

GLASGOW HOMELESSNESS NETWORK

**Annual Report and Accounts
For the year ended 31 March 2013**

**Company No. SC 112361
Charity No. SC 003453**

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GLASGOW HOMELESSNESS NETWORK

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GLASGOW HOMELESSNESS NETWORK

Directors and Office Bearers

Patrick McGrath - Chair
Nigel Sprigings - Vice Chair
Damian McGowan - Treasurer
Sean Cussen
Norman Fitzpatrick
Patrick McKay
Suzanne Fitzpatrick
Ian Irvine
Margaret Taylor
Sandy Farquharson

Company Secretary

Margaret-Ann Brunjes

Registered Office

Unit 16a
Adelphi Centre
12 Commercial Road
Glasgow
G5 0PQ

Auditors

Robb Ferguson
Chartered Accountants and
Registered Auditors
5 Oswald Street
Glasgow
G1 4QR

Charity Number

SC 003453

Bank

Clydesdale Bank plc
66 Queen Street
Glasgow
G1 3DS

GLASGOW HOMELESSNESS NETWORK

Report of the Trustees For the year ended 31 March 2013

The Directors submit their report, together with the audited accounts, for the year ended 31 March 2013.

Status

The company is limited by guarantee and does not have a share capital.

Guarantee

Each member of the board has undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of Glasgow Homelessness Network being placed in liquidation.

Results

The statement of financial activities is set out on page 8 and shows the net incoming resources for the year.

Principal activity

The company continued to promote the welfare of homeless people through its co-ordination and representation activities on behalf of member agencies; its work focused on enabling and developing improvements in both services and opportunities for people affected by homelessness; and the involvement of people affected by homelessness in the work.

The past assistance of all donors and grant aiding bodies is gratefully acknowledged in facilitating the work of the charity.

Governance & Management

Glasgow Homelessness Network ('GHN') is a Scottish charity registered with the Office of the Scottish Charity Regulator (SC003453) and a Company Limited by Guarantee (SC112361), constituted by its memorandum and articles. It is a membership organisation, with a Board of Directors elected annually by the members at the Annual General Meeting. The Board of Directors appoints an Executive Director to manage the day to day running of the organisation on its behalf.

Non-Executive Directors

The Directors of the company during the year were as follows:

Eileen McDade (resigned 05.12.12)
Patrick McKay
Patrick McGrath
Ian Irvine
Damian McGowan
Nigel Sprigings
Sean Cussen
Suzanne Fitzpatrick
Colette McGinty (resigned 05.12.12)
Sandy Farquharson
Norman Fitzpatrick
Margaret Taylor

GLASGOW HOMELESSNESS NETWORK

Report of the Trustees For the year ended 31 March 2013

Directors' appointment, induction and training

Each year an induction programme for new Board members addresses the fundamental purpose and vision of GHN. The programme includes constitutional matters, governance policy and responsibilities, the current plan and financial matters. The programme is run by the Chair and the Executive Director, and is open to all Board members and senior staff.

Volunteers

GHN recognises with thanks the broad contribution that volunteers make to the development of our organisation and to the meeting of our aims. We also respect the valuable and unique contribution that volunteers with experience of homelessness provide, and therefore some of our volunteering activity depends upon this specific experience.

Reserves policy

Unrestricted funds, accumulated from past operating results, represent the free resources of the Charity and are available for use by the Board as they decide in pursuance of the stated aims of the Charity. The Board recognise the need for the Charity to have reserves which will enable it to cope with unexpected fluctuations in income and expenditure, to take advantage at short notice of development opportunities that might otherwise cause cash flow problems and to act as responsible employees in the event of termination of a service or of the Charity. It is therefore the policy of the Charity to work towards increasing unrestricted reserves and to transfer to designated reserves, wherever possible, such amounts as are necessary to cover anticipated, planned or possible expenditure on specific services.

In view of current funding concerns the Board are satisfied that current unrestricted funds held in liquid funds are just sufficient to cover 3 months operating expenditure at current levels while other funding options are considered. Designated funds have been provided to cover costs in the event of the termination of a service or of the Charity and other potential projects which may be introduced.

The level of reserves requires to be monitored by the Board on an ongoing basis as our funders continue their own reviews of expenditure levels.

Risk management

The Board review the major risks which the Charity faces on a regular basis and believe that maintaining the free resources at the current levels will provide sufficient resources in the event of adverse conditions. The Board carry out annual reviews of the controls over key financial systems and also examine other operational and business risks which the Charity faces and have established systems to mitigate the significant risks.

Business Review

GHN strives to end homelessness in Glasgow and improve options for people in housing crisis. We affirmed our role as an independent, voluntary and membership organisation working with and for people experiencing homelessness. We connect the knowledge and expertise of others to collaboratively improve policy, practice and perceptions on homelessness, and offer all our partners consistency, quality, equality and integrity. This year, we have worked toward 5 aspirational outcomes; within each we have assigned a coordinator with development and volunteering support:

- Policy & Planning: *an integrated policy environment which prevents homelessness, never creates or exacerbates it, and guides effective responses where homelessness has not been averted;*
- Practice & Partnership: *an integrated provision and transition of support for people affected by homelessness, that is characterised by service quality and early mainstream intervention;*

GLASGOW HOMELESSNESS NETWORK

Report of the Trustees For the year ended 31 March 2013

- *Perception & Prejudice: where people living, working and using services in Glasgow understand homelessness and have opportunities to share ownership in preventing and alleviating it.*
- *Evidence & Information: availability of accurate and connected information that describes, informs and progresses the prevention and alleviation of homelessness in Glasgow;*
- *Organisational Development & Improvement: we are a participatory and learning organisation where our people build on success, manage risk and demonstrate confidence, motivation and a commitment to improvement*

We ensured our people are supported and developed in relation to the business quality standards of Investors in People (IIP) and Investing in Volunteering (IIV).

Future Plans

Going forward, we will continue to progress the priorities set out in our Homelessness Mandate, a programme of work proposed by GHN and endorsed by over 30 housing, intermediary and voluntary sector organisations, locally and nationally. Our specific focus this year will be to assist current city-wide discussions and debates around the defining of housing capacity, allocation and homelessness in Glasgow. We aim to help in efforts to build consensus, increase understanding and facilitate practical solutions for the next phase.

With the launch of our new peer advocacy project, on behalf of Glasgow Housing Options, we have reviewed and redeveloped our approach to peer-based participation opportunities – from the theory to the practice. This will also represent the annual conference theme of GHN's national participation network, SHIEN (Scottish Homelessness Involvement & Empowerment Network).

We will continue to brief on the welfare reform agenda and work to define as many mitigators as possible against the distress and harm that implementation of this UK policy will cause local people and families, as well as seriously impacting on how the City provides accommodation and services. Alongside this programme of work, we will keep a focus on benefits issues that predate the current round of reform. Specifically, we will pilot an alternative to the current disincentive for young people in supported accommodation to leave the housing benefits system and take up work or training.

As ever, we will continue to maximise income through social enterprise and increase our business efficiency. This is with the purpose of ensuring our ongoing sustainability, relevance and independence.

Services in Kind

Glasgow City Council provides GHN with accommodation and services in kind, which we are unable to quantify in a monetary value. GHN would like to thank the City Council for their ongoing support.

GLASGOW HOMELESSNESS NETWORK

Report of the Trustees For the year ended 31 March 2013

Statement of Trustees Responsibilities

The trustees (who are also the directors of Glasgow Homelessness Network for the purposes of company law) are responsible for preparing the Report of the Trustees 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 for each financial year which 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 those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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 to enable them to ensure that the accounts comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, the Statement of Recommended Practice 2005, and the Companies Act 2006. 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.

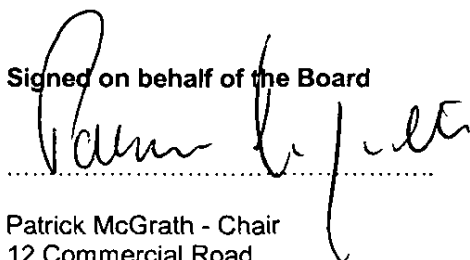
Statement as to Disclosure of Information to Auditors

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

Auditors

A resolution to re-appoint Robb Ferguson Chartered Accountants as auditors will be put to the members at the annual general meeting.

Signed on behalf of the Board



Patrick McGrath - Chair
12 Commercial Road
Glasgow
G5 0PQ

4th July 2013

GLASGOW HOMELESSNESS NETWORK

Independent Auditors' Report to the Trustees and Members of Glasgow Homelessness Network

We have audited the financial statements of Glasgow Homelessness Network for the year ended 31 March 2013 which comprise the Statement of Financial Activities incorporating Income & Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their presentation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charitable company's trustees those matters we are required to state to them in an auditor's 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts..

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with Auditing Practices Board's (APB) Ethical Standards for Auditors.

We report to you our opinion as to whether the financial statements give a true and fair view, are properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and are prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you if, in our opinion, the information given in the Report of the Trustees is consistent with those financial statements.

We also report to you if, in our opinion, the charitable company has not kept adequate and proper accounting records, if the charitable company's financial statements are not in agreement with these accounting records, or if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made. We read the Report of the Trustees 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 International Standards on Auditing (UK and Ireland) 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 judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

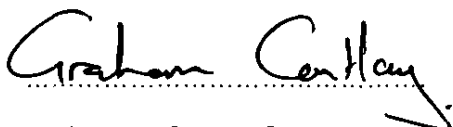
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanation we require for our audit; or
- the trustees were not entitled to prepare the financial statement in accordance with the small companies regime.



Graham M. Cantlay CA
Senior Statutory Auditor
For and on behalf of Robb Ferguson Chartered Accountants & Registered Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
5 Oswald Street
Glasgow
G1 4QR

4th July 2013

GLASGOW HOMELESSNESS NETWORK

Statement of Financial Activities incorporating Income & Expenditure Account For the year ended 31 March 2013

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2013 Total £	2012 Total £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income (note 2)	51,541	-	397,363	448,904	350,429
Investment income (note 3)	6,831	-	-	6,831	6,474
Incoming resources from charitable activities (note 4)	40,923	-	-	40,923	32,195
Total incoming resources	99,295	-	397,363	496,658	389,098
Resources expended					
Costs of generating funds					
- costs of generating voluntary income	104,932	-	-	104,932	70,474
Charitable activities	-	3,364	384,538	387,902	407,163
Governance costs	859	-	2,400	3,259	3,000
Total resources expended	105,791	3,364	386,938	496,093	480,637
Net incoming resources	(6,496)	(3,364)	10,425	565	(91,539)
Net transfers	(3,250)	671	2,579	-	-
Net movement in funds	(9,746)	(2,693)	13,004	565	(91,539)
Balances brought forward	78,479	168,008	160,062	406,549	498,088
Balances carried forward	68,733	165,315	173,066	407,114	406,549

None of the Company's activities were acquired or discontinued during the above two years.

The notes on pages 10 to 14 form part of these accounts

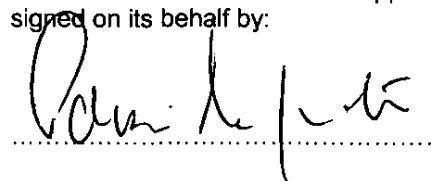
GLASGOW HOMELESSNESS NETWORK SC 112361

**Balance Sheet
As at 31 March 2013**

	Note	2013 £	2012 £
Fixed assets			
Tangible assets	9	17,089	651
Current assets			
Debtors	10	64,060	63,007
Cash at bank and in hand		385,667	423,779
		449,727	486,786
Current liabilities			
Creditors : amounts falling due within one year	11	59,702	80,888
Net current assets		390,025	405,898
Net assets		407,114	406,549
Represented by:			
Unrestricted funds		68,733	78,479
Designated funds	14	165,315	168,008
Restricted funds	13	173,066	160,062
		407,114	406,549

The financial statements have been prepared in accordance with the special provisions and Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the Board on 4th July 2013 and were signed on its behalf by:



Patrick McGrath – Chairman

The notes on pages 10 to 14 form part of these accounts

GLASGOW HOMELESSNESS NETWORK

Notes to the Accounts For the year ended 31 March 2013

1. Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by the way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Resources expended are recognised when a legal or constructive obligation arises. They represent costs incurred, inclusive of irrecoverable VAT where relevant, in the furtherance of charity's objectives and expenses incurred in running the charity, and are directly allocated to the category to which it relates.

Depreciation of fixed assets

Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets over their expected useful lives. It is calculated as follows:

Computer equipment - 33 1/3% straight line method
Fixtures and Fittings - 33 1/3% straight line method

Pension

The company operates a defined contributions scheme for its employees. Contributions made are charged to the income and expenditure account in the year in which they became payable.

Funds

- | | | |
|--------------|---|---|
| Unrestricted | - | these funds are available for the furtherance of the objectives of the organisation. |
| Designated | - | these funds have been set aside to meet expenditure on specific items as identified by the directors. |
| Restricted | - | these represent funds held for specific projects where the donor has specified the use to which the funds may be applied. |

GLASGOW HOMELESSNESS NETWORK

Notes to the Accounts For the year ended 31 March 2013

2.	Voluntary Income	2013	2012
		£	£
	Glasgow Social Economy Development Fund	18,593	18,593
	GCC - Education/Social Work Services	20,274	10,000
	NHS Greater Glasgow & Clyde	20,000	20,000
	Scottish Government	45,000	45,000
	Big Lottery Fund	172,908	166,086
	Glasgow Housing Association	56,762	28,339
	Other income	19,273	21,206
	Oak Foundation	78,784	31,205
	Glasgow Community & Safety Services	4,663	-
	Glasgow Regeneration Agency	-	10,000
	Ecorys - Grundtvig	12,647	-
		<u>448,904</u>	<u>350,429</u>
	The above figures are analysed as follows:-		
	Restricted	397,363	319,223
	Unrestricted	51,541	31,206
		<u>448,904</u>	<u>350,429</u>
3.	Investment Income		
	Bank interest	<u>6,831</u>	<u>6,474</u>
4.	Incoming resources from charitable activities		
	Training income	22,095	25,790
	Consultancy income	18,828	6,405
		<u>40,923</u>	<u>32,195</u>
5.	Net outgoing resources		
	<i>This is arrived at after charging:</i>		
	Depreciation	3,736	1,897
	Auditors' remuneration	<u>3,259</u>	<u>3,000</u>
6.	Staff Numbers and Costs		
	The aggregate remuneration and associated costs of employees were:		
	Wages and salaries	327,368	308,117
	Social security costs	31,123	30,249
	Pension costs	32,347	30,431
		<u>390,838</u>	<u>368,797</u>
	The average monthly number of employees was	<u>Number</u> 14	<u>Number</u> 12

No employees received emoluments exceeding £60,000 (2012: None).

GLASGOW HOMELESSNESS NETWORK

Notes to the Accounts

For the year ended 31 March 2013

7. Trustees' remuneration and transactions

No trustee received any remuneration during the year (2012: £nil). No trustee received reimbursement of expenses during the year (2012: £nil).

8. Taxation

The charity is exempt from corporation tax on its charitable activities.

9. Fixed assets

	Computer Equipment £	Fixtures & Fittings £	Total £
Cost			
At 31 March 2012	40,743	-	40,743
Additions	7,889	12,285	20,174
Disposals	-	-	-
At 31 March 2013	48,632	12,285	60,917
Depreciation			
At 31 March 2012	40,092	-	40,092
Charge for year	1,688	2,048	3,736
Disposals	-	-	-
At 31 March 2013	41,780	2,048	43,828
Net book value			
At 31 March 2013	6,852	10,237	17,089
At 31 March 2012	651	-	651

10. Debtors

	2013 £	2012 £
Debtors	64,060	63,007

11. Creditors

Sundry creditors and accruals	46,833	64,556
VAT	4,869	8,704
Social security	8,000	7,628
	59,702	80,888

GLASGOW HOMELESSNESS NETWORK

Notes to the Accounts For the year ended 31 March 2013

12. Operating Lease Commitments

The following operating lease payments are committed to be paid within one year:

	2013 £	2012 £
Expiring:		
Between one and five years	1,575	-

13. Movement in restricted funds

	At 2012 £	Incoming resources & transfers £	Other transfers £	Expenditure £	At 2013 £
Neighbourhood Renewal	-	-	3,356	(3,356)	-
Health & Homelessness	10,000	20,000	-	(30,000)	-
Real Accord (Oak Foundation)	-	78,784	-	(78,784)	-
Evaluations & Consultancy	40,705	-	-	-	40,705
SHIEN	-	45,000	1,816	(46,816)	-
Peer Mentoring	1,289	39,157	389	(40,835)	-
Training	21,805	-	-	-	21,805
Research & Development	31,815	-	-	-	31,815
Community Learning	7,693	-	-	-	7,693
Opportunities for All (GYEP)	-	10,274	-	-	10,274
Grundtvig	-	12,647	-	(2,319)	10,328
4 Front Learning - 2011/15 (Big Lottery Fund)	46,622	172,908	(3,000)	(166,084)	50,446
Glasgow Social Economy Development Fund	133	18,593	18	(18,744)	-
	<u>160,062</u>	<u>397,363</u>	<u>2,579</u>	<u>(386,938)</u>	<u>173,066</u>

14. Movement in designated funds

	At 2012 £	Incoming resources £	Transfers £	Expenditure £	At 2013 £
IT Development and Replacement Fund	15,000	-	2,889	(1,316)	16,573
Redundancy Fund	78,266	-	5,239	-	83,505
General Fund	37,242	-	(4,957)	(2,048)	30,237
Premises	37,500	-	(2,500)	-	35,000
	<u>168,008</u>	<u>-</u>	<u>671</u>	<u>(3,364)</u>	<u>165,315</u>

GLASGOW HOMELESSNESS NETWORK

Notes to the Accounts For the year ended 31 March 2013

15. Analysis of net assets among funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed assets	279	16,810	-	17,089
Net current assets	68,454	148,505	173,066	390,025
	<u>68,733</u>	<u>165,315</u>	<u>173,066</u>	<u>407,114</u>

16. Share Capital

As the company is limited by guarantee there is no share capital. The guarantee by members is restricted to an amount not exceeding one pound per member.