

SOLO HOUSING (EAST ANGLIA)

(A COMPANY LIMITED BY GUARANTEE)

(Company Number: 3266905)

(Charity Number: 1068017)

DIRECTORS' REPORT

AND

FINANCIAL STATEMENTS

For the year ended 31st March 2002



SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2002

I N D E X

	<u>Page No.</u>
DIRECTORS' REPORT	1 - 2
AUDITORS' REPORT	3
STATEMENT OF FINANCIAL ACTIVITIES	4 - 9
BALANCE SHEET	10
NOTES TO THE ACCOUNTS	11 - 14

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

Auditors: Ensors, Radford House, 54 St. John's Street, Bury St. Edmunds,
Suffolk. IP33 1SP

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

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

Charity Registration No. 1068017

REPORT OF THE DIRECTORS

The Directors submit their Annual Report and Financial Statements for the year ended 31 March 2002.

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

The past year has involved the Directors in several major issues requiring detailed work and activity.

Amongst these has been the issue of raising sufficient core revenue funding. A successful application to the DTLR resulted in an increased Section 180 Grant, and the response of local authority partners, notably Mid Suffolk and Forest Heath, was especially encouraging.

As a result of increased charges, revenue income was increased and allowed the organisation to meet its financial commitments for the year and also pay off the accrued payroll arrears. The Directors were therefore extremely pleased at the end of year outcomes, and the relatively healthy state of the Company's financial position compared with previous years.

The Board met at monthly intervals to consider all relevant matters, and review income and expenditure regularly and make necessary adjustments.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

Charity Registration No. 1068017

REPORT OF THE DIRECTORS (Continued)

FUTURE DEVELOPMENTS

The Board continues to meet on a monthly basis, except during peak holiday periods when officers and senior members provide executive cover, to review progress and make necessary decisions.

Tight financial planning and controls feature as an important element in these meetings.

The value of property has risen considerably during recent months, and the value of the owned property in Thetford has risen accordingly. However, private sector rent levels and availability of such accommodation has reduced and efforts to improve the housing management stock have been increased.

Development of services to meet the Supporting People system from April 2003 have been prioritised to ensure that the Company is fully engaged and resourced through this new Funding Scheme.

Efforts to improve services and accommodation for single people in housing need continue and an emphasis has been placed on advice, support and work to prevent homelessness and rough sleeping as a means to end social exclusion for single homeless people.

RISK ASSESSMENT

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

DIRECTORS

The Directors during the year were as follows:-

M. Black	
T. Burt	
D. Clarke	
C. Hedges	- Resigned 29 March 2002
G. Snelling	
G. Brown	- Appointed 18 June 2002

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
16 OCTOBER 2002
and signed on its behalf by



.....
Director

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

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

We have audited the Financial Statements of Solo Housing (East Anglia) for the year ended 31 March 2002 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.

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.

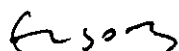
Basis of Audit Opinion

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 2002, 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: 16 OCTOBER 2002

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2002

	<u>General</u> <u>(Unrestricted)</u>	<u>Housing</u> <u>Management</u> <u>(Designated)</u>	<u>Community</u> <u>Fund</u> <u>(Restricted)</u>	<u>Awards</u> <u>for All</u> <u>(Restricted)</u>	<u>Deposit</u> <u>Guarantee</u> <u>(Restricted)</u>	<u>Vision</u> <u>Appeal</u> <u>(Restricted)</u>	<u>2002</u> <u>(Total)</u>	<u>2001</u> <u>(Total)</u>
<u>Incoming Resources</u>								
Grants Receivable	90,488	90,102	8,674	4,620	-	-	193,884	181,994
Fundraising Activities	-	-	-	-	-	-	-	498
Investment Income	187	-	-	-	32	184	403	622
Other Income	3,097	-	-	-	-	-	3,097	4,960
Rental Income	-	25,895	-	-	1,940	-	27,835	41,263
Donations	1,179	356	-	-	-	-	1,535	-
<u>Total Incoming Resources</u>	<u>94,951</u>	<u>116,353</u>	<u>8,674</u>	<u>4,620</u>	<u>1,972</u>	<u>184</u>	<u>226,754</u>	<u>229,337</u>
<u>Resources Expended</u>								
Direct Charitable	90,935	82,137	8,266	4,620	2,283	-	188,241	173,508
Management Admin	9,403	-	408	-	-	421	10,232	10,795
<u>Total Resources Expended</u>	<u>100,338</u>	<u>82,137</u>	<u>8,674</u>	<u>4,620</u>	<u>2,283</u>	<u>421</u>	<u>198,473</u>	<u>184,303</u>
<u>Net Incoming/Outgoing</u> <u>Resources</u>	<u>(5,387)</u> <u>(16,889)</u>	<u>34,216</u> <u>6,485</u>	<u>-</u> <u>-</u>	<u>-</u> <u>-</u>	<u>(311)</u> <u>9,641</u>	<u>(237)</u> <u>80,530</u>	<u>28,281</u> <u>79,767</u>	<u>45,034</u> <u>34,733</u>
<u>Funds at</u> <u>31 March 2002</u>	<u>£(22,276)</u>	<u>£40,701</u>	<u>£ -</u>	<u>£ -</u>	<u>£9,330</u>	<u>£80,293</u>	<u>£108,048</u>	<u>£79,767</u>
	=====	=====	=====	=====	=====	=====	=====	=====

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (Continued)

For the year ended 31 March 2002

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 11 to 14 form part of these Financial Statements.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

GENERAL FUND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2002

	<u>Note</u>	<u>31/03/02</u>	<u>31/03/01</u>
<u>INCOMING RESOURCES</u>			
National Lottery Grant		-	17,786
Grants Receivable	3	90,488	87,358
Fundraising Activities		-	498
Investment Income		187	361
Other Income		3,097	3,506
Donations		1,179	-
		-----	-----
		94,951	109,509
		-----	-----
<u>RESOURCES EXPENDED</u>			
Direct Charitable Expenditure		90,935	116,175
Management and Administration		9,403	10,795
		-----	-----
	4	100,338	126,970
		-----	-----
<u>NET OUTGOING RESOURCES FOR THE YEAR</u>		(5,387)	(17,461)
Fund Balance Brought Forward		(16,889)	572
		-----	-----
<u>FUND BALANCE CARRIED FORWARD AT 31 MARCH 2002</u>		£(22,276)	£(16,889)
		=====	=====

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

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

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

The Notes on pages 11 to 14 form part of these Financial Statements.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

HOUSING MANAGEMENT ACCOUNT

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2002

	<u>31/03/02</u>	<u>31/03/01</u>
<u>INCOMING RESOURCES</u>		
Council Grants/Housing Benefit	90,102	-
Rental Income	25,895	41,263
Other Income	-	1,454
Donations	356	-
	<u>116,353</u>	<u>42,717</u>
<u>DIRECT CHARITABLE EXPENDITURE</u>		
Rent Paid	43,817	36,848
Water, Insurance and Electricity	7,937	2,316
Maintenance and Repairs	10,224	9,439
Travel - Staff Expenses	2,978	2,761
Professional Fees	471	2,148
Sundries	16,548	2,081
Depreciation	162	180
	<u>82,137</u>	<u>55,773</u>
<u>NET MOVEMENT IN FUNDS</u>	34,216	(13,056)
Fund Balance Brought Forward	6,485	19,541
	<u>£40,701</u>	<u>£6,485</u>
<u>FUND BALANCE CARRIED FORWARD AT 31 MARCH 2002</u>	<u>£40,701</u>	<u>£6,485</u>
	<u>=====</u>	<u>=====</u>

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 11 to 14 form part of these Financial Statements.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

DEPOSIT GUARANTEE FUND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2002

	<u>31/03/02</u>	<u>31/03/01</u>
<u>INCOMING RESOURCES</u>		
Fundraising Activities	-	-
Investment Income	32	15
Deposits Received	1,940	-
	-----	---
	1,972	15
	-----	---
<u>RESOURCES EXPENDED</u>		
Direct Charitable Expenditure	2,283	1,560
Management and Administration	-	-
	-----	-----
	2,283	1,560
	-----	-----
<u>NET INCOMING RESOURCES FOR THE YEAR</u>	(311)	(1,545)
Fund Balance Brought Forward	9,641	11,186
	-----	-----
<u>FUND BALANCE CARRIED FORWARD AT 31 MARCH 2002</u>	£9,330	£9,641
	=====	=====

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

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

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

The Notes on pages 11 to 14 form part of these Financial Statements.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

VISION APPEAL FUND

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2002

	<u>Note</u>	<u>2002</u>	<u>2001</u>
<u>INCOMING RESOURCES</u>			
Donations		-	-
Grants	5	-	76,850
Bank Interest		184	246
		-----	-----
		184	77,096
		-----	-----
<u>RESOURCES EXPENDED</u>			
Direct Charitable Expenditure		-	-
Management and Administration		421	-
		-----	-----
		421	-
		-----	-----
<u>NET MOVEMENT IN FUNDS</u>		(237)	77,096
Fund Balance Brought Forward		80,530	3,434
		-----	-----
<u>FUND BALANCE CARRIED FORWARD AT 31 MARCH 2002</u>		£80,293	£80,530
		=====	=====

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

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

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

The Notes on pages 11 to 14 form part of these Financial Statements.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET

As at 31 March 2002

	Note	General (Unrestricted)	Housing Management (Designated)	Community Fund (Restricted)	Awards for All (Restricted)	Deposit Guarantee (Restricted)	Vision Appeal (Restricted)	2002 (Total)	2001 (Total)
<u>Fixed Assets</u>	6	6,189	1,456	-	-	-	68,495	76,140	44,885
<u>Current Assets</u>									
Cash at Bank and in Hand		(21,490)	41,073	-	-	9,330	11,798	40,711	44,547
Debtors/Prepayments		-	6,572	-	-	-	-	6,572	9,799
<u>Current Liabilities</u>		(21,490)	47,645	-	-	9,330	11,798	47,283	54,346
Accruals	7	6,975	8,400	-	-	-	-	15,375	19,464
<u>Net Current Assets</u>		(28,465)	39,245	-	-	9,330	11,798	31,908	34,882
<u>Net Assets</u>		£(22,276)	£40,701	£ -	£ -	£9,330	£80,293	£108,048	£79,767
		=====	=====	=====	=====	=====	=====	=====	=====

The Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved on behalf of the Committee

16 OCTOBER 2002

D. Clark (Chairman)

The Notes on pages 11 to 14 form part of these Financial Statements.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

For the year ended 31 March 2002

1. CHARITABLE STATUS

The organisation was formerly an unincorporated registered charity. On 22 October 1996, the organisation changed its legal status and became a Company limited by guarantee, as well as a registered Charity.

At this date, the assets and liabilities were transferred to the new Company at book written down values.

2. ACCOUNTING POLICIES

Accounting Convention

The Financial Statements are prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice - Charity Accounts.

Income

With the exception of grants, 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.

Depreciation

Fixed Assets 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

3. GENERAL FUND GRANTS

	<u>2002</u>	<u>2001</u>
Department of the Environment	43,500	43,500
Breckland District Council	2,750	5,000
Babergh District Council	3,435	3,345
South Norfolk District Council	2,896	3,500
Suffolk County Council	3,000	1,000
Mid Suffolk District Council	7,300	2,500
Forest Heath District Council	3,000	3,325
Orbit Housing	-	8,000
Norfolk County Council	-	947
Smith Mount Trust	3,000	3,000
Suffolk Heritage Housing Support	-	5,741
Lloyds TSB Grant	8,000	-
Colyer Ferguson	10,000	-
Other Grants	3,567	7,500
	-----	-----
	£90,448	£87,358
	=====	=====

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

For the year ended 31 March 2002

4. DIRECT CHARITABLE EXPENDITURE

	<u>Gross Salary Costs</u>	<u>Employer's NIC</u>	<u>Office Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>Total</u>
Direct Charitable Expenditure	43,286	3,530	21,071	3,238	19,810	90,935
Management and Administration	-	-	-	-	9,403	9,403
	-----	-----	-----	-----	-----	-----
	£46,816	£3,530	£21,071	£3,238	£29,213	£100,338
	=====	=====	=====	=====	=====	=====

5. VISION APPEAL FUND GRANTS

	<u>2002</u>	<u>2001</u>
Charities Aid Foundation	-	100
Anne French Memorial Trust	-	200
Lord Cozens Hardy Trust	-	300
Securicor Charitable Trust	-	250
Anton Jurgens Trust	-	3,000
Nationwide Foundation	-	5,000
Albert Hunt Trust	-	3,000
The Lankelly Foundation	-	30,000
Kensington Estate	-	35,000
	-----	-----
	£ -	£76,850
	=====	=====

6. FIXED ASSETS

	<u>Freehold Property</u>	<u>Babergh House Equipment</u>	<u>General Equipment</u>	<u>Total</u>
<u>Cost</u>				
At 31 March 2001	34,500	2,884	25,644	63,028
Additions	33,995	-	660	34,655
	-----	-----	-----	-----
At 31 March 2002	68,495	2,884	26,304	97,683
	-----	-----	-----	-----
<u>Depreciation</u>				
At 31 March 2001	-	1,266	16,877	18,143
Charge for the period	-	162	3,238	3,400
	-----	-----	-----	-----
At 31 March 2002	-	1,428	20,115	21,543
	-----	-----	-----	-----
<u>Net Book Value</u>				
At 31 March 2002	£68,495	£1,456	£6,189	£76,140
	=====	=====	=====	=====
At 31 March 2001	£34,500	£1,618	£8,767	£44,885
	=====	=====	=====	=====

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

For the year ended 31 March 2002

7. <u>CREDITORS DUE IN LESS THAN ONE YEAR</u>	<u>2002</u>	<u>2001</u>
Accruals	£15,375 =====	£19,464 =====

8. <u>RESTRICTED FUNDS</u>	<u>Balance at</u> <u>01/04/01</u>	<u>Incoming</u> <u>Resources</u>	<u>Expenditure/</u> <u>Transfers</u> <u>In Year</u>	<u>Balance at</u> <u>31/03/02</u>
Deposit Guarantee	9,641	1,972	2,283	9,330
Vision Appeal	80,530	184	421	80,293
	-----	-----	-----	-----
	£90,171	£2,156	£2,704	£89,623
	=====	=====	=====	=====

DESIGNATED FUND

Housing Management	£6,485 =====	£116,353 =====	£82,137 =====	£40,701 =====
--------------------	-----------------	-------------------	------------------	------------------

The Vision Appeal Fund was set up last year 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, and are seeking registered Social Landlord Status.

9. EMPLOYEES

The average weekly number of employees of the Company during the year (including part-time staff, but excluding Directors) was 4 (2001: 4).

10. TRUSTEES' REMUNERATION AND EXPENSES

A total of £166 (2001: £1,271) was reimbursed to two members of the Executive Committee in the year. These payments were for travel and office costs incurred.

C. Hedges is the proprietor of CJH Support which received £22,200 (2001: £21,000) for Consultancy Services.

SOLO HOUSING (EAST ANGLIA)
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

For the year ended 31 March 2002

11. AUDITORS' REMUNERATION

A total of £1,250 plus V.A.T. (2001: £1,250 plus VAT) was paid to Messrs. Ensors for the provision of audit services.

12. UNRESTRICTED FUNDS

The charity has a deficit on the general fund of £22,276. The Directors are actively managing the Charity to generate a surplus from current activities by reviewing the way the Charity operates and charges for its work.