



**ST. ANNE'S SHELTER AND
HOUSING ACTION**

**REPORT OF THE COUNCIL OF
MANAGEMENT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED

31 MARCH 2000

COMPANY LIMITED BY GUARANTEE NO: 1089026
CHARITY COMMISSION NO: 502224
HOUSING CORPORATION NO: H3158

ST. ANNE'S SHELTER AND HOUSING ACTION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

Company Limited by Guarantee
Charity Commission
Housing Corporation

Reg. No: 1089026
Reg. No: 502224
Reg. No: H3158

Registered office:

6 St Mark's Avenue
Leeds
LS2 9BN

Council of Management:

Mr A Hobbs (Chairman)
Mrs M Richards (Deputy Chairman)
Mr D Baines
Cllr L Benson
Mr J C Clair
Mr P Desveaux
Mr G Francis
Cllr G Harper
Mrs N Hill
Dr M Iqbal
Mrs A Keighley
Mrs T McDonagh
Mr D W Richardson

Directorate:

Chief Executive and Secretary:

Mr W Kilgallon

Care Services Director:

Mr D E Jordan

Housing Director:

Mr D A Lerigo

Finance Director:

Mrs J A Micklethwaite

Bankers:

HSBC Bank plc
University Branch
Blenheim Terrace
Leeds
LS2 9HE

ST. ANNE'S SHELTER AND HOUSING ACTION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

Solicitors:

Walker Charlesworth & Foster
29 Park Square
Leeds
LS1 2PL

Auditors:

Grant Thornton
Registered Auditors
Chartered Accountants
St Johns Centre
110 Albion Street
Leeds
LS2 8LA

ST. ANNE'S SHELTER AND HOUSING ACTION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

INDEX	PAGE
Report of the Chief Executive and Secretary	1 - 3
Report of the Council of Management	4 - 8
Report of the auditors	9 - 10
Income and expenditure account	11
Balance sheet	12
Cash flow statement	13
Notes to the financial statements	14 - 28

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE CHIEF EXECUTIVE AND SECRETARY

Introduction

This year has seen the introduction of proposals for significant change in health, social care and housing, all of which will have a major impact on the work of St. Anne's. Considerable work has been undertaken to prepare for these changes so that the valuable work St. Anne's undertakes is continued and that opportunities to extend our work are taken.

Services for Homeless People

The St. Matthew's Project in Dewsbury opened during the year providing a resource centre and twelve flats for young homeless people. In an imaginative partnership between St. Anne's, Chantry Housing Association, Kirklees Council and the Diocese of Wakefield, a formerly redundant church has been converted to meet a real social need in the town.

St. Anne's Resource Centre in Leeds and its neighbouring hostel, Holdforth Court, have both been extensively improved this year and both have featured in a programme of work with Business in the Community. The Resource Centre re-opened after renovation with a very successful "business breakfast" to which our city centre neighbours were invited and a Jobs Fair promoting opportunities for employment with St Anne's.

The outreach team in Sheffield has again been strengthened and plans have been drawn up to expand the range of services offered at Bevin Court, our direct access hostel.

Learning Disability Services

This year has seen a significant development of our supported living services enabling people with learning disabilities to live more independently in their own accommodation. Good progress has been made in identifying opportunities to reprofile some of our existing services to encourage more supported living. A grant from the National Lotteries Charity Board has enabled St. Anne's to fund a research project, in partnership with Nuffield Institute for Health at Leeds University into problems faced by young people with learning disabilities who "fall through the net" of social care. The work will be complete in September 2001 and should identify gaps in service provision.

Mental Health Services

St Anne's residential care services and carers support service continue to provide very valuable support to people with long term mental health problems and their relatives. Community Carers, our family placement scheme, has now widened its remit to include people with mental health problems as well as people with learning disabilities. St Anne's innovative Volunteer Befriending Scheme in North Kirklees was subject to an external evaluation this year and was highly praised by those who use the service. The evaluation also highlighted the value of the extension of the scheme to people from ethnic minorities.

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE CHIEF EXECUTIVE AND SECRETARY

Alcohol and Drug Services

The Leeds Detoxification Centre was at capacity throughout the year. A senior member of staff has been seconded to undertake some development work in terms of the programme offered by the centre.

A new team of workers has been established based at St. Anne's Resource Centre to work with people using drugs in the city centre and inner city areas. This builds on the work of our very successful Needle Exchange Scheme which continues to play an important part in reducing the harm caused by drug abuse.

Supported Housing

Once again the modest increase in the number of flats St. Anne's provides does not meet the growing demand. The tenants association has continued to be active.

Staff

The Care Standards Bill currently going through Parliament will establish a General Social Care Council which will, over a period of years, register all who work in social care. It will formalise the training and qualifications required in social care and is a very welcome development. St Anne's is well placed to meet the new requirements given our development of NVQ based training in St Anne's. Area staff meetings have continued successfully this year and the Annual Staff Forum proved to be a very informative and enjoyable event. St. Anne's has continued to maintain a constructive working partnership with our two recognised Trade Unions, UNISON and the RCN.

Management and Finance

Management arrangements have been amended again this year with the establishment of a new post of Manager, Supported Housing with a dual brief of managing current supported housing services and leading St. Anne's development of new services. The growth in scope of services in Sheffield has been recognised by the establishment of a Service Manager for Sheffield, again with the brief to manage existing services and develop new opportunities in that city.


Last years report reflected on the increasingly difficult operating environment for social care providers. This year was no exception. Funding from government through health, social services and social security continues to fall behind the real level of inflation.

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE CHIEF EXECUTIVE AND SECRETARY

The Future

St. Anne's is confident that the services it provides are of a high quality and meet the needs of those whom we exist to service. There is, however, no complacency and a programme of vigorous challenge using the Best Value framework has been established which will look at and improve the whole range of our activities.



W Kilgallon
Chief Executive and Secretary
26 June 2000

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE COUNCIL OF MANAGEMENT

The Council of Management presents its report together with financial statements for the year ended 31 March 2000.

Principal activities

The company is registered as a charity and a housing association and is principally engaged in work with the single homeless and people with special housing needs.

Business review

A review of the year's activities and future prospects is given in the Report of the Chief Executive and Secretary.

	2000 £'000	1999 £'000
Transferred to revenue reserve	<u>269</u>	<u>191</u>

Council of Management members

The Council of Management members at the end of the year are listed below.

Members

Mr A Hobbs (Chairman)
Mrs M Richards (Deputy Chairman)
Mr D Baines
Cllr L Benson
Mr J C Clair
Mr P Desveaux (Appointed 25 January 2000)
Mr G Francis
Cllr G Harper
Mrs N Hill
Dr M Iqbal
Mrs A Keighley
Mrs T McDonagh
Mr D W Richardson

Mrs D E Scott resigned from the Council of Management on 30 November 1999.

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE COUNCIL OF MANAGEMENT

Responsibilities of Council of Management

Company law, Housing Association legislation and the Charity Commissioners require the Council of Management 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 surplus or deficit for the period. In preparing those financial statements, the Council of Management are 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 the going concern basis unless it is inappropriate to presume that the association will continue in business.

The Council of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the financial statements comply with the Companies Act 1985, Paragraph 17 of Schedule 1 to the Housing Act 1996 and the Accounting Requirements for Registered Social Landlords General Determination 1997 and 1998. They are responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Housing Association Governance

NFHA Code of Governance

It is the Association's intention to continue to operate within the spirit of the NFHA Report on "Competence and Accountability" and the associated Code of Governance.

Following the publication of the code, the Council of Management reviewed the Association's practice in order to identify any improvements required. We are pleased to report that the Association complies with the principal elements of the Code. We have set out below how we seek to achieve good housing association governance.

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE COUNCIL OF MANAGEMENT

Council of Management

The NFHA recommend that the Council should not exceed 15 members. The Association's Council of Management is limited to 20 members including co-optees. The Council of Management members are drawn from a variety of backgrounds, including professional and local experience. The Council of Management has two committees covering Finance and Care and Housing Services. Each Committee has clear terms of reference and reports back to the Council of Management.

The Council of Management is responsible for the Association's strategy and policy framework. The day to day implementation of that policy is delegated to the Chief Executive Officer and the other executive officers, comprising the Finance Director, Care Services Director and Housing Director.

Recruitment of Council of Management Members

The Association seeks to recruit Council of Management members from as wide a range of backgrounds as possible and with a view to securing all the skills appropriate to the management of an organisation of this size and type. The Association has used and will continue to use external advertisements with a view to identifying a wider range of potential council members.

Audit Matters

The terms of reference of the Finance Committee are such that it performs the function of an audit committee, including monitoring the appointment and performance of the internal and external auditors.

The Association aims to comply with the Housing Corporation's Code of Audit Practice.

Internal Financial Controls

The Council of Management are responsible for the Association's system of internal financial control. The Council of Management have established a clear structure, procedures and a system of internal financial control which comply with the provisions of the Housing Corporation Circular R2 - 18/96 'Internal financial control and financial reporting'.

Internal financial controls are those established in order to provide reasonable assurance of:

- i the safeguarding of assets (against unauthorised use and disposition) and
- ii the maintenance of proper accounting records and the reliability of financial information used within the association or for publication.

It must be recognised that the systems of internal financial control provide reasonable, but not absolute, assurance against material misstatements or loss.

ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE COUNCIL OF MANAGEMENT

Internal Financial Controls (continued)

The key features of the system are:

- i clear management responsibilities and limits of authority
- ii financial controls and procedures, including information systems
- iii regular reviews of the internal control systems carried out by the internal audit function.

The Council of Management review the operation and effectiveness of the Association's system of internal financial control on an ongoing basis.

Employee involvement

The association has continued its practice of keeping employees informed of matters affecting them as employees and the financial and economic factors affecting the performance of the association.

Disabled employees

Applications for employment by disabled persons are given full and fair consideration for all vacancies in accordance with their particular aptitudes and abilities.

In the event of employees becoming disabled, every effort is made to retrain them in order that their employment with the association may continue.

It is the policy of the association that training, career development and promotion opportunities should be available to all employees.

Year 2000

The company reviewed its computer systems for the impact of the Year 2000 date change, prepared an action plan to address the issue and carried out all necessary measures. All systems have continued to operate properly over the Year 2000 date change and through any roll-over procedures that occurred at a later date.

Tax status

St. Anne's Shelter and Housing Action is a registered charity and consequently has no liability to taxation.


ST. ANNE'S SHELTER AND HOUSING ACTION

REPORT OF THE COUNCIL OF MANAGEMENT

Auditors

Grant Thornton offer themselves for reappointment as auditors in accordance with section 385 of the Companies Act 1985.

BY ORDER OF THE COUNCIL OF MANAGEMENT

A handwritten signature in black ink, appearing to read 'W Kilgallon', with a horizontal line drawn underneath the name.

W Kilgallon
Secretary
3 July 2000

**REPORT OF THE AUDITORS TO THE MEMBERS OF
ST. ANNE'S SHELTER AND HOUSING ACTION**

We have audited the financial statements on pages 11 to 28 which have been prepared under the accounting policies set out on pages 14 and 15.

Respective responsibilities of the Council of Management and auditors

As described on page 5 the Council of Management is responsible for the preparation of financial statements in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you. It is also our responsibility to state the fact in our report if we are of the opinion that the association has not maintained a satisfactory system of control over its transactions.

Basis of opinion

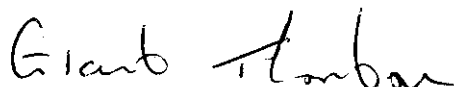
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council of Management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the association as at 31 March 2000 and of its income and expenditure for the year then ended, and have been properly prepared in accordance with the Companies Act 1985, the Housing Act 1996 and the Accounting Requirements for Registered Social Landlords General Determination 1997 and 1998.

In our opinion also, the company is entitled under section 229(5) of the Companies Act 1985 not to prepare group financial statements for the year ended 31 March 2000.



**GRANT THORNTON
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS
LEEDS**

3 July 2000

**REPORT OF THE AUDITORS TO THE COUNCIL OF MANAGEMENT OF
ST. ANNE'S SHELTER AND HOUSING ACTION**

**Report by the auditors to the Council of Management of St. Anne's Shelter and Housing Action on
Corporate Governance matters**

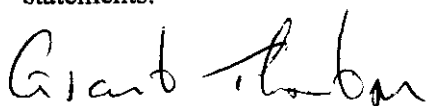
In addition to our audit of the financial statements, we have reviewed the Council of Management statement on page 6 on the association's compliance with Circular R2 - 18/96 issued by the Housing Corporation. The objective of our review is to draw attention to non-compliance with the Circular.

Basis of opinion

We carried out our review in accordance with guidance issued by the Auditing Practices Board. That guidance does not require us to perform the additional work necessary to, and we do not, express any opinion on the effectiveness of either the association's system of internal financial control or its corporate governance procedures.

Opinion

With respect to the Council of Management statements on internal financial control on pages 6 and 7, in our opinion, the Council has provided the disclosures required by the Circular and such statements are not inconsistent with the information of which we are aware from our audit work on the financial statements.



**GRANT THORNTON
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS
LEEDS**

3 July 2000

ST. ANNE'S SHELTER AND HOUSING ACTION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2000

	Note	2000 £'000	1999 £'000
Turnover	2	16,563	15,761
Operating costs	2	<u>(16,165)</u>	<u>(15,278)</u>
Operating surplus	2	398	483
Interest receivable and other income	5	253	315
Interest payable and similar charges	6	<u>(13)</u>	<u>(16)</u>
Surplus for the year	7	<u>638</u>	<u>782</u>
Transfer to capital grant recycling fund	13	(8)	(9)
Transfer to charity fund	15	(19)	(58)
Transfer to designated reserves	16	(312)	(510)
Transfer to restricted reserve	17	<u>(30)</u>	<u>(14)</u>
		<u>269</u>	<u>191</u>
Revenue reserve brought forward	18	<u>1,212</u>	<u>1,021</u>
Revenue reserve carried forward	18	<u><u>1,481</u></u>	<u><u>1,212</u></u>

There were no recognised surpluses or deficits other than those included in the Income and Expenditure account.

The accompanying accounting policies and notes form an integral part of these financial statements.

ST. ANNE'S SHELTER AND HOUSING ACTION

BALANCE SHEET AT 31 MARCH 2000

	Note	2000 £'000	1999 £'000
Fixed assets			
Tangible fixed assets			
Housing properties			
Gross cost less depreciation		11,149	11,094
Less: Social Housing and other government grants		(10,143)	(10,135)
		<u>1,006</u>	<u>959</u>
Other tangible fixed assets		644	617
	8	<u>1,650</u>	<u>1,576</u>
Fixed asset investments	9	10	10
		<u>1,660</u>	<u>1,586</u>
Current assets			
Debtors	10	710	609
Cash at bank and in hand	11	4,604	4,498
		<u>5,314</u>	<u>5,107</u>
Creditors: amounts falling due within one year	12	<u>(2,009)</u>	<u>(2,354)</u>
Net current assets		<u>3,305</u>	<u>2,753</u>
Total assets less current liabilities		<u>4,965</u>	<u>4,339</u>
Creditors: amounts due after more than one year	13	314	318
Reserves			
General charity fund	15	66	47
Designated reserves	16	2,986	2,674
Restricted reserve	17	118	88
Revenue reserve	18	1,481	1,212
		<u>4,965</u>	<u>4,339</u>


The financial statements were approved by the Council of Management on 3 July 2000.

Mr A Hobbs



CHAIRMAN

Mrs M Richards



DEPUTY CHAIRMAN

Mr W Kilgallon



SECRETARY

The accompanying accounting policies and notes form an integral part of these financial statements.

ST. ANNE'S SHELTER AND HOUSING ACTION

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2000

	Note	2000 £'000	1999 £'000
Net cash inflow from operating activities	19	<u>309</u>	<u>1,192</u>
Returns on investments and servicing of finance			
Interest received		170	325
Interest paid		<u>(13)</u>	<u>(16)</u>
Net cash inflow from returns on investments and servicing of finance		<u>157</u>	<u>309</u>
Capital expenditure and financial investment			
Acquisition and construction of housing properties		(55)	(387)
Purchase of other fixed assets		(370)	(355)
Capital grants received		72	145
Receipts from sale of tangible fixed assets		<u>3</u>	<u>1</u>
Net cash outflow from capital expenditure and financial investment		<u>(350)</u>	<u>(596)</u>
Financing			
Loans repaid		<u>(10)</u>	<u>(8)</u>
Net cash outflow from financing	21	<u>(10)</u>	<u>(8)</u>
Increase in cash	20	<u><u>106</u></u>	<u><u>897</u></u>

The accompanying accounting policies and notes form an integral part of these financial statements.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

1 PRINCIPAL ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable accounting standards and the Statements of Recommended Practice in the United Kingdom. The principal accounting policies have remained unchanged from the previous year and are set out below.

Basis of accounting

The financial statements are prepared on the historical cost basis of accounting.

Turnover

Turnover represents rental income receivable, fees and grants from central and local government and the Housing Corporation, and the proceeds of fund raising activities.

Group financial statements

St. Anne's Shelter and Housing Action has taken advantage of the exemption from preparing group financial statements contained in section 229(5) of the Companies Act 1985 on the grounds that its subsidiary undertaking is exempt from consolidation under section 229(2) of the Act. Details of the subsidiary undertaking are set out in note 9.

Fixed assets and depreciation

Assets acquired before 31 March 1981.

Fixed assets acquired before 31 March 1981 have not been depreciated. All capital expenditure prior to that date has been written off against appropriate central and local government grants and any shortfall has been written off to revenue in the year in which it was incurred.

Assets acquired after 31 March 1981.

Tangible fixed assets, except freehold properties, are stated at cost less accumulated depreciation. Depreciation is charged by equal annual instalments over the expected useful lives of the assets. The periods generally applicable are:

Improvements to leasehold premises	Period of lease
Furniture, fixtures and fittings	2 years
Office and workshop equipment	5 years
Motor vehicles	4 years

Freehold properties

Freehold land is not depreciated. Depreciation is charged so as to write down the cost (net of grants) of freehold properties other than freehold land to their estimated residual value on a straight line basis over their expected useful economic lives which range between 20 and 50 years.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

PRINCIPAL ACCOUNTING POLICIES (CONTINUED)

The depreciation calculated on the basis set out above is immaterial due to the length of the remaining useful lives and is not recorded. Impairment reviews are carried out on an annual basis in accordance with FRS 11.

Designated reserves

Where fixed assets are financed by the association's own reserves an amount equivalent to the cost of the fixed assets is transferred from revenue to a designated reserve financing capital expenditure.

An amount equivalent to the annual depreciation charge on such assets is transferred from designated reserves financing capital expenditure to revenue reserves.

Where as a result of management decisions taken on specific future major repairs, capital expenditure, and other projects, reserves cannot be regarded as available for general use, a transfer is made from revenue reserve to designated reserves.

An annual transfer is made to designated reserves for major repairs in order that the association's liabilities in respect of the cost of long term major repairs to its properties can be met.

Allocation of head office expenses

Head office salaries and overhead expenses are charged to the various housing and non-housing activities of the association on the basis of estimated time spent.

General Charity Fund

The General Charity Fund has been created from donations and the proceeds of fund raising activities and is available to meet expenditure within the association's objectives but for which no other finance is available.

Leased assets

All assets leased are regarded as operating leases and the payments made under them are charged to the profit and loss account on a straight line basis over the lease term.

Pension costs

Defined Benefit Schemes

The association operates two defined benefit pension schemes for the benefit of its employees.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

2 PARTICULARS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS

	2000			1999		
	Turnover	Operating costs	Operating surplus	Turnover	Operating costs	Operating surplus
	£'000	£'000	£'000	£'000	£'000	£'000
Income and expenditure from lettings	8,954	8,350	604	8,726	7,992	734
Other income and expenditure						
Nursing homes	6,466	6,470	(4)	6,002	6,008	(6)
Detoxification Centre	239	205	34	227	192	35
St. Anne's Centre	183	295	(112)	193	282	(89)
Funded projects	424	424	-	344	344	-
Fund raising and publicity (note 2a)	225	256	(31)	250	236	14
Other	72	165	(93)	19	224	(205)
Total	16,563	16,165	398	15,761	15,278	483

PARTICULARS OF INCOME AND EXPENDITURE FROM LETTINGS

	2000	1999
	£'000	£'000
Rent receivable net of identifiable service charges	5,006	4,875
Service charges receivable	1,095	1,039
Gross rents receivable	6,101	5,914
Less: Rent losses from voids	(341)	(340)
Net rents receivable	5,760	5,574

Revenue Grants

DSS	133	41
Leeds Health Authority	105	154
Calderdale & Kirklees Health Authority	1,005	1,005
North Yorkshire Health Authority	1,591	1,557
Revenue Grants from the Housing Corporation	360	395
Total income from lettings	8,954	8,726

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

PARTICULARS OF INCOME AND EXPENDITURE FROM LETTINGS (CONTINUED)

	2000 £'000	1999 £'000
Expenditure on letting activities		
Services	3,892	3,795
Management and care	3,974	3,827
Routine maintenance	334	282
Rent losses from bad debts	11	28
Major repairs expenditure	139	60
Total expenditure on lettings	<u>8,350</u>	<u>7,992</u>
Operating surplus on letting activities	<u>604</u>	<u>734</u>

2(a) FUND RAISING AND PUBLICITY

	2000 £'000	1999 £'000
Gifts and Donations received	47	76
Income from charitable trusts and National Lottery Distribution Fund		
Received in the year	72	215
Repaid in the year	(18)	-
Deferred from previous year	137	96
Deferred to following year	<u>(13)</u>	<u>(137)</u>
	<u>178</u>	<u>174</u>
	225	250
Direct charitable expenditure	<u>(206)</u>	<u>(192)</u>
Transfer to general charity fund	<u>19</u>	<u>58</u>
Fund raising and publicity costs	<u>50</u>	<u>44</u>

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

FUND RAISING AND PUBLICITY (CONTINUED)

Income from The National Lottery is set out below:

	2000 £'000	1999 £'000
Received in the year	72	38
Deferred from previous year	6	1
Deferred to following year	(10)	(5)
	<u>68</u>	<u>34</u>

3 DIRECTORS AND EMOLUMENTS

The directors of the association are the members of the Council of Management, the Chief Executive and any person reporting directly to the Chief Executive or directly to the Council of Management and whose total emoluments exceed £40,000 per year.

	2000 £'000	1999 £'000
Emoluments of the association's directors (including pension contributions and benefits in kind)	<u>206</u>	<u>248</u>
Emoluments of the highest paid director excluding pension contributions	<u>51</u>	<u>50</u>

The emoluments of the directors, also exclusive of pension contributions, were in the following ranges:

	2000 Number	1999 Number
£Nil	14	17
More than £40,000 but not more than £45,000	1	3
More than £45,000 but not more than £50,000	2	1
More than £50,000 but not more than £55,000	<u>1</u>	<u>1</u>

The Chief Executive is an ordinary member of the association's pension schemes. No enhanced or special terms apply and there is no individual arrangement to which contributions are made.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

DIRECTORS AND EMOLUMENTS (CONTINUED)

No emoluments were paid to members of the Council of Management during the year.

	2000	1999
	£	£
Total expenses reimbursed to the directors of the association (not chargeable to tax)	<u>969</u>	<u>314</u>
	2000	1999
	£'000	£'000
Consideration paid to a director in respect of loss of office	<u>-</u>	<u>14</u>

4 EMPLOYMENT INFORMATION

The average number of persons employed during the year was:

	2000	1999
	Number	Number
Finance and administration staff	32	31
Housing and social work services	63	58
Care staff	<u>646</u>	<u>638</u>
	<u>741</u>	<u>727</u>

The full time equivalent number of staff at 31 March 2000 was 650 (1999: 648).

	2000	1999
	£'000	£'000
Staff costs (for the above persons)		
Wages and salaries	11,241	10,709
Social security costs	760	813
Other pension costs	<u>743</u>	<u>702</u>
	<u>12,744</u>	<u>12,224</u>

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

5 INTEREST RECEIVABLE AND SIMILAR INCOME

	2000	1999
	£'000	£'000
Dividends receivable	1	1
Loan interest receivable	1	1
Bank and building society interest receivable	<u>251</u>	<u>313</u>
	<u>253</u>	<u>315</u>

6 INTEREST PAYABLE AND SIMILAR CHARGES

On bank loans, overdrafts and other loans:

	2000	1999
	£'000	£'000
Repayable wholly or partly in more than 5 years	<u>13</u>	<u>16</u>

7 SURPLUS ON ORDINARY ACTIVITIES IS STATED AFTER CHARGING:

	2000	1999
	£'000	£'000
Depreciation	235	199
Auditors' remuneration	<u>14</u>	<u>12</u>

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

8 TANGIBLE FIXED ASSETS

	Freehold housing property £'000	Other freehold properties £'000	Additions to leasehold premises £'000	Motor vehicles £'000	Office and workshop equipment £'000	Furniture, fixtures and fittings £'000	Total £'000
Cost							
At 1 April 1999	11,095	5,942	1,611	105	243	1,891	20,887
Additions during the year	55	2,158	3	-	39	224	2,479
Disposals	-	-	-	(31)	-	-	(31)
At 31 March 2000	<u>11,150</u>	<u>8,100</u>	<u>1,614</u>	<u>74</u>	<u>282</u>	<u>2,115</u>	<u>23,335</u>
Social Housing and other capital grants							
At 1 April 1999	10,135	5,463	1,579	9	20	647	17,853
Received during the year	8	2,157	3	-	2	-	2,170
At 31 March 2000	<u>10,143</u>	<u>7,620</u>	<u>1,582</u>	<u>9</u>	<u>22</u>	<u>647</u>	<u>20,023</u>
Depreciation							
At 1 April 1999	1	5	28	82	177	1,165	1,458
Charge for the year	-	-	1	7	32	195	235
Disposals	-	-	-	(31)	-	-	(31)
At 31 March 2000	<u>1</u>	<u>5</u>	<u>29</u>	<u>58</u>	<u>209</u>	<u>1,360</u>	<u>1,662</u>
Net book amount at 31 March 2000	<u>1,006</u>	<u>475</u>	<u>3</u>	<u>7</u>	<u>51</u>	<u>108</u>	<u>1,650</u>
Net book amount at 31 March 1999	<u>959</u>	<u>474</u>	<u>4</u>	<u>14</u>	<u>46</u>	<u>79</u>	<u>1,576</u>

The cost of freehold property includes interest capitalised of £275,773 (1999: £275,773).

Cost and capital grants received include £17,773 for fixed assets funded by the National Lottery.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

9 FIXED ASSET INVESTMENTS

Total fixed asset investments comprise

	2000 £	1999 £
Interest in subsidiary	2	2
Listed investments	-	-
Other fixed asset investments	10,000	10,000
Cost and net book amount at 31 March 2000	<u>10,002</u>	<u>10,002</u>

Interest in subsidiary

The company owns the whole of the ordinary share capital of St Anne's Trading Limited. This company is registered in England and Wales and has previously been engaged in the provision of training. On 2 June 1999 St Anne's Trading Limited opened a charity shop, profits from which will be paid over to St Anne's Shelter & Housing Action.

The aggregate capital and reserves of the company at the year end amounted to £104 (1999: £956). The loss for the year was £852 (1999: Loss £6,787).

At the year end the amount owed to St. Anne's Shelter and Housing Action included a £5,000 loan (1999: £Nil), which is repayable on demand. Loan interest of £199 was charged and received in the year.

Other fixed asset investments

This represents a secured loan to an unconnected undertaking.

Listed investments

The market value of the listed investments at 31 March 2000 was £8,550 (1999: £9,384).

10 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2000 £'000	1999 £'000
Arrears of rent	239	245
Other debtors	37	80
Prepayments and accrued income	330	197
Amounts owed by subsidiary company	12	-
Capital expenditure grant receivable	92	87
	<u>710</u>	<u>609</u>

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

11 CASH AT BANK AND IN HAND

Included in the figure of £4,604,000 (1999: £4,498,000) are amounts received in respect of committed capital and revenue grants totalling £734,667 (1999: £926,238).

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2000 £'000	1999 £'000
Social housing allowances	18	12
Building Society mortgages	12	10
Trade creditors	208	275
Capital expenditure on housing properties	145	172
Pension contribution	103	94
Other creditors	184	216
Committed revenue grant	731	911
Committed capital grant	4	15
Accruals and deferred income	372	404
Social security and other taxes	232	245
	<u>2,009</u>	<u>2,354</u>

13 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2000 £'000	1999 £'000
Capital grant recycling fund	167	159
Other Loans	8	8
Building society mortgages	139	151
	<u>314</u>	<u>318</u>

The Capital Grant Recycling Fund includes notional interest of £17,846 transferred from the Income and Expenditure Account.

The loans are repayable at varying rates of interest by instalments over more than 5 years and are secured by special charges on various housing properties.

The building society mortgages are repayable at varying rates of interest by instalments over more than 5 years and are secured by charges on three of the association's freehold properties.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

14 BORROWINGS

Borrowings are repayable as follows:

	2000	1999
	£'000	£'000
Within one year:		
Building society mortgages	12	10
After one and within two years:		
Building society mortgages	12	10
After two and within five years:		
Other loans	1	1
Building society mortgages	35	30
After five years:		
Other loans	7	7
Building society mortgages	92	111
	<u>159</u>	<u>169</u>

15 GENERAL CHARITY FUND

	£'000
At 1 April 1999	47
Transfer from revenue reserve	19
At 31 March 2000	<u>66</u>

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

16 DESIGNATED RESERVES

	Millennium £'000	Development £'000	Financing capital expenditure £'000	Planned capital expenditure £'000	Reserve for major repairs £'000	Total £'000
At 1 April 1999	100	80	1,222	822	450	2,674
Transfer to revenue reserve	(100)	(24)	(34)	-	(25)	(183)
Transfer from revenue reserve	-	-	47	158	290	495
Transfer between designated reserves	-	-	32	(32)	-	-
At 31 March 2000	<u>-</u>	<u>56</u>	<u>1,267</u>	<u>948</u>	<u>715</u>	<u>2,986</u>

The movement on the major repairs reserve is analysed as follows:

	Known liability £'000	Reserve for future long term liabilities £'000	Total £'000
At 1 April 1999	40	410	450
Transfer to revenue reserve	(25)	-	(25)
Transfer from revenue reserve	36	254	290
At 31 March 2000	<u>51</u>	<u>664</u>	<u>715</u>

17 RESTRICTED RESERVE

	Rent surplus fund Reinvestment fund £'000
At 1 April 1999	88
Transfer from revenue reserve	30
At 31 March 2000	<u>118</u>

The Rent Surplus Fund Reinvestment Fund has been calculated in accordance with the Rent Surplus Fund General Determination 1998. The fund can only be spent on specified types of repair and improvement to existing stock.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

18 REVENUE RESERVE

	£'000
At 1 April 1999	1,212
Surplus for the year on income and expenditure account	269
At 31 March 2000	<u>1,481</u>

The association endeavours to maintain reserves at a level which ensures that investment income generated is sufficient to cover the cost of those activities for which no other funding is available.

19 RECONCILIATION OF OPERATING SURPLUS TO OPERATING CASH FLOW

	2000 £'000	1999 £'000
Surplus for the year	638	782
Interest receivable	(253)	(315)
Interest payable	13	16
Depreciation charges	235	199
(Increase)/decrease in debtors	(12)	32
(Decrease)/increase in creditors	(310)	479
Profit on disposal of fixed assets	(2)	(1)
Net cash inflow from operating activities	<u>309</u>	<u>1,192</u>

20 ANALYSIS OF CHANGES IN NET FUNDS

	At 1 April 1999 £'000	Cashflow £'000	At 31 March 2000 £'000
Cash at bank and in hand	4,498	106	4,604
Debt due within one year	(10)	(2)	(12)
Debt due after one year	(159)	12	(147)
	<u>4,329</u>	<u>116</u>	<u>4,445</u>

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

21 RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS

	2000	1999
	£'000	£'000
Net funds at 1 April 1999	4,329	3,424
Increase in cash in the year	106	897
Cash outflow from funding	10	8
Net funds at 31 March 2000	<u>4,445</u>	<u>4,329</u>

Net funds comprise of cash at bank and in hand and loans.

22 CAPITAL COMMITMENTS

	2000	1999
	£'000	£'000
Contracted for but not provided in these financial statements	148	60
Authorised by the Council of Management but not contracted for	-	-
	<u>148</u>	<u>60</u>

Of the above committed expenditure £1,000 (1999: £8,000) will be funded by Capital grants.

23 CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2000 or 31 March 1999.

ST. ANNE'S SHELTER AND HOUSING ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

24 LEASING COMMITMENTS

Operating lease payments amounting to £220,103 (1999: £208,434) are due within one year. The commitments to make the payments included in this sum expire as follows:

	2000		1999	
	Land and buildings £'000	Other £'000	Land and buildings £'000	Other £'000
In one year or less	10	16	11	27
Between one and five years	8	176	2	150
In five years or more	10	-	18	-
	<u>28</u>	<u>192</u>	<u>31</u>	<u>177</u>

25 PENSIONS

The association operates two pension schemes, paying pension contributions to the National Health Service Pension Scheme and the West Yorkshire Superannuation Fund. Both schemes are defined benefit schemes. Contributions to the West Yorkshire Superannuation Fund are based on triennial actuarial valuations by a professionally qualified actuary.

26 HOSTELS

Income and expenditure of hostels where the Association does not bear the financial risk is excluded from the Associations income and expenditure account. The organisation managing units for the association is detailed below.

Managing body	SHMG £	Units at start of year	Units at end of year
Mary Seacole	<u>15,097</u>	<u>5</u>	<u>5</u>

27 LEGISLATIVE PROVISIONS

The association is incorporated under the Companies Act 1948 to 1967.