Trustees' report and financial statements

for the year ended 31st March 2021

Charity number: 1070010

Company number: 03529733

robinson+co

Chartered Accountants

Workington



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TRUSTEES' ANNUAL REPORT

for the year ended 31st March 2021

The trustees, who are the directors of the company for the purposes of company law, present their report and the financial statements for the year ended 31st March 2021. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Accommodation Deposit Guarantee Scheme (Cumbria) is constituted as a company limited by guarantee and is a registered charity number 1070010. The address is Tangier Buildings, Greggs Lane, Whitehaven, Cumbria CA28 7UH.

The company is governed by its Memorandum and Articles of Association.

The charity trustees (directors) of the company during the year were:-

P C Ditchfield

Treasurer

C J Hale

G A Forster-Faircloth

L Clark S Hewitson

Secretary

G Bell

Advisers

Accountants

robinson+co

Chartered Accountants Oxford Chambers New Oxford Street Workington Cumbria CA14 2LR

Bankers

CCLA Investment Management Limited

80 Cheapside London EC2V 6DZ

Unity Trust Bank plc Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB

TRUSTEES' ANNUAL REPORT

for the year ended 31st March 2021

Objects and Activities

Aims

DiGS provides a free service to non-statutory homeless, people at risk of homelessness and inadequately housed people, assisting them to secure and sustain, suitable good quality private rented accommodation in Cumbria by underwriting the security deposits required by private landlords.

We do this by offering a guarantee against damage or loss to the property or furnishings (other than fair wear and tear) to private landlords. Prospective tenants must be in housing need, have insufficient means to pay a deposit themselves and have a local connection.

We work in partnership with other agencies to ensure the best use of available resources and to ensure value for money. The scheme is accessed via a large network of referral agencies made up of statutory and voluntary agencies throughout the county.

Recruitment and appointment of trustees

The number of trustees shall not be less than three but is not subject to any maximum. Trustees are appointed either by the recommendation of existing trustees or by area committee. The organisation endeavours to maintain a board of trustees with a skill base relevant to the company's objects and aims.

Activities in 2020/21

The Deposit Guarantee Scheme's mission is to remove barriers to enable people in housing need to gain access to and sustain suitable good quality, private rented accommodation in Cumbria. Over the last year we have assisted 321 households to secure accommodation as well as providing security and peace of mind for their landlords.

We end the period with significant uncertainty. The impact of COVID-19 has been felt deeply by the Cumbrian Community. We are already being challenged by diminishing reserves. However, despite the successive lockdowns DiGS has continued to offer stability for its tenants and landlords continuing to provide services and advice throughout.

When the emergency funding being poured into local authorities to house people in temporary accommodation dries up, as it inevitably will, we feel that our scheme will be needed more than ever and hope to provide our services to the Cumbrian community for as long as we are able.

We continue to administer the scheme with a staff of only two, one of whom is still only part time.

321 deposits were guaranteed during 2020/21 amounting to £118,473. Barrow remains far and away the greatest user of the scheme and accounts for over three quarters of our activity. The breakdown of deposit guarantees by area is detailed below:

Breakdown of deposits guaranteed during the year by area

Area	Number of Guarantees	Value of Guarantees
Allerdale	1	£400
Barrow	244	£88,021
Carlisle	58	£21,956
Copeland	6	£2,246
South Lakeland	12	£5,850
TOTAL	375	£118,473

TRUSTEES' ANNUAL REPORT

for the year ended 31st March 2021

Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Key management personnel

The trustees consider the Board of Trustees and the Manager as comprising the key management personnel of the charity, in charge of directing and controlling the charity and running the operation of the charity on a day to day basis.

All trustees give of their time freely and no remuneration was paid in the year.

The pay of the charity's Manager is reviewed annually and assessed in accordance with average earnings. The remuneration is also benchmarked with charities of a similar size and activity to ensure that the remuneration set is fair and not out of line with that generally paid for similar roles.

Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Covid-19 pandemic

The trustees have considered the potential impact of the Covid-19 pandemic to the charity and in their opinion there remains no material uncertainties about the charity's ability to continue as a going concern.

Review of the Transactions and Financial Position of the Charity

The accompanying Statement of Financial Activities, Balance Sheet, Cash Flow Statement and Notes on pages 6 to 21 disclose the financial details of the year ended 31st March 2021.

Funds and Reserves

The charity had funds of £96,858 (2020: £81,085) on endowment funds, £1,580 (2020: £6,875) on restricted funds and a deficit of £6,602 (2020: Surplus of £44,411) on general unrestricted funds at 31st March 2021. It is the policy of the charity to attempt to maintain unrestricted general funds, which are the free reserves of the charity at a level which equates to approximately 12 months unrestricted expenditure. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. At 31 March 2021 there was a deficit of £6,602 on unrestricted funds, however the trustees are working towards eliminating this and consider that there are currently no material uncertainties about the charity's ability to continue as a going concern for the next 12 months.

TRUSTEES' ANNUAL REPORT

for the year ended 31st March 2020

Responsibilities of the trustees

The trustees (who are also directors of Accommodation Deposit Guarantee Scheme (Cumbria) for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the accounts comply with the Companies Act 2006 so far as applicable to the company. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Exemptions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

Tangier Buildings Greggs Lane Whitehaven CA28 7UH

SHEWELSON

S Hewitson Trustee

23 rd December 2021

Independent examiner's report to the trustees on the unaudited financial statements of Accommodation Deposit Guarantee Scheme (Cumbria).

I report on the accounts of Accommodation Deposit Guarantee Scheme (Cumbria) for the year ended 31st March 2021 set out on pages 6 to 20.

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Charities Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J Spires FCA DChA

Jason Spires

Independent examiner robinson+co, Chartered Accountants Oxford Chambers
New Oxford Street
Workington
CA14 2LR

23 d December 2021

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31st March 2021

	U	nrestricted funds	Restricted funds	Endowment funds	2021 Total	2020 Total
	Notes	£	£	£	£	£
Income						
Donations and legacies	3	-	-	-	-	25,000
Investment income	4	5	2,850	-	2,855	3,085
Total income		5	2,850	-	2,855	28,085
Expenditure						
Charitable activities	5	51,018	8,145	-	59,163	61,169
Total expenditure		51,018	8,145 =====	-	59,163	61,169
Net income/(expenditure) before g and losses on investments	ains	(51,013)	(5,295)	-	(56,308)	(33,084)
Net gains/(losses) on investments	14	-	-	15,773	15,773	786
Net income/(expenditure) and Net movement in funds		(51,013)	(5,295)	15,773	(40,535)	(32,298)
Total funds brought forward		44,411	6,875	81,085	132,371	164,669
Total funds carried forward		(6,602)	1,580	96,858	91,836	132,371

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

Balance sheet as at 31st March 2021

		2021			2020
	Notes	£	£	£	£
Fixed assets					
Investments	14		96,858		81,085
Current assets					•
Debtors	15	705		25,894	
Cash at bank and in hand		5,390		32,929	
		6,095		58,823	
Creditors: amounts falling					
due within one year	16	(11,117)		(7,537)	
Net current (liabilities)/assets			(5,022)		51,286
Net assets			91,836		132,371
Funds	17				
Endowment funds			96,858		81,085
Restricted income funds			1,580		6,875
Unrestricted income funds			(6,602)		44,411
Total funds			91,836		132,371

The Balance Sheet continues on the following page.

Balance sheet (continued)

Trustees' statements required by the Companies Act 2006 for the year ended 31st March 2021

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31st March 2021.
- (c) that we acknowledge our responsibilities for:
- (1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and
- (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies .

The financial statements were approved by the board on behalf by

23 rd December 2021

and signed on its

SHEWELSON

S Hewitson

Trustee

Registration number 03529733

Cash flow statement

for the year ended 31st March 2021

	Notes	2021 £	2020 £
Net cash (used in)/provided by operating activities	22	(30,394)	(48,378)
Cash flows from investing activities Interest and dividends		2,855	3,085
Net cash provided by investing activities		2,855	3,085
Change in cash and cash equivalents in the year		(27,539)	(45,293)
Cash and cash equivalents brought forward		32,929	78,222
Cash and cash equivalents carried forward		5,390	32,929

Notes to financial statements for the year ended 31st March 2021

1. Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are summarised below.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The company constitutes a public benefit entity as defined by FRS 102.

The trustees have considered the uncertainties, including the Covid-19 pandemic, which the charity is facing and in their opinion there are currently no material uncertainties about the charity's ability to continue as a going concern.

The presentational currency of the company is UK sterling.

1.2. Income

All income is included in the statement of financial activities once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Income or grants received in advance are held in deferred income. Any grants restricted to future accounting periods are deferred and recognised in those accounting periods. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Income from investments is included in the year in which it is receivable.

1.3. Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include costs allocated with meeting the constitutional and statutory requirements of the charity including accountancy fees and costs linked to the strategic management of the charity.

Notes to financial statements for the year ended 31st March 2021

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% straight line

1.5. Investments

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.

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

1.7. Fund accounting

General funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds are unrestricted funds earmarked for a particular project.

Restricted funds are funds subject to specific restrictive conditions imposed by the funders.

Any donations which are required to be retained as capital in accordance with the donor's wishes are accounted for as endowment funds, being permanent or expendable according to the nature of the restriction.

All income and expenditure is shown in the Statement of Financial Activities.

1.8. Taxation

As a registered charity the company is not liable to corporation tax and, consequently, no provision for such tax is included in the accounts.

1.9. Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Notes to financial statements for the year ended 31st March 2021

2 Statutory information

Accommodation Deposit Guarantee Scheme (Cumbria) is a private company, limited by guarantee, domiciled in England and Wales, registration number 03529733. The registered office is Tangier Buildings, Gregg Lane, Whitehaven, Cumbria, CA28 7UH. The company is a registered charity, number 1070010.

3. Donations and legacies

	2021 Total	2020 Total
Barrow Borough Council	£ -	£ 25,000
		25,000

In 2020 of the income from donations and legacies £5,000 was attributable to restricted income funds, with the balance of £20,000 being attributable to unrestricted income funds.

4. Investment income

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Bank interest receivable	5	24	29	342
Other investment income	-	2,826	2,826	2,743
	5	2,850	2,855	3,085

In 2020 of the investment income £2,969 was attributable to restricted income funds, with the balance of £116 being attributable to unrestricted income funds.

5. Costs of charitable activities - by fund type

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Provision of deposit guarantees	51,018	8,145	59,163	61,169
	51,018	8,145 =====	59,163 ———	61,169

In 2020 of the costs of charitable activities, £9,708 were attributable to restricted funds, with the balance of £51,461 being unrestricted.

Notes to financial statements for the year ended 31st March 2021

6.	Costs of charitable activities - by activity
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	Activities undertaken directly £	Support costs £	2021 Total £	2020 Total £
Provision of deposit guarantees	57,849	1,314	59,163	61,169
	57,849	1,314	59,163	61,169

7. Analysis of support costs

	Provision of		
	deposit	2021	2020
	guarantees	Total	Total
	£	£	£
Accountancy charges	1,134	1,134	1,140
Other professional fees	78	78	(48)
Bank charges and interest	102	102	. 110
	1,314	1,314	1,202

8. Net outgoing resources for the year

	£	£
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	-	33

2021

2020

Notes to financial statements for the year ended 31st March 2021

9. Employees

Employment costs	2021	2020
	£	£
Wages and salaries	38,948	38,948
Social security costs	2,950	2,993
Pension costs	2,745	2,730
	44,643	44,671

No employee received emoluments of more than £60,000 (2020: None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, was as follows:

	2021	2020
	Number	Number
Staff	2	2

The key management personnel of the charity is comprised of the trustees and Manager. The total employment benefits including employer pension contributions of the key management personnel were £31,819 (2020: £31,808).

Trustees are not remunerated. No expenses were paid to trustees during the year (31st March 2020: None).

11. Pension costs

The company operates a defined contribution pension scheme in respect of its employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £2,745 (2020 - £2,730).

12. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

Notes to financial statements for the year ended 31st March 2021

13. Tan	gible fixed assets	Fixtures, fittings and equipment £	Total £
	t st April 2020 and 1st March 2021	6,340	6,340
At 1:	reciation st April 2020 and 1st March 2021	6,340	6,340
At 3	book values 1st March 2021 1st March 2020	-	
14. Fixe	d asset investments	Other unlisted investments	Total
At 1s Reva	u ation st April 2020 Iluations	81,085 15,773	81,085 15,773
	orical cost as at 31st March 2021	96,858 ———————————————————————————————————	96,858 ———————————————————————————————————
All fi	xed asset investments are held within the United Kingdom.		
15. Deb	tors	2021 £	2020 £
	er debtors ayments and accrued income	705 705	25,185 709 25,894

Notes to financial statements for the year ended 31st March 2021

16.	Creditors: amounts falling due				
	within one year			2021	2020
	•			£	£
	Other creditors			9,449	5,974
	Accruals and deferred income			1,668	1,563
				11,117	7,537
17.	Analysis of net assets between funds				
		Unrestricted	Restricted	Endowment	Total
		funds	funds	funds	funds
		£	£	£	£
	Fund balances at 31st March 2021 as represented by:				
	Investment assets	-	-	96,858	96,858
	Current assets	4,515	1,580	-	6,095
	Current liabilities	(11,117)			(11,117)
		(6,602)	1,580	96,858	91,836
	Fund balances at 31st March 2020 as represented by:				
	Tangible fixed assets	-	-	-	-
	Investment assets	-	-	81,085	81,085
	Current assets	51,948	6,875	-	58,823
	Current liabilities	(7,537) ————			(7,537)
		44,411	6,875	81,085	132,371

Notes to financial statements for the year ended 31st March 2021

18. Analysis of movements in unrestricted funds

Analysis of movements in unrestricted funds	At 1 April 2020 £	Incoming resources £	Outgoing resources	At 31 March 2021 £
General funds	44,411	5	(51,018)	(6,602)
Analysis of movements in unrestricted funds - pre	evious year			
	At			At
	1 April	Incoming	Outgoing	31 March
	2019	resources	resources	2020
	£	£	£	£
General funds	75,756	20,116	(51,461)	44,411
	75,756	20,116	(51,461)	44,411
	=====			

Purposes of unrestricted funds

The charity's unrestricted funds can be used, with the approval of the trustees, to fund any expenditure which falls within the charity's general aims and objectives.

At 31 March 2021 there was a deficit of £6,602 on unrestricted funds, however the trustees are working towards eliminating this and consider that there are currently no material uncertainties about the charity's ability to continue as a going concern.

Notes to financial statements for the year ended 31st March 2021

19. Analysis of movements in restricted funds

Analysis of movements in restricted failus				_
	At			At
	1 April	Incoming	Outgoing	31 March
	2020	resources	resources	2021
	£	£	£	£
Bond funds	6,875	2,850	(8,145)	1,580
				
Analysis of movements in restricted funds - previous	ous year			
	At			At
	1 April	Incoming	Outgoing	31 March
	2019	resources	resources	2020
	£	£	£	£
Bond funds	8,614	7,969	(9,708)	6,875
	8,614	7,969	(9,708)	6,875
				

Purposes of restricted funds

The Bond fund restricted fund relates to monies raised by local area committees for their own bond funds to provide deposit guarantees and rents in advance within their own specific geographical boundaries and are not available for day to day running expenses of the organisation.

Notes to financial statements for the year ended 31st March 2021

20. Analysis of movements in endowment funds

	At 1 April 2020 £	Gains and losses £	At 31 March 2021 £
Lankelly Chase endowment	81,085	15,773	96,858
Analysis of movements in endowment funds - previous year	At 1 April	Gains and	At 31 March
	2,019 £	losses £	2020 £
Lankelly Chase endowment	80,299	786	81,085
	80,299	786	81,085

Purposes of endowment funds

Lankelly Chase endowment - this endowment fund has been established to provide income sufficient to support the accommodation deposit guarantee scheme.

The fund is primarily intended as a permanent endowment and is not to be used directly to meet claims on the scheme.

21. Contingent liabilities

At 31 March 2021 the company had provided accommodation deposit guarantees amounting to £53,262 (2020: £62,845).

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2021	2020
	£	£
Net movement in funds	(40,535)	(32,298)
Add back depreciation charge	-	33
Deduct interest and dividend income shown in investing activities	(2,855)	(3,085)
Deduct gains/add back losses on investments	(15,773)	(786)
(Increase)/decrease in debtors	25,189	(12,367)
(Decrease)/increase in creditors	3,580	125
Net cash (used in)/provided by operating activities	(30,394)	(48,378)
		

Notes to financial statements for the year ended 31st March 2021

23. Analysis of changes in net funds

7 marysis or changes in more and	Opening balance	Cash flows	Closing balance
	£	£	£
Cash at bank and in hand	32,929	(27,539)	5,390
Net funds	32,929	(27,539)	5,390
	======		

24. Company limited by guarantee

Accommodation Deposit Guarantee Scheme (Cumbria) is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.