(Company Number 3266905) (Charity Number 1068017)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2005



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ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2005

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Registered Office:

12A St. Nicholas Street, Diss, Norfolk. IP22 3LB

Auditors:

Ensors, Radford House, 54 St. Johns Street, Bury St. Edmunds,

Suffolk, IP33 1SP

Bankers:

Lloyds TSB Bank plc., 3 Market Hill, Diss, Norfolk. IP22 3JZ

REPORT OF THE DIRECTORS

The Directors submit their Annual Report and Financial Statements for the year ended 31 March 2005. The Directors have adopted the provision of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities', issued in October 2000 in preparing the annual report and Financial Statements. The charity is a charitable company limited by guarantee. It is governed by a memorandum and articles of associations.

PRINCIPAL ACTIVITIES

The principal activities of the Company are to relieve need, hardship and distress amongst persons who are homeless and single, and amongst persons who are without accommodation in East Anglia.

DIRECTORS' RESPONSIBILITIES

Company Law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing those Financial Statements, the Directors are required to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Comply with applicable accounting standards subject to any material departures disclosed and explained in the Financial Statements; and
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company, and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. They are 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.

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

We have had a successful year, both in terms of outcomes as well through enjoying the benefits of the improvements that we introduced last year. The key activities that took place are as follows:

Governance

Following a performance review, in January the Executive Committee decided to advertise for new Committee Members. This resulted in a number of excellent applications. Most of those who expressed interest have attended subsequent Committee meetings and by the time of the AGM we hope to elect them onto the Committee.

REPORT OF THE DIRECTORS (Continued)

Governance (Continued)

The annual planning session was held in March, which proved to be fruitful in generating plans and ideas for improvements for the future. These were included in the Three Year Strategic Plan and the Risk Management Plan.

Sadly, one of the Committee Members, Simon Newberry, died. His contribution will be greatly missed. At the last AGM, John Dell, who has been an active Committee Member, resigned from the Committee. The remaining Committee members and the Chief Executive would like to thank him for his services over the years and for his continued presence on the Committee as an advisor. Alistaire Amery also left the Committee. Ian Fairley was welcomed onto the Committee.

Supported Housing

In November this year the Norfolk Supporting People Review of Victoria House, our hostel in Diss for men with medium to high support needs, was completed. The outcome was favourable in terms of the quality of service but, as with many organisations we had our funding reduced. The review by Suffolk of our Visiting Support Service was again positive and we were in the happy position of retaining all our SP grant from this Area Authority.

All support teams have reviewed their performance against the Quality Assessment Framework and we are working towards achieving level B in Core areas.

During the course of the year we received accreditation from both Norfolk and Suffolk Supporting People Area Authorities, our main funders.

We have improved our performance management systems in the areas of void reporting, arrears, bad debts and move-on and we remained within our targets for both voids and bad debts.

After a long search, the Suffolk Team have relocated to new office premises in the Christopher Centre in Sudbury.

We have completed much needed work on repairs, maintenance, decoration and improvements to properties and we hope to continue this trend. In collaboration with St Matthews in Diss, we now have a furniture store for the many donations of furniture we receive. This has proved to be very popular with service users.

Homelessness Prevention

Our grant from Babergh, Broadland and South Norfolk Councils together with Section 180 funds were renewed. Over the year 50 new landlords were added to the register, 613 people were referred and 81 were placed.

We expanded the service into Norwich in January and recruited a new part-time Homelessness Prevention Officer, who has set up and is now running the service here. The service has proved to be very popular and we have approached Norwich City Council to fund additional time in order to cope with the volume of referrals. We also appointed a professional fundraiser Felton Fundraising, to raise funds for the scheme.

REPORT OF THE DIRECTORS (Continued)

Homelessness Prevention (Continued)

The long standing manager of the Homelessness Prevention Team, Barbara Lipinski left the organisation after seven and a half years. She has been a hard act to follow, but we have been very fortunate in recruiting Jen Larner, who has taken on her new role with energy and enthusiasm.

Equality

The Executive Committee approved a target for BME service users. An equalities review was completed and the Executive Committee agreed to its recommendations. WE also began work on a service user satisfaction survey.

Admin

Although there have been some teething problems, overall the new accounts system allows much better reporting. The Rent Accounting System is now also operating more efficiently. During the course of the year we changed to Broadband, which enabled us to make savings on our telephone costs. We also made savings by changing our mobile phone contract.

HR

Following the introduction of the Health and Safety Manual, all staff received training in health and safety and risk assessment. A new staff appraisal system was introduced and all staff were appraised. Solo registered with the Criminal Records Bureau and staff are now checked using this system. We also introduced new employment contracts and terms and conditions for all staff during the year.

Developments

In February, the Committee considered the feasibility of becoming a Registered Social Landlord. It concluded that there was no compelling case for this, but that the Committee would keep the situation under review.

One of the outcomes of the Supporting People (SP) review of Victoria House was that SP require us to lower the unit costs of the project by obtaining premises with more units by May 2007. We are now seeking alternative hostel accommodation within the Diss area.

As mentioned earlier, the number of referrals for the Norwich scheme is very large. We have approached Norwich City Council for them to provide additional finding for more staffing. We will be submitting further proposals to them. We also hope to expand the Homelessness Prevention Scheme into other Districts.

We are also working with a partner agency to provide housing and support to people with learning difficulties in the Norwich area.

As with last years report, increasing pressure is being brought to bear on the supported housing sector through cuts in SP grant. Our Norfolk Visiting Support Service is due for review and it is unlikely that it will escape without cuts to the project's funding.

REPORT OF THE DIRECTORS (Continued)

RESERVES

All surpluses generated by the Company have been transferred to reserves. It is Solo Housing's policy to maintain unrestricted reserves sufficient to sustain three month's running costs. This has been achieved. The Executive Committee will regularly monitor the level of reserves to ensure that this position is maintained.

INVESTMENTS

It is Solo Housing's policy to ensure that all funds are in interest bearing low risk accounts. It will endeavour to secure interest revenue that meets budgetary expectations.

RISK ASSESSMENT

At its meeting in March 2005, the Executive Committee considered a full risk review of the organisation, which included a Risk Management Plan and Risk Map. The key risks to the organisation are addressed in organisation's Annual Management Plan. The Executive Committee monitors compliance against this plan throughout the year.

DIRECTORS

The Directors during the year were as follows:-

M Black

D Clarke

G Brown

J Dell

(Resigned 11/11/04)

Rev D Streeter

S Newberry

(Deceased)

A Amery

(Appointed 05/05/04 and Resigned 11/11/04)

J Fairly

(Appointed 22/03/05)

The company records the death of S Newberry on 11/12/04.

AUDITORS

A Resolution to reappoint Messrs. Ensors as Auditors will be put to the Annual General Meeting.

The Report of the Directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board on

and signed on its behalf by

D. Clarke - Director

REPORT OF THE AUDITORS TO THE MEMBERS OF SOLO HOUSING (EAST ANGLIA) (A COMPANY LIMITED BY GUARANTEE)

Independent Auditors' Report to the Members of Solo Housing (East Anglia)

We have audited the Financial Statements of Solo Housing (East Anglia) for the year ended 31 March 2005 which comprise of Statement of Financial Activities and a Balance Sheet and the related Notes. These Financial Statements have been prepared under the historical cost convention and the accounting policies set out therein.

This Report is made solely to the Directors, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Directors those matters we are required to state to them in an Auditors' 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 Company and the Directors as a body, for our audit work, for this Report, or for the opinions we have formed.

Respective Responsibilities of Directors and Auditors

As described in the Statement of Directors' Responsibilities, the Company's Directors are responsible for the preparation of the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the Financial Statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the Financial Statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the Financial Statements, if the Company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Directors' remuneration and transactions with the Company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

Basis of Audit 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 amounts and disclosures in the Financial Statements. It also includes an assessment of the significant estimates and judgements made by the Directors 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 the Company's affairs at 31 March 2005, and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

ENSORS

Chartered Accountants Registered Auditors

BURY ST. EDMUNDS

Date: 27 Sytender 2005

STATEMENT OF FINANCIAL ACTIVITIES

Incoming Resources	<u>Notes</u>	<u>General</u> (Unrestricted)	Housing Management (Designated)	Vision Appeal and Deposit Guarantee (Restricted) (Note 7)	<u>2005</u> <u>Total</u>	<u>2004</u> <u>Total</u>
Charitable Activities Grants Receivable and Housing Benefit Rental Income		384,956 -	164,312 19,681	- -	549,268 19,681	580,253 33,103
Voluntary Income Donations		1,725	-	-	1,725	80
Other Income Investment Income Other Income		4,727 430	- 87	-	4,727 517	1,547 134
Total Incoming Resourc	<u>es</u>	391,838	184,080	-	575,918	615,117
Resources Expended Direct Charitable Expenditure Management and Admin		334,549 2,174	168,610 12,958	-	503,159 15,132	450,221 17,176
Total Resources Expended		336,723	181,568 	-	518,291	467,397
Net Incoming/Outgoing Resources before Transfers Transfers between Fund	ds 7		2,512 5,157	- -	57,627 -	147,720
Net Income/Outgoing Resources after Transfers Fund Balance B/Fwd		49,958 130,207	7,669 50,068	104,615	57,627 284,890	
Funds as at 31 March 2005		£180,165	£57,737 =====	£104,615	£342,517	£284,890 =====

STATEMENT OF FINANCIAL ACTIVITIES (Continued)

For the year ended 31 March 2005

The Company's income and expenses all relate to continuing operations.

The Company has no recognised gains and losses other than the surplus for the year.

The operating surplus and the retained surplus have been calculated on the historical cost basis.

The Notes on pages 9 to 13 form part of these Financial Statements.

BALANCE SHEET

As at 31 March 2005

	<u>Note</u>	<u>2005</u>	<u>2004</u>
Fixed Assets	4	100,383	103,944
Current Assets Cash at Bank and			
In Hand		292,426	210,647
Debtors	5	16,095	37,456
Current Liabilities		308,521	248,103
Creditors	6	66,387	67,157
Net Current Assets		242,134	180,946
Net Assets	11	342,517	284,890
		=====	=====
Unrestricted Funds	7	180,165	130,207
Designated Funds	7	57,737	50,068
Restricted Funds	7	104,615	104,615
		£342,517	£284,890
		=====	======

The Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved on behalf of the Committee

29° Septente 2005

D. Clark (Chairman)

M. Black

The Notes on pages 9 to 13 form part of these Financial Statements.

NOTES TO THE ACCOUNTS

For the year ended 31 March 2005

1. ACCOUNTING POLICIES

Accounting Convention

The Financial Statements are prepared under the historical cost convention in accordance with the Statement of Recommended Practice published in October 2000, and the Financial Reporting Standard for Smaller Entities (effective June 2002).

Income

With the exception of grants and rent, income is stated at the amount of cash received during the year. Grants are included on a receivable basis where the grant making body has agreed the grant for the year concerned.

Fixed Assets

Fixed Assets costing more than £250 are capitalised and are included at cost, and are written off over their anticipated useful lives as follows:-

Equipment - 10% on Written Down Value Computer Equipment - 25% on Cost

Freehold Properties

Freehold buildings are depreciated to write down the cost less estimated residual value over their remaining useful life by equal annual instalments. Where buildings are maintained to such a standard that their estimated residual value is not less than their cost or valuation, no depreciation is charged as it is not material.

Pension Costs

The Company operates a Defined Contribution Pension Scheme for employees. The assets of the Scheme are held separately from those of the Company. The annual contributions payable are charged to the SOFA as they fall due.

2.	GENERAL FUND GRANTS	<u>2005</u>	<u>2004</u>
	Office of the Deputy Prime Minister - Section 180	44,587	44,587
	Norfolk County Council - Supporting People	205,277	224,609
	Suffolk County Council - Supporting People	123,092	118,273
	Other Grants	12,000	24,107
		£384,956	£411,576

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2005

3. <u>DIRECT CHARITABLE EXPENDITURE</u>

		Gross Salary Costs	Employer's NIC	Pensions Cost	Office Costs	<u>Depreciation</u>	Other Costs	<u>Total</u>
[Direct Charitable Expenditure	218,470	18,474	9,332	43,670	4,307	40,296	334,549
I	Management and							
	Administration	-	-	-	-	-	2,174	2,174
	<u> </u>	£218,470	£18,474	£9.332	£43,670	£4.307	£42.470	£336,723
		======	=====	====	=====	====	=====	======
4. <u>J</u>	FIXED ASSETS		<u>Freehold</u>	<u>Babergh</u>	<u> House</u>	<u>Gene</u>	<u>eral</u>	
			<u>Property</u>	<u>Eq</u>	<u>uipment</u>	<u>Equipm</u>	<u>ent</u>	<u>Total</u>
-	Cost		70 407		0.004	00.0	200	101.001
	At 31 March 200 [,] Additions	4	70,487		2,884	60,8	363 138	134,234 2,138
,	Auditions					ے, 		2,130
,	At 31 March 200	5	70,487		2,884	63,0	001	136,372
	<u>Depreciation</u>							
	At 31 March 200		-		1,705	28,5		30,290
(Charge for the pe	eriod	-		118	5,	581	5,699
		_	*					2000000
,	At 31 March 200	5	-		1,823	34,	166	35,989
	Nat Deal Make							
	Net Book Value	_	070 407		04 004	COO	205 (3400 000
,	At 31 March 200	5	£70,487 =====		£1,061	£28,8		£100,383
	At 31 March 200	4	£70,487		£1,179	£32,2		===== £103,944
·		•	=====		====	===		=====

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2005

5.	DEBTORS	<u>2005</u>	<u>2004</u>
	Debtors Prepayments	13,095 3,000	34,442 3,014
		£16,095	£37,456
		====	=====
6.	CREDITORS DUE IN LESS THAN ONE YEAR	<u>2005</u>	<u>2004</u>
	Purchase Ledger Control Account	8,298	-
	Accruals	33,034	54,846
	Pension Contributions	8,245	12,311
	Deferred Income	16,810	-
		£66,387	£67,157
		====	=====

7. FUNDS

a. Restricted Funds

	Balance at 01/04/04	Incoming Resources	Expenditure/ Transfers In Year	Balance at 31/03/05
Deposit Guarantee Vision Appeal	9,238 95,377	- -	-	9,238 95,377
	£104,615	£ -	£ -	£104,615
	=====	====	====	=====

The Deposit Guarantee Fund was set up to hold rents received in advance and deposits.

The Vision Appeal Fund was set up with the aim to replace grant income with revenue generated income from housing management and ownership. Thus in time reducing the reliance on grant income.

The Fund aims to produce high quality affordable single person housing. To achieve this Solo Housing have embarked upon a strategy of seeking ownership, leasing and partnership agreements.

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2005

b. Unrestricted Funds

General	<u>B/Fwd</u> 130,207	Incoming Resources 391,838	Outgoing Resources (336,723)	<u>Transfers</u> (5,157)	<u>C/Fwd</u> 180,165
Housing Management	50,068	184,080	(181,568)	5,157	57,737
•					
	£180,275	£575,918	£(518,291)	£ -	£237,902
	======	3=====	=====	====	======

The designated Housing Management Fund was set up for the activities of the housing provided by Solo Housing.

The Transfer of £5,157 is in respect of kitchen repairs to be carried out at the Victoria Road premises.

8. EMPLOYEES

The average number of employees of the Company during the year (including part-time staff, but excluding Directors) was 14 (2004: 11).

No employees receive emoluments over £50,000 per annum.

9. TRUSTEES' REMUNERATION AND EXPENSES

A total of £282 (2004: £273) was reimbursed to Trustees in the year. These payments were for travel and office costs incurred.

NOTES TO THE ACCOUNTS (Continued)

For the year ended 31 March 2005

10. AUDITORS' REMUNERATION

A total of £1,400 plus V.A.T. (2004: £1,700 plus VAT) was paid to Messrs. Ensors for the provision of audit services.

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Tangible</u> <u>Fixed Assets</u>	Current Assets/Liabilities	<u>Net</u> <u>Assets</u>
Unrestricted Funds:- General	15,276	164,889	180,165
Designated Funds:- Housing Management	14,620	43,117	57,737
Restricted Funds:- Deposit Guarantee	-	9,238	9,238
Vision Appeal	70,487	24,890	95,377
	£100,383	£242,134	£342,517
	=====	*====	=====

GENERAL FUND

STATEMENT OF FINANCIAL ACTIVITIES

	<u>Note</u>	31/03/05	<u>31/03/04</u>
INCOMING RESOURCES			
Grants Receivable Investment Income Other Income Donations	2	384,956 4,727 430 1,725 391,838	411,576 1,300 - 80 412,956
RESOURCES EXPENDED			
Direct Charitable Expenditure Management and Administration		334,549 2,174	276,667 6,082
	3	336,723	282,749
NET OUTGOING RESOURCES FOR THE YEAR		55,115	130,207
Transfer to Housing Management Fund		(5,157)	-
Fund Balance Brought Forward		130,207	
FUND BALANCE CARRIED FORWARD AT 31 MARCH	2005	£180,165 ======	£130,207

HOUSING MANAGEMENT ACCOUNT

1 . . .

STATEMENT OF FINANCIAL ACTIVITIES

	31/03/05	<u>31/03/04</u>
INCOMING RESOURCES		
Council Grants/Housing Benefit Rental Income Bank Interest Other Income	164,312 19,681 - 87	159,937 32,203 237 122
	184,080	192,499
DIRECT CHARITABLE EXPENDITURE		
Rent Paid Water, Insurance, Electricity and Rates Maintenance, Repairs and Furniture Travel - Staff Expenses Professional Fees Wages and Salaries Employer's NIC Pension Cost Office Costs Sundries Depreciation Bad Debt TOTAL RESOURCES EXPENDED	116,480 15,156 20,380 589 3,374 11,495 972 491 2,682 - 1,392 8,557	117,548 10,965 31,100 4,695 1,402 9,605 874 615 4,551 1,794 1,493
NET MOVEMENT IN FUNDS	2,512	7,857
Transfer from General Fund	5,157	-
Fund Balance Brought Forward	50,068	42,211
FUND BALANCE CARRIED FORWARD AT 31 MARCH 2005	£57,737	£50,068
	====	# ##

DEPOSIT GUARANTEE FUND

STATEMENT OF FINANCIAL ACTIVITIES

	<u>31/03/05</u>	<u>31/03/04</u>
INCOMING RESOURCES		
Deposits Received	-	12
	-	12
RESOURCES EXPENDED		
Direct Charitable Expenditure	-	6
Management and Administration	-	-
	-	6
NET OUTGOING RESOURCES FOR THE YEAR	-	6
Fund Balance Brought Forward	9,238	9,232
FUND BALANCE CARRIED FORWARD AT 31 MARCH 2005	£9,238	£9,238
	====	====

VISION APPEAL FUND

STATEMENT OF FINANCIAL ACTIVITIES

	<u>Note</u>	<u>2005</u>	<u>2004</u>
INCOMING RESOURCES			
Housing Benefits/Rent Received Bank Interest		<u>-</u>	9,640 10
Darik interest			
		-	9,650
RESOURCES EXPENDED			
Direct Charitable Expenditure Management and Administration		-	-
managamam and riammonation			
		-	-
NET MOVEMENT IN FUNDS		-	9,650
Fund Balance Brought Forward		95,377	85,727
FUND BALANCE CARRIED FORWARD AT 31 MARCH 2	<u>005</u>	£95,377	£95,377
		====	=====