# LONDON CYRENIANS HOUSING LIMITED (A company limited by guarantee)

# REPORT AND FINANCIAL STATEMENTS

31 MARCH 1996

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Company Number: 1197478

Registered Charity Number: 269158

#### LEGAL AND ADMINISTRATIVE DETAILS

#### **AS AT 31 MARCH 1996**

Bankers:

Status: Company limited by guarantee without share capital incorporated on

23 January 1975. Registered as a charity on 1 January 1961.

Company Number: 1197478

Charity Number: 269158

Registered Office: Grove House

27 Hammersmith Grove London W6 7EN

Honorary Officers: Caitriona Carroll

Caitriona Carroll (Chair)
Jacob Adeshina (Treasurer)
Enid Marron (Secretary)

Enid Waito

Barclays Bank Plc Notting Hill Branch

Scrubs Lane

London NW10 6AH

Auditors: Sayer Vincent

Chartered Accountants

23 Angel Gate City Road

London EC1V 2PT

#### REPORT OF THE COUNCIL OF MANAGEMENT

## FOR THE YEAR ENDED 31 MARCH 1996

The Council of Management presents its report and the audited financial statements for the year ended 31 March 1996.

#### Activities and Review of the Year

During the year London Cyrenians Housing Limited has continued to provide supported housing and care services across two care homes and nine hostels in conjunction with partnership housing associations.

In addition it has been a year that has seen the proposed development, mooted last year, of a care home in the adjacent borough of Ealing come to fruition, and a further addition to our hostel provision of a project in Shepherds Bush.

The effect of the capital grant regarding the Ealing Care Home purchase on this year's Statement of Financial Activities can be clearly seen, and has been duly highlighted as a restricted source of funds, expendable on capital works in 1996/97.

Planning and maximising human resourcing has featured as an internal priority as we continue to seek to maximise resources to ensure that we deliver a value for money high quality service.

#### **Future Developments**

In the year ahead our floating support scheme will come into being and we will be actively pursuing further development opportunities so that we are able to meet the gaps in service provision.

## Responsibilities of the Council of Management

Company law requires the Council of Management to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the Council of Management 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 the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

## REPORT OF THE COUNCIL OF MANAGEMENT (continued)

#### FOR THE YEAR ENDED 31 MARCH 1996

## Responsibilities of the Council of Management - Continued

The Council of Management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Members of the Council of Management

The following served as company directors and charity trustees during the year and up to the date of this report:

J Adeshina C Carroll L Day J Gorrie M McGowan	(resigned 26 May 1996)	S Bashorun N Clark E Fateh R Grant S Manifold	(resigned 26 May 1996) (appointed 13 March 1996)
H Pridmore I Vallance	(appointed 13 March 1996)	C Thompson	(appointed 13 March 1996)

All members of the Council of Management are members of the company and guarantee to contribute to the assets of the company in the event of it being wound up such amounts as may be required not exceeding £1. The number of guarantees at 31 March 1996 was 22 (1995 - 23). Members of the Council of Management have no beneficial interest in the company and are not remunerated. They are indemnified by the company against legal action arising in the course of their duties by an agreement with the National Federation of Housing Associations.

#### **Auditors**

Sayer Vincent have expressed their willingness to continue as the company's auditors.

Approved by the Council of Management
on 21 August 1996 and signed on its behalf by

Enid Marron - Company Secretary

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#### **AUDITORS' REPORT**

#### TO THE MEMBERS OF

#### LONDON CYRENIANS HOUSING LIMITED

We have audited the financial statements on pages 5 to 16 which have been prepared on the basis of the accounting policies set out on pages 8 and 9.

# Respective Responsibilities of the Council of Management and Auditors

As described on pages 2 and 3, the company's Council of Management is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and report our opinion to you.

#### **Basis of Opinion**

We conducted our audit in accordance with 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 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 mis-statement, 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 the company's affairs as at 31 March 1996 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

SAYER VINCENT Chartered Accountants Registered Auditors

JURLUUUT

23 Angel Gate City Road London EC1V 2PT

22/Angust 1996

## STATEMENT OF FINANCIAL ACTIVITIES

# FOR THE YEAR ENDED 31 MARCH 1996

		Restricte	d Funds			
	Pe	erryn Road Scheme	Other <u>Projects</u> <u>U</u>	Inrestricted	1996 <u>Total</u>	1995 <u>Total</u> As Restated
Ī	<u>Notes</u>	$\underline{\mathfrak{t}}$	£	£	$\underline{\mathbf{t}}$	£
Incoming Resources Grants and Donations Income from Rents and Charges Interest Receivable Other Income and Fees	2	496,740	98,897 - - -	309,352 572,545 16,269 38,049	904,989 572,545 16,269 38,049	443,628 486,788 11,631 15,146
Total Incoming Resources		<u>496,740</u>	98,897	936,215	<u>1,531,852</u>	<u>957,193</u>
Resources Used  Direct Charitable Expenditure  Houses Expenditure  Community Mental Health Team Ex  Central Support Costs	penditur	11,192 e - - - 11,192	72,958 - 47,232 120,190	665,639 58,044 173,779 897,462	749,789 58,044 221,011 1,028,844	685,131 27,451 230,137 942,719
Other Expenditure  Management and Administration				9,928	9,928	<u>_7,465</u>
Total Resources Used	3	11,192	120,190	907,390	1,038,772	950,184
Net Incoming Resources Before Tra	nsfers	485,548*	( 21,293)	28,825	493,080	7,009
Transfers Between Funds		100,000		(100,000)	<del>_</del>	
Net Incoming Resources for the Yes	ar 4	585,548	( 21,293)	( 71,175)	493,080	7,009
Other Recognised Gains and Losses Unrealised Gains on Investment Ass	s sets 8	<del>_</del>		1,122	<u>1,122</u>	
Net Movement in Funds		585,548	( <u>21,293</u> )	(_70,053)	494,202	<u>7,009</u>
Funds Brought Forward - As Previously Reported - Prior Period Adjustment	15		20,948 49,244	173,611	194,559 49,244	172,141 64,653
- As Restated			70,192	<u>173,611</u>	243,803	236,794
Funds Carried Forward		<u>585,548</u>	48,899	103,558	738,005	243,803

<sup>\*</sup> The net incoming resources of the Perryn Road Scheme fund represent a grant for the purchase and redevelopment of a new care home. Of this, £300,000 has been applied in capital expenditure during the year and the balance will be applied during 1996/97. See also note 14.

# SUMMARY INCOME AND EXPENDITURE ACCOUNT

# FOR THE YEAR ENDED 31 MARCH 1996

	<u>1996</u>	1995 As Restated
	$\underline{\mathfrak{t}}$	£
Total Income	1,035,112	972,602
Total Expenditure	( <u>1,038,772</u> )	( <u>950,184</u> )
Net (Expenditure)/Income	(3,660)	22,418

All of the charity's activities included above are classed as continuing.

The Perryn Road Scheme, as shown in the Statement of Financial Activities, is classed as an Acquisition. The incoming resources of the Perryn Road Scheme Fund have been excluded from the Summary Income and Expenditure Account above, since under the provisions of the Companies Act 1985, these are classed as capital.

All recognised gains and losses are included in the Statement of Financial Activities on page 5. Movements in funds are shown on page 5 and in note 12.

# LONDON CYRENIANS HOUSING LIMITED (by guarantee)

## BALANCE SHEET

# AS AT 31 MARCH 1996

	Notes		<u>1996</u>	1995 As Restated
		£	£	<u>£</u>
Fixed Assets	_		310,167	11,169
Tangible Fixed Assets Investments	7 8		25,122	24,000
investments	·		335,289	<u>35,169</u>
Current Assets	^	278,384		64,161
Debtors  Cash at Bank and in I	9 Hand	276,384 216,317		<u>247,627</u>
Casii at Daik and iii	. Communication of the communi	494,701		311,788
Creditors: Amounts I	Falling Due 10	91,985		98,868
Net Current Assets			402,716	212,920
Total Assets Less Cur	rent Liabilities		738,005	248,089
Provisions	11		=	(_4,286)
			738,005	243,803
Funds	12,13,14			
TT 4 4 . 3 Thomas	Designated Funds		34,390	128,500
Unrestricted Funds:	General Funds		69,168	45,111
Restricted Funds:	Perryn Road Scheme Other Restricted Funds		585,548 <u>48,899</u>	70,192
	Child Addition 2 mans		738,005	243,803

These financial statements were approved by the Council of Management

on 21 August 1996

and signed on its behalf by

Jacob Adeshina Caitriona Carroll

#### NOTES TO THE ACCOUNTS

## FOR THE YEAR ENDED 31 MARCH 1996

#### 1. Accounting Policies

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in the Statement of Recommended Practice:

  Accounting by Charities issued in October 1995.
- b) Charges to residents and income from investments are included in the Statement of Financial Activities in the year in which they are receivable.
- c) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- d) Revenue grants are credited to the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and administrative costs. Grants for the purchase of fixed assets are credited to a restricted fund when received. Depreciation on the related assets is charged against the fund.
- f) Unrestricted funds are donations and other income received or generated for the charitable purposes.
- g) Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.
- h) Designated funds are unrestricted funds earmarked by the Council of Management for particular purposes.
- Tangible fixed assets are capitalised at cost. In the case of land and buildings, the capital cost includes the purchase price and alteration works, but not associated professional fees, which are written off to expenditure. Depreciation is provided at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, which is estimated at 3 years for furniture and equipment. Depreciation will be charged on the cost of the new building purchased in the year, once alterations work is completed, at the rate of 5% per annum. The cost of the freehold land will not be depreciated. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.
- j) Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.
  - This represents a change in accounting policy from previous years, in which fixed assets investments were stated at cost. The effect of the change in accounting policy is not material, and as such a prior period adjustment has not been made.
- k) All leases are considered to be operating leases, and rentals are charged against revenue when incurred. No assets are held under hire purchase agreements.

#### NOTES TO THE ACCOUNTS

## FOR THE YEAR ENDED 31 MARCH 1996

## 1. Accounting Policies (continued)

- The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents the contributions payable under the scheme by the charity to the fund. The charity has no liability under the scheme other than for the payment of those contributions.
- m) Provision is made for internal decoration of hostels on the basis of allowances published by the Housing Corporation.

		Restricted	Unrestricted	<u>1996</u> <u>Total</u>	<u>1995</u> <u>Total</u>
2.	Grants and Donations	£	$oldsymbol{f  ilde{t}}$	$\underline{\mathbf{t}}$	£
	London Borough of Hammersmith and Fulhar - Mental Illness Specific Grant Royal Borough of Kensington and Chelsea Royal Borough of Kensington and Chelsea - Alcohol Outreach Home Office London Boroughs Grant Scheme (Transitional) Special Needs Management Allowance Other Grants and Donations EHHHA - Grant for Perryn Road Scheme Furniture Allowances - Perryn Road Scheme Equipment Grant	9,567 15,957 5,557 23,260 495,000 1,740 9,700	72,200 - 39,290 187,079 10,783	34,856 72,200 9,567 15,957 44,847 187,079 34,043 495,000 1,740 9,700	26,980 110,400 9,176 15,706 39,290 191,960 50,116
		<u>595,637</u>	309,352	904,989	<u>443,628</u>

### **London Boroughs Grant Scheme**

The grant received in respect of 1995/96 has been applied against salaries and running costs of 53 hostel bed spaces (1994/95 - 51 bed spaces).

NOTES TO THE ACCOUNTS

# FOR THE YEAR ENDED 31 MARCH 1996

•	Total Resources Used	Honses	Community Mental <u>Health Team</u>	Support Costs	Management and Administration	1996 <u>Total</u>	1995 <u>Total</u>
		પરા	<del>나</del> !	વ્યા	બરો	બા	ધ્યા
	Staff Costs Houses Service Costs Premises Costs Travel and Subsistence Communications Legal and Professional Audit Annual Report Depreciation Bank Charges Council of Management Expenses Training Recruitment	527,247 149,518 2,601 4,748	53,163	88,352 - 26,303 2,138 6,219 1,455 - 9,226 5,083 2,357 - 8,237 6,565	7,052	668,762 149,518 26,303 6,670 12,950 1,455 7,052 9,226 5,083 2,357 2,357 8,237 6,565	569,232 156,941 24,105 3,840 11,920 244 4,524 1,900 36,956 1,778 2,034 10,851 10,684
	Stationery and Photocopying Other Housing Association Charges	30,308	- 967	9,802 55,274 		9,802 86,549 35,367 1,038,772	69,730 69,793 37,052 950,184
		/49,/89	30,044	777777			

# NOTES TO THE ACCOUNTS

# FOR THE YEAR ENDED 31 MARCH 1996

		<u>1996</u>	<u>1995</u>
4.	Net Incoming Resources for the Year		
	This is stated after charging/crediting:	$\underline{\mathfrak{t}}$	£
	Council of Management's Expenses Council of Management's Emoluments Auditor's Remuneration Rent of Land and Buildings Depreciation Income from Listed Investments	5,266 - 5,957 19,260 <u>5,083</u> 882	2,034 5,875 19,260 36,956
	Bank Interest Receivable Charities Deposit Interest Receivable	2,166 14,103	1,628 <u>9,121</u>
5.	Staff Costs and Numbers		
	Staff costs were as follows:	$\underline{\mathfrak{L}}$	£
	Salaries and Wages Social Security Costs Pension Costs	603,881 47,082 17,799 668,762	506,662 45,831 16,739 569,232
	Total Emoluments of Staff	621,680	523,401
	The average weekly number of staff employed during the year was as fo	ollows:	
	Hostel Services and Management Support	27 5	23 5
		32	28

## 6. Taxation

All income is applied for charitable purposes and therefore the charity is exempt from corporation tax.

# NOTES TO THE ACCOUNTS

# FOR THE YEAR ENDED 31 MARCH 1996

7.	Tangible Fixed Assets	Freehold <u>Property</u>	Office Furniture & <u>Equipment</u>	Hostel Furniture & <u>Equipment</u>	<u>Total</u>
		$\underline{\mathbf{t}}$	<u>£</u>	$\underline{\mathbf{t}}$	£
	COST At 1 April 1995 Additions in Year	300,000	42,447 2,143	92,957 1,938	135,404 304,081
	At 31 March 1996	300,000	44,590	94,895	439,485
	DEPRECIATION At 1 April 1995 Charge for Year	<u> </u>	31,27 <b>8</b> 4,437	92,957 646	124,235 
	At 31 March 1996		<u>35,715</u>	93,603	129,318
	NET BOOK VALUE At 31 March 1996	300,000	8,875	1,292	310,167
	At 31 March 1995		11,169		11,169

The freehold property is given as security by a legal charge for the grant of £495,000 received from Ealing, Hammersmith and Hounslow Health Authority.

			<u>1996</u>		<u>1995</u>
8.	Investments	Cost	Market Value	<u>Cost</u>	Market Value
	Other listed investments:	£	£	<u>£</u>	${f  extbf{ extit{\frac{ extbf{ extit{\frac{ extbf{ extit{\frac{ extbf{ extit{\frac{ extbf{ extit{\frac{\frac{ extbf{ extit{\frac{\frac{ extbf{ extbf{ extit{\frac{\frac{\frac{ extbf{ extit{\frac{\frac{\frac{\epsilon{\frac{\frac{\epsilon{\frac}}}}}{\frac}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}}}}{\frac{\$
	Charities Official Investment Fund - 2837.6 Income Shares	20,000	20,808	20,000	18,145
	2020.81 Fixed Interest Accumulation Shares	4,000	4,314	4,000	3,844
		24,000	25,122	24,000	21,989

Investments have been valued at market value at 31 March 1996, as opposed to cost at 31 March 1995, as explained in Note 1j).

# NOTES TO THE ACCOUNTS

# FOR THE YEAR ENDED 31 MARCH 1996

		<u>1996</u>	1995 As Restated
9.	Debtors	$\underline{\mathbf{t}}$	$oldsymbol{ar{\mathfrak{L}}}$
	Residents' Charges in Arrears	35,117	19,807
	Revenue Grants Receivable	38,211	34,240
	Other Debtors	3,441	5,360
	Prepayments and Accrued Income	6,822	4,754
	EHHHA Grant - Perryn Road	<u>194,793</u>	<del>_</del>
		278,384	64,161
10.	Creditors: Amounts Falling Due Within One Year	£	£
	Residents' Charges in Advance	14,271	23,955
	Taxation and Social Security	22,054	14,232
	Other Creditors	31,433	11,066
	Accrued Expenses	24,227	<u>49,615</u>
		91,985	98,868
11.	Provisions	$\underline{\mathbf{f}}$	$\underline{\mathbf{\pounds}}$
	Hostel Internal Decorations		
	As at 1 April 1995	4,286	15,203
	Released against Hostel Expenditure	( <u>4,286</u> )	( <u>10,917</u> )
	As at 31 March 1996		4,286

LONDON CYRENIANS HOUSING LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 1996

## NOTES TO THE ACCOUNTS

## FOR THE YEAR ENDED 31 MARCH 1996

13.	Analysis of Net Assets Between Funds	Tangible Fixed <u>Assets</u>	<u>Investments</u>	Net Current Assets	Total <u>Funds</u>
		£	£	£	£
	Restricted Funds: Perryn Road Scheme Other	300,000 10,167	-	285,548 38,732	585,548 48,899
	Designated Funds	-	-	34,390	34,390
	General Funds		25,122	44,046	<u>69,168</u>
	Total Net Assets	310,167	25,122	402,716	738,005

## 14. Purpose of Restricted and Designated Funds

#### Restricted:

**Perryn Road** - A Registered Care Home development whose purchase and renovation was funded by a grant from Ealing, Hammersmith and Hounslow Health Authority and the use of previously designated reserves from LCH. The furnishing is being funded from a fundraising programme so that an appropriately furnished and equipped Care Home will be opened in the Autumn of 1996. The funds receivable from the Health Authority have been fully committed in the property purchase and renovation contract as per note 17.

Equipment Fund - Capital funding provided for specific improvements in the hostels, care homes and central office due to be expended as part of a phased improvement programme on appropriate schemes.

Projects/Services - Funds specifically provided for the enhancement of services by provision of additional staffing cover or alternative support schemes such as the Sunday Activities Club or provision of support for non statutorily funded client groups.

#### Designated:

Community Mental Health Team - Provision of Outreach service to clients referred by Local Authorities, specialist agencies and providers.

Contractual Obligation to Employees - Funds to meet contractual obligations regarding maternity, redundancy, pensions or long term sickness not covered by the Group Health Scheme.

Care Scheme Fund - Set up to enable the development of a new Registered Care Home and this has now been restricted to the Perryn Road development.

Community Support Fund - Fund to cover costs in introducing community mental health outreach services in new areas and which continues to be offered.

#### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 1996

#### 15. Prior Period Adjustment

The Council of Management has adopted the Statement of Recommended Practice: Accounting by Charities in preparing the financial statements for the year ended 31 March 1996.

To comply with the Statement of Recommended Practice, accounting policies have been changed in the following respects. The effect of the changes is material and therefore a Prior Period Adjustment has been made, to restate the net assets and funds at 1 April 1994, and the results for the year ended 31 March 1995 and the net assets and funds at 1 April 1995.

The Prior Period Adjustment is made up as follows:

	Chang	ge of Accounting Policy	Effect of the Change		
			Funds at 1 April 1994	Year Ended 31 March 1995	Total Funds at 1 April 1995
			£	£	£
	a)	To credit capital grants previously deferred to incoming resources.	64,653	( 35,409)	29,244
	b)	To credit revenue grants previously deferred to incoming resources.		_20,000	20,000
	Totals	3	64,653	( <u>15,409</u> )	49,244
•	Comr	nitments Under Operating Leases			
	As at 31 March 1996, the charity had the following annual commitments under a non-cancellable operating lease for its office premises at Grove House.				
	орстан	ing lease for its office premises at Grove House.	•	<u>1996</u>	<u>1995</u>
				£	£
		al commitment under operating lease expiring more than five years		<u>19,260</u>	19,260
	Capit	al Commitments			
	At 31 March 1996, the charity had commitments for the following expenditure relating to the development of a new scheme at Perryn Road, Ealing:				
	dovoid	opment of a new seneme at 1 cityn Road, Lanng.	•	<u>£</u>	£
	Contra	acted but not provided for		221,197	<u> </u>
	Autho	orised but not contracted for		90,000	