debt at 01.04.13	( 51,365,302)	( 48,637,988)
Net debt at 31.03.14	(51,313,862)	(51,365,302)

### NOTES TO THE CASH FLOW STATEMENT

## FOR THE YEAR ENDED 31ST MARCH, 2014

				2014 £	<b>2013</b> £
1.	Reconciliation of surplus for the year to net case operating activities	hflow from			
	Operating Surplus Depreciation (Increase)/Decrease in Debtors Increase/(Decrease) in Creditors Cancelled Shares			3,901,640 1,502,247 ( 624,110) ( 498,672) ( 6) 4,281,099	3,315,809 1,422,194 ( 62,541) ( 1,456,921) ( 12) 3,218,529
2.	Analysis of net debt	At 01.04.13 £	Cash Flow £	Other Non-cash Changes £	At 31.03.14 £
	Cash at Bank Overdrafts Debt due after one year Debt due within one year	4,696,526 ( 5,955,049) ( 48,323,856) ( 1,782,923) ( 51,365,302)	( 365,588) 5,356,249 ( 5,209,646) 270,425 51,440	- - - -	4,330,938 ( 598,800) ( 53,533,502) ( 1,512,498) ( 51,313,862)
		At 01.04.12 £	Cash Flow £	Other Non-cash Changes £	At 31.03.13 £
	Cash at Bank Overdrafts Debt due after one year Debt due within one year	2,674,122 ( 4,932,424) ( 44,784,499) ( 1,595,187) ( 48,637,988)	2,022,404 ( 1,022,625) ( 3,539,357) ( 187,736) ( 2,727,314)	- - - -	4,696,526 ( 5,955,049) ( 48,323,856) ( 1,782,923) ( 51,365,302)

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014

### 1. Principal Accounting Policies

The Association is incorporated under the Co-operative and Community Benefit Societies Act 2014 and is registered by the Financial Conduct Authority.

The financial statements have been prepared under the historical cost convention in accordance with applicable Accounting Standards, the Statement of Recommended Practice - Accounting by registered social landlords (2010) and the Determination of Accounting Requirements April 2012. A summary of the more important accounting policies is set out below.

### Turnover

Turnover represents rental and service charge income receivable, fees receivable and revenue grants receivable from the Scottish Housing Regulator, Local Authorities and other agencies.

### **Housing Properties**

Housing Properties are stated at cost, less social housing and other public grants or the fair value of assets transferred on the transfer of engagement and less accumulated depreciation.

Improvements are capitalised where these result in an enhancement of the economic benefits of the property. Such enhancement can occur if the improvements result in an increase in rental income, a material reduction in future maintenance costs or a significant extension of the life of the property. Works to existing properties, which fail to meet the above criteria, are charged to the Income and Expenditure Account.

The Statement of Recommended Practice 2010 states that the disposal of shared-ownership properties first tranche sales be included in turnover at completion with the balance being classified as fixed assets. Due to Cunninghame's last shared-ownership scheme being off-site in 2000 and records only being required to be held for six years, this exercise has not been carried out.

Reviews for impairment of housing properties are carried out regularly and any impairment in an income-generating unit is recognised by a charge to the Income and Expenditure Account. Impairment is recognised where the carrying value of an income-generating unit exceeds the higher of its net realisable value or its value in use. Value in use represents the net present value of expected future cash flows from these units. Impairment of assets would be recognised in the Income and Expenditure Account.

### **Depreciation - housing properties**

Properties other than heritable land are depreciated in accordance with FRS15 at rates calculated to reduce net book value of each component of the property to its estimated residual value, on a straight line basis, over the expected remaining life of the component. Heritable land is not depreciated. The estimated useful lives of the assets and components is shown in the table below.

Kitchens	18 years	Roofs	55 years
Heating Systems	18 years	Structure	60 years
Bathrooms	25 years	Windows	25 years

### Other Fixed Assets

Other fixed assets are stated at cost or the fair value of assets transferred on the transfer of engagements less accumulated depreciation. Depreciation is charged by equal instalments commencing with the year of acquisition at rates estimated to write off costs less any residual value over the expected economic useful lives at annual rates:-

Freehold Property - 2% per annum Equipment, Fixtures & Fittings - 33% per annum

/Cont...

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 1. Principal Accounting Policies/Cont...

### Housing Association Grants and Other Grants

Where developments have been financed wholly or partly by Housing Association Grant (HAG) or other capital grant, the cost of those developments have been reduced by the amount of the grant receivable. The amount of the grants receivable is shown separately on the Balance Sheet.

Housing Association Grant and Wider Role Grant received in respect of revenue expenditure is credited to the Income and Expenditure Account in the same period as the expenditure to which it relates.

Although Housing Association Grant is treated as a grant for accounting purposes, it may nevertheless become repayable in certain circumstances, such as the disposal of certain assets. The amount repayable would be restricted to the net proceeds of sale.

### Capitalisation of Interest

Interest incurred on financing a development is capitalised up to the date of completion of the scheme.

### **Acquisition and Development Allowances**

Acquisition and Development Allowances are determined by the Scottish Government and are advanced as grants. They are intended to finance certain internal administrative costs relating to the acquisition and development of housing land and buildings for approved schemes. Development Allowances become available in instalments according to the progress of work on the scheme.

### **Development Administration Costs**

Development costs incremental to the other costs of the Association have been capitalised.

### Cyclical and Major Repairs

The Association seeks to maintain its properties to the highest standard. To this end programmes of cyclical repairs are carried out in the medium term to deal with the gradual and predictable deterioration of building components. It is expected that the costs of these repairs would be charged to the Income and Expenditure Account.

In addition the Association completes programmes of major repairs to cover for works which have become necessary since the original development was completed, including works required by legislative changes. This includes replacement or repairs to features of the properties which have come to the end of their economic lives. The costs of these repairs would be charged to the Income and Expenditure Account, unless it was agreed that they could be capitalised within the terms outlined in the SORP.

### **Designated Reserves**

The Association has designated part of its long term obligations.

- The Cyclical Maintenance Reserve has been designated to meet future repair and maintenance obligations which are cyclical in nature. These are carried out in accordance with a planned programme of works.
- The Major Repairs Reserve is based on the Association's liability to maintain housing properties in a state of repair which at least maintains their residual values in prices prevailing at the time of acquisition and construction.

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### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2014/Cont...

### 1. Principal Accounting Policies/Cont...

### **Pension Costs**

The Association participates in the centralised Scottish Housing Associations' defined benefit pension scheme and retirement benefits to employees of the Association are funded by contributions from all participating employers and employees in the scheme. Payments are made in accordance with periodic calculations by consulting actuaries and are based on pension costs applicable across the various participating Associations taken as a whole.

The expected costs to the Association of pension is charged to the income and expenditure accounts so as to spread the cost of pensions over the service lives of employees.

### Leasing

Rentals paid under operating leases are charged to the income and expenditure account over the lease term.

### Value Added Tax

The Association is VAT registered, but a large proportion of its income, namely rents is exempt for VAT purposes, and therefore gives rise to a partial exemption calculation. Expenditure as a result is shown inclusive of VAT.

### Consolidation

The Association and its subsidiary undertakings, Citrus Energy Limited and Cunninghame Furniture Recycling Company, comprise a group. The Financial Conduct Authority has granted exemption from preparing group financial statements. The Accounts therefore represent the results of the Association and not of the group.

# 2. Lettings and Other Related Information Particulars of Turnover, Operating Costs & Operating Surpluses

			2014	Operating
	Note	Turnover £	Operating Costs £	Surplus/ (Deficit) £
Social lettings	3	9,793,752	5,818,264	3,975,488
Other activities	4	2,468,907	2,542,755	( 73,848)
Total		12,262,659	8,361,019	3,901,640
			2013	
			2010	Operating
	Note	Turnover £	Operating Costs £	Operating Surplus/ (Deficit) £
Social lettings	Note 3		Operating Costs	Surplus/ (Deficit)
Social lettings Other activities		£	Operating Costs £	Surplus/ (Deficit) £

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

# 3. Particulars of Turnover, Operating Costs & Operating Surpluses from Social Letting Activities

	General Housing Needs	Supported Housing £	Shared Ownership £	2014 Total £	2013 Total £
Income from Lettings					
Rent Receivable net of Identifiable Serv Chrgs	9,075,254	517,837	48,850	9,641,941	9,026,903
Service Charges Receivable	176,197	-	724	176,921	163,140
Gross Rents Receivable	9,251,451	517,837	49,574	9,818,862	9,190,043
Less: Rent Losses from Voids	( 24,671)(	30,085)		( 54,756)	( 91,486)
Add: Revenue Grant from Local Authority	21,846	7,800	-	29,646	
Total turnover from Social Letting Activities	9,248,626	495,552	49,574	9,793,752	9,098,557
Expenditure on Letting Activities  Management & Maintenance					
Administration Costs	2,620,813	242,115	14,044	2,876,972	2,773,025
Bad Debts - Rents and Service Charges	71,940	8,486		80,426	55,826
Depreciation: Social Housing Property	1,334,575	20,000	9,235	1,363,810	1,260,111
Service Costs	167,800	567	724	169,091	159,786
Reactive Maintenance	863,152	36,171	-	899,323	930,285
Planned And Cyclical Maintenance	428,468	174	_	428,642	531,506
<b>Total Expenditure on Letting Activities</b>	5,486,748	307,513	24,003	5,818,264	5,710,539
Operating Surplus on Letting Activities 2014	3,761,878	188,039	25,571	3,975,488	3,388,018
Operating Surplus on Letting Activities 2013	3,307,085	56,202	24,731	3,388,018	

The amount of service charges receivable on housing accommodation not eligible for housing benefit is £Nil.

Planned and cyclical maintenance costs noted above include £84,216 (2013 - £148,780) in respect of major repair costs.

# NOTES TO THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

# Particulars of Turnover, Operating Costs & Operating Surpluses or Deficits from Other Activities 4

Operating Surplus/ Deficit for 2013	£ 225	117,849	190,104	54	1	233	1	•	72,209	
			) (		<u> </u>	)			) (	<u> </u>
Operating Surplus/ Deficit for 2014	<b>£</b> 462	122,762	112,809	1,666	85,350	345	1	ì	73,848 )	72,209
	$\overline{}$		)		)					
Total Operating Costs	£ 543,613	100,266	369,439	144,050	230,013	120,944	36,430	998,000	2,542,755	1,526,237
Other Operating Costs	£ 543,613	100,266	369,439	144,050	230,013	120,944	36,430	998,000	2,542,755	1,526,237
Operating Costs- Bad Debt	ુ વ્ય	ı	1	1	1	1	•	•	1	1
Total Turnover	£ 543,151	223,028	256,630	145,716	144,663	121,289	36,430	998,000	2,468,907	1,454,028
Other Income	' भ	223,028	•	145,716	144,663	1	36,430	998,000	1,547,837	430,715
Supporting People Income	£ 543,151	•	,	i,	ı	r	i	ı	543,151	572,112
Enterprises Centre Income	' ध्य	٠	108,089	•	•	•	1	ı	108,089	109,751
Other Revenue Grants	ا چپ	•	132,760	,	,	121,289	1	1	254,049	341,450
Grants from the Scottish	£	ı	15,781	1	i	,	•	•	15,781	1
	Supporting People	Leasehold / Commercial	Regen & Enterprise	Factoring	Subsidiary	Care and Repair	Agency Services	Property Sales	Total Other Activities 2014	Total Other Activities 2013

# NOTES TO THE FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 5. Gain on Sale of Fixed Assets

		2014 £	2013 £
	Proceeds from sale of Fixed Assets	178,450	-
	Less: Cost of Sales Historic cost including depreciation and HAG received HAG repayable Legal and valuation fees	( 37,757) ( 52,652) ( 6,860)	-
	Gain /(Loss) on Sale - Housing Property	81,181	
6.	Operating Surplus		
	Operating surplus is stated after charging:-	2014 £	2013 £
	Depreciation Auditor's Remuneration Leasing Bad Debts - Rental Bad Debts - Hostel Bad Debts - Factoring Gain /(Loss) on Sale - Housing Property	1,502,247 6,650 136,962 71,940 8,486 25,677 81,181	1,422,194 6,500 133,329 55,826
7.	Interest Receivable and Similar Income		
		2014 £	2013 £
	Interest Receivable	11,926	12,651
8.	Interest Payable and Similar Charges		
		2014 £	2013 £
	Loan Interest Interest Capitalised in Housing Properties	2,351,452 ( <u>96,838</u> ) 2,254,614	2,386,851 ( <u>165,077</u> ) <u>2,221,774</u>

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2014/Cont...

### 9. Directors Emoluments

The Directors are defined as the members of the Board of Management, The Chief Executive Officer and any other person reporting directly to the Directors or the Board of Management whose total emoluments exceed £60,000 per annum.

None of the Board Members received any remuneration during the year.

		Number of Officers	2014 £	Number of Officers	2013 £
	Total Emoluments (including pension contributions and benefits in kind)				
	60,000 to 69,999 70,000 to 79,999 80,000 to 89,999 90,000 to 99,999 100,000 to 109,999	1 1 2 1 5	66,799 76,983 172,860 100,717 417,359	2 1 1 - 1 5	131,447 78,720 85,848 104,662 400,677
	Total Emoluments (excluding pension contributions) to the highest paid Director		100,717		98,496
	Total Emoluments (excluding pension contributions) to the Chairman amounted to		Nil		Nil
	Pension contribution payable to Officers in excess of £60,000 Salary	5	23,417	5	28,645
	Total expenses reimbursed to the Board in so far as not chargeable to United Kingdom Income Tax		3,799		5,769
10.	Employee Information			2014 £	2013 £
	The average monthly number of full time equivalent employee	es during the year	ar :-	53	54
	Staff costs (including Executive Emoluments) Wages and Salaries Social Security Costs Pension Contributions			2,299,777 202,196 261,172 2,763,145	2,268,140 198,655 236,595 2,703,390

### 11. Taxation

Cunninghame Housing Association Limited converted to a Charity registered in Scotland on 21st March 2007 and as such is no longer subject to taxation.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 12. Tangible Fixed Assets - Housing Properties

	Properties Held for Let £	Shared Ownership £	Properties Under Construction £	Total £
Cost At 01.04.13 Additions Disposals Interest Capitalised Schemes Completed At 31.03.14	158,831,187 3,304,901 (1,211,633) - 7,226,975 168,151,430	1,604,971 - - - 1,604,971	7,130,137 2,047,705 96,838 (	167,566,295 5,352,606 ( 1,211,633) 96,838 
Depreciation As 01.04.13 Charge for Year Disposals At 31.03.14  Housing Properties Net of Depreciation	9,238,513 1,354,576 ( <u>309,015</u> ) 10,284,074 157,867,356	125,761 9,235 - 134,996 1,469,975	2,047,705	9,364,274 1,363,811 ( <u>309,015</u> ) 10,419,070 161,385,036
Housing Association Grant At 01.04.13 Received Disposals Schemes Completed At 31.03.14	91,622,287 1,539,522 ( 1,258,060) 3,021,703 94,925,452	674,963	3,021,703 2,047,705 (3,021,703) 2,047,705	95,318,953 3,587,227 (1,258,060) 97,648,120
Other Grants At 01.04.13 Received Schemes Conpleted At 31.03.14  Total Housing Association and Other Grants	7,228,330 243,497 870,660 8,342,487 103,267,939	674,963	870,660 (	8,098,990 243,497 - - - - - - - - - - - - - - - - - - -
Net book value at 31.03.14  Net book value at 31.03.13	54,599,417 50,742,057	795,012 804,247	3,237,774	55,394,429

Development administration costs capitalised amounted to £371,401 (2013 - £388,673) for which Housing Association Grants amounting to £100,100 (2013 - £18,688) were received in the year. Interest capitalised during the year amounted to £96,838 (2013 - £165,077). Component replacement costs of £1,187,632 (2013 - £1,118,477) were capitalised during the year.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 13. Tangible Fixed Assets - Other Fixed Assets

	Freehold Property £	Equipment Fixtures & Fittings £	Total £
Cost As at 01.04.13 Additions Disposals As at 31.03.14	2,126,283 10,587 	1,231,940 43,298 (	3,358,223 53,885 ( <u>16,015</u> ) 3,396,093
Depreciation As at 01.04.13 Charge for Year Disposals As at 31.03.14	512,828 42,737 555,565	1,076,266 95,700 (	1,589,094 138,437 (
Net Book Value as at 31.03.14	1,581,305	103,272	1,684,577
Net Book Value as at 31.03.13	1,613,455	155,674	1,769,129

### 14. Shared Equity Scheme

The Association was a participant in a number of shared equity housing developments. The transactions at March 2014 totalled:-

2014 £	2013 £
3,472,868	3,079,668
3,472,868)	$(\underline{3,079,668})$
-	-
2014	2013
£	£
	344,789
35,143	37,266
21,587	12,157
66,823	56,739
1,149,684	509,399
113,131	158,430
338,547	521,751
2,081,436	1,640,531
	3,472,868 3,472,868) 2014 £ 356,521 35,143 21,587 66,823 1,149,684 113,131 338,547

Rent, lease and hostel debtors are stated net of a provision for bad debts amounting to £90,000 (2013 - £90,000). Rental debtors include technical arrears of £306,000 (2013 - £339,000).

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

2013

90

87

2014

		£	£
16.	Creditors: Amounts Falling Due Within One Year		
10.	Housing Loans	1,512,498	1,782,923
	Trade Creditors	830,657	1,286,612
	Accruals and Deferred Income	488,541	482,659
	Retentions	142,323	365,634
	Development Guarantees	598,800	5,955,049
	Rent in advance	160,596	168,755
	Social Security and Other Taxes	76,715	117,158
		3,810,130	10,158,790
	Creditors due within one year include development guarantees totalling £598,800 (	2013: £5,955,049).	
		2014	2013
		£	£
17. (	Creditors: Amounts Falling Due After More Than One Year		
	8		
	Housing Loans	53,533,502	48,323,856
Loans intere	s are secured by specific charges on the Association properties and repayable at rat st in instalments due as follows which will mature over a period of 2 to 30 years:-	es varying from 0.9	92% to 7.6% of
		2014	2013
		£	£
		-	
	Between one and two years	1,427,255	1,859,623
	Between two and five years	4,834,358	5,752,020
	In five years or more	47,271,889	40,712,213
		53,533,502	48,323,856
18.	Called Up Share Capital		
	Shares of £1 each issued and fully paid	2014 £	2013 £
	Alletted issued and fully paid	*	<b>~</b>
	Allotted, issued and fully paid At 01.04.13	90	94
	Issued during year	3	8
	Cancelled in year	( 6)	( 12)
	Cancened in year	07	(

Each shareholder of the Association holds only one share and is entitled to vote at general meetings of the Association. Shares carry no right to dividend or distribution on a winding up. When a shareholder ceases to be a member that person's share is cancelled and the amount paid thereon becomes the property of the Association. Each member has a right to vote at member meetings.

Balance at 31.03.14

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 19. Designated Reserves

19.	Designated Reserves	Total £	Major Repairs £
	Balance at 01.04.13 Transfers to Revenue Reserves Transfers from Revenue Reserves Balance at 31.03.14	2,282,876 ( 1,250,473) 1,250,473 2,282,876	2,282,876 (1,250,473) 1,250,473 2,282,876
		Total £	Major Repairs £
	Balance at 01.04.12 Transfers to Revenue Reserves Transfers from Revenue Reserves Balance at 31.03.13	2,282,876 ( 1,261,358) 1,261,358 2,282,876	2,282,876 ( 1,261,358) 1,261,358 2,282,876
20.	Lease Commitments	2014 £	2013 £
	The following payments are committed to be paid within one year	174,160	207,818
	Operating leases expiring between one and five years	62,049	118,265
	The lease commitments include the lease of three vehicles. The costs attr	ibutable to the leases a	re recharged to (

The lease commitments include the lease of three vehicles. The costs attributable to the leases are recharged to Citrus Energy Limited. Citrus Energy Limited is controlled by Cunninghame Housing Association Limited.

21.	Housing Stock	2014	2013
	The number of units of accommodation in management at the year end was:-		
	General Needs	2,302	2,227
	Shared Ownership	29	29
	Supported Accommodation	27	27
		2,358	2,283

There were an additional 78 rooms in supported accommodation that are currently leasehold.

### 22. Capital Commitments

	2014 £	£
Expenditure Authorised and Contracted Less Certified	8,199,197	3,116,765

The Association has secured from Santander loan facilities to cover its immediate known development programme. The £8,199,197 is the balance for projects which have received tender approval and the funding requirements are known.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 23. Pensions

The Association participates in the Scottish Housing Associations' Pension Scheme ('the Scheme'). The Scheme is funded and is contracted-out of the State Pension scheme.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to an individual participating employer as the Scheme is a multi-employer arrangement where the assets are co-mingled for investment purposes, benefits are paid from the total Scheme assets, and the contribution rate for all employers is set by reference to the overall financial position of the Scheme rather than by reference to individual employer experience. Accordingly, due to the nature of the Scheme, the accounting charge for the period under FRS17 represents the employer contribution payable.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required, so that the Scheme can meet its pension obligations as they fall due.

The last formal valuation of the Scheme was performed as at 30<sup>th</sup> September 2012 by a professionally qualified Actuary using the Projected Unit Credit method. The market value of the Scheme's assets at the valuation date was £394 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £304 million, equivalent to a past service funding level of 56.4%.

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30<sup>th</sup> September 2013. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £470 million and indicated a decrease in the shortfall of assets compared to liabilities to approximately £272 million, equivalent to a past service funding level of 63%.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer ceasing to participate in the Scheme or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buy-out basis, i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

The Association has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Scottish Housing Associations' Pension Scheme based on the financial position of the Scheme as at 30<sup>th</sup> September 2013. As of this date the estimated employer debt for the Association was £8,860,151.

The total pension cost for the Association was £261,172 (2013: £236,595) of which £45,122 (2013: £16,303) was unpaid and is included in Creditors.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 24. Legislative Provisions

The Association is incorporated under the Co-operative and Community Benefit Societies Act 2014.

### 25. Reconciliation of Movement in Accumulated Surplus

	2014 £	2013 £
Revenue Reserve b/fwd	2,124,652	1,017,966
Surplus for year	1,740,133	1,106,686
Transfer from Designated Reserves	1,250,473	1,261,358
Transfer to Designated Reserves	(	(

### 26. Related Party Transactions

There are members of the Board of Management who are tenants. Their tenancies are on the Association's normal tenancy terms and they cannot use their positions to their advantage. Two members of the Board of Management are Council Representatives from North Ayrshire Council and East Ayrshire Council. Any transaction with these Councils is at arms length on normal commercial terms and these members cannot use their position to their advantage.

J Steele, A Ramsay, H Neill, A Keith, F Schlesiger, M Whitelaw, M Kirke, J Strang and W R Richards are Board members and are Directors of Citrus Energy Limited, a company registered in Scotland. Formerly Cunninghame Enterprises Limited, the company changed its name at Companies House on 23<sup>rd</sup> July 2013 to Citrus Energy Limited. The main business activities of the company are energy brokerage to both individuals and businesses.

During the year the Association paid costs of £262,285 on behalf of Citrus Energy Limited. Of these costs £176,935 will be recharged to the subsidiary company in the financial year and £85,350 of costs were absorbed by Cunninghame Housing Association Limited for set-up costs for the energy brokering service.

At the end of the financial year the Association was owed £176,935 (2013 - £Nil) by Citrus Energy Limited.

H Neill, A Ramsay, F Schlesiger, J Strang, W R Richards, M Kirke and J Steele are Board members and are Directors of Cunninghame Furniture Recycling Company, a company registered in Scotland, limited by guarantee without a share capital. The company was granted charitable status on 1<sup>st</sup> November 2010. The principal activity of the company is the recycling of furniture and related activities.

During the year the Association paid costs of £123,663 (2013 - £126,633) on behalf of Cunninghame Furniture Recycling Company. These costs were recharged to the subsidiary company in the financial year.

At the end of the financial year the Association owed Cunninghame Furniture Recycling Company £15,054 (2013 - £28,505).

At the end of the financial year the Association was owed by Cunninghame Furniture Recycling Company £124,990 (2013 - £94,651).

### 27. Big Lottery Fund Grant - Restricted Fund

### **Project - Financial Inclusion Team**

In the year Cunnighame Housing Association Limited was awarded a Big Lottery Fund Grant of £136,183, for the 2 years 2013 - 2015.

In 2013/2014 the grant received totalled £47,324. Expenditure within the year was £41,209 and £6,115 is held within creditors for associated grant costs that will be incurred in 2014/2015.

### NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 28. Contingent Liabilities

### **Development Scheme Overspend**

One of the Association's scheme developments at Altonhill, completed 2009/2010, had a projected overspend of £1,800,000 in terms of the works cost. This is primarily due to the requirement to remediate the site. A a temporary funding arrangement was in place to ensure that all contractual obligations were met by the Association. During 2013/14 £1,314,566 was recovered from the Scottish Government. Dialogue is continuing with Partners in this matter to achieve a resolution. In the event that the balances of the overspent monies are irrecoverable, they may be written off in future years. Although this matter is material in terms of the overall finances of the Association, no going concern issues are viewed to be relevant in terms of long term financial projections completed in 2013/14.

### 29. Group Structure

Cunninghame Housing Association Limited is a Housing Association registered in Scotland, and forms part of a group. The other members are Citrus Energy Limited, a company registered whose main activities relate to commercial activities such as Energy Brokering, and Cunninghame Furniture Recycling Company, a registered charity whose activities relate to the diversion of waste from landfills and recycling furniture and white goods.

Cunninghame Housing Association Limited is considered to be the ultimate parent undertaking of the group. Group accounts are not prepared as the Financial Conduct Authority has exempted the group from this requirement.

The Association controls Citrus Energy Limited by virtue of common Board and Trustee membership. Citrus Energy Limited is a company registered in Scotland and is limited by guarantee without having a share capital. The company's name was changed from Cunninghame Enterprises Limited to Citrus Energy Limited on 23<sup>rd</sup> July 2013 at Companies House. The previous factoring business activities of the subsidiary company were transferred to Cunninghame Housing Association Limited with effect from 1<sup>st</sup> October 2012. Citrus Energy Limited's main activities are energy brokering for commercial and domestic customers.