

FALKIRK HOMELESS PROJECT LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2005

(A COMPANY LIMITED BY GUARANTEE)

CHARITY NO. SCO 024923

COMPANY NO. 225527



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FALKIRK HOMELESS PROJECT LIMITED**Legal and Administrative Information****Management Committee**

Peter Roddan, Chair
Colin Simpson, Vice Chair
Linda Conway, Secretary
John Burns
Eddie Bloe
Morag MacKay

Scottish Recognised Charity No. SCO 24923

Company Limited by Guarantee No. SC225527

Principal Address: Falkirk Homeless Project
Old Sheriff Court
1 Hope Street
Falkirk
FK1 8AT

Reporting Accountants: French Duncan LLP
39 Vicar Street
Falkirk
FK1 1LL

Bankers: The Royal Bank of Scotland
2 Newmarket Centre
Falkirk
FK1 1JX

FALKIRK HOMELESS PROJECT LIMITED

Report of the Trustees for the year ended 31 March 2005

The Trustees present their report together with the financial statements of the charity for the year ended 31 March 2005.

Objects of the Charity

The Falkirk Homeless Project exists to assist homeless people in the Forth Valley Area by providing furniture to those who have newly acquired a tenancy. The project also helps homeless people find tenancies with private landlords and provides a Rent Deposit Guarantee to the landlord. We will also provide information, help, referrals, and advice on homelessness issues.

Trustees' Report

Introduction & Background

Falkirk homeless project has come a long way since it was an idea in the Justice & Peace group of St Francis Xavier Church in 1995.

The idea was developed and supported by the Action of Churches Together in Falkirk (A.C.T.I.F.) and has over the past 10 years done a lot of good work in Falkirk and the surrounding areas of Forth Valley.

The original "Furniture Project" and the "Rent Deposit Guarantee Working Group" merged together and along with new committee members recruited from the Churches of Falkirk and the project was reborn with myself elected as chairman in March 2001.

Falkirk Homeless Project started as a furniture-recycling project then added an advocacy role, meeting homeless clients to help them get or maintain a tenancy. Falkirk Churches then started a new initiative whereby every month a local Church was responsible for collecting together "Starter Packs" for homeless people getting a tenancy. The packs contain cutlery crockery pots & pans light bulbs other kitchen items and cleaning materials. Falkirk Homeless Project is responsible for delivering the Starter Packs when delivering furniture.

Office Lease

Possibility exists that lease of the Old Sheriff Court may come to an end in the very near future. FHP committee are considering their options regarding new premises.

Furniture Van

Our delivery & pick up van is at a stage where maintenance costs are escalating. A new van fund had been started earlier and we have applications for funding lodged with St Vincent De Paul Society and Awards for all. Other funding to INCREASE is under consideration.

FALKIRK HOMELESS PROJECT LIMITED

Furniture

Apart from normal household deliveries of furniture, when available items such as Hoovers, Iron & ironing boards, Fridges, Freezers, TVs, Coffee Tables, Cots, Toys, Cutlery & Crockery, Knives/Forks/Spoons/Teaspoons, Cooking Pans, Frying Pans, Tin Openers, Basins, Pails, Condiment Set, Bedding, Floor coverings & Towels are also delivered.

We have been able to help 89 households with furniture within the Forth Valley area in the period of this report.

Furniture (Falkirk)

In the main our Furniture Project in Falkirk area had existed on donations from individuals, Falkirk Churches, Christian organizations and in particular St Vincent de Paul Society, St Mungo's High School plus Car-Boot sales and a £10:00 delivery charge to the tenant. Negotiations with Falkirk Council to finance a free furniture service for the homeless people of Falkirk area finally became a reality after many years of negotiation. No Operating Management Agreement is in place for furniture deliveries but the Council is now paying the running costs of the Furniture Project. Invoices are sent into the council quarterly in arrears. FHP is also grateful to Falkirk Council for the continued use of our warehouse in Denny at a peppercorn rent.

Furniture (Stirling)

Free deliveries of furniture to Stirling homeless people continue in this area since Stirling Councils donation in 2003. No Operating Management Agreement has ever been entered into with Stirling Council and we currently have a mutually agreed policy of invoicing them in arrears quarterly for items delivered.

Rent Deposit Guarantee Scheme

A pilot scheme in 2001 proved the need of a Rent Deposit Scheme in the Falkirk area.

FHP believes that RDG Schemes are an important method of helping homeless people into secure accommodation.

The Rent Deposit Guarantee Scheme has allowed homeless people in the Falkirk Council area to access private lets, with mediatory and advocacy role being given by the manager.

The scheme highlighted in earlier reports the need for a befriending or follow up service in order to help maintain tenancies, this has still not become a reality.

Clients and Landlords still experience a wide range of difficulties with housing benefit claims.

Our rent deposit scheme continues to be funded by Falkirk Council and run by our Manager & part time admin assistant.

We are still using the residue of £10,000 awarded from Lloyds TSB to enhance our Rent Deposit Guarantee Scheme for the Falkirk area. *The Managers detailed report is enclosed within this pack.*

FALKIRK HOMELESS PROJECT LIMITED

Lloyds TSB Capacity Building

This money was used to pay for the services of consultants to help us with Financial Management, Good Governance and Strategic Planning.

We used the last of these funds for the services of a Funding Consultant during the period of this report.

Resignations

It is with much regret that one of our directors Moira Simpson resigned due to new church commitments. Moira joined FHP in March 2001 when it reformed to amalgamate the Rent Deposit Guarantee Scheme with the original Furniture Project.

The project is indebted to Moira for all her hard work for the project.

Franca Cianni the Manager of the RDGS had her secondment from the council extended for another year but in November 2004 resigned her post & returned to Falkirk Council.

Rona Leask the Projects Admin Assistant stepped up into the Managers post until 31st March 2005.


Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for the financial period. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By Order of the Trustees


 (Chairman)
Peter Roddan
 22 August 2005

Accountants' Report to the Members on the Unaudited Financial Statements of Falkirk Homeless Project Limited

We report on the financial statements for the year ended 31 March 2005 set out on pages 7 to 10.

Respective responsibilities of directors and reporting accountants

As described on page 5 the trustees are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. In accordance with their instructions and in order to assist them to fulfil their responsibilities, we have prepared the financial statements on pages 7 to 10 from the accounting records and from the information and explanations supplied to us.

It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - ii) the company satisfied the conditions for exemption from an audit of the financial statements for the period specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).


FRENCH DUNCAN LLP
39 Vicar Street
Falkirk FK1 1LL

Chartered Accountants

22 August 2005

FALKIRK HOMELESS PROJECT LIMITED

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2005

	General Funds	Restricted Funds	Total Funds 31.03.05	Total Funds 31.03.04
Notes	£	£	£	£
<u>Incoming Resources</u>				
RDGS Income - Donations	-	-	-	10,300
- Grants		48,625	48,625	30,193
Furniture - Donations	-	4,752	4,752	7,098
- Grants		17,242	17,242	25,000
Activities generating funds				
- Car boot sales	786	-	786	1,851
Investment Income	<u>944</u>	<u>-</u>	<u>944</u>	<u>680</u>
Total incoming resources	1,730	70,619	72,349	75,122
<u>Resources Expended</u>				
Direct charitable expenditure 2	-	48,598	48,598	60,562
Management & Administration 2	<u>-</u>	<u>6,046</u>	<u>6,046</u>	<u>8,897</u>
Total resources expended	-	54,644	54,644	69,459
Net incoming resources	1,730	15,975	17,705	5,663
Total funds brought forward	<u>3,880</u>	<u>51,513</u>	<u>55,393</u>	<u>49,730</u>
Total funds carried forward	<u>5,610</u>	<u>67,488</u>	<u>73,098</u>	<u>55,393</u>

The statement of financial activities includes all gains and losses recognised in the period.

All incoming resources and resources expended derive from continuing activities.

FALKIRK HOMELESS PROJECT LIMITED
BALANCE SHEET
AS AT 31 MARCH 2005

	<u>Notes</u>	<u>2005</u>	<u>2004</u>
<u>Fixed Assets</u>			
Tangible fixed assets	3	3,424	5,825
<u>Current Assets</u>			
Prepayments	541		534
Cash at bank and on hand	<u>70,013</u>		<u>51,798</u>
	70,554		52,332
<u>Current Liabilities</u>			
Creditors: amounts falling due within one year			
Accruals	<u>880</u>		<u>2,764</u>
Net current assets		<u>69,674</u>	<u>49,568</u>
Total net assets		<u>73,098</u>	<u>55,393</u>
<u>Represented by</u>			
General funds		5,610	3,880
Restricted funds		<u>67,488</u>	<u>51,513</u>
		<u>73,098</u>	<u>55,393</u>

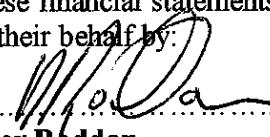
The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the period by virtue of section 249A (1), and that no member or members have requested an audit pursuant to section 249B (2) of the Act.

The Trustees acknowledge their responsibilities for:

- i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- ii) 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 period and of its profit or loss for the financial period in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

These financial statements were approved by the Trustees on 22 August 2005 and are signed on their behalf by:

 (Chairman)
Peter Roddan

22 August 2005

FALKIRK HOMELESS PROJECT LIMITED
NOTES TO THE ACCOUNTS

1. Statement of Accounting Policies

a) Basis of Accounts

The accounts have been prepared under the historical cost convention, in accordance with the Companies Act 1985, and the Statement of Recommended Practice – Accounting by Charities 2000 as applicable to charities in Scotland.

b) Fixed Assets and Depreciation

Fixed assets are included in the accounts at their historical cost. Depreciation is charged on all fixed assets at the rate calculated to write-off their cost, less estimated residual value over the expected useful lives of the assets, as follows:

Office equipment and fittings	25% straight line
Vehicles	25% straight line

c) Funds

General Fund

The general fund represents all resources which have been received free from any restriction on how these resources should be expended.

Restricted Fund

Restricted funds represent funds which have been received largely towards the charitable objects of the organisation.

d) Sale of Donated Goods

It is the normal experience of the charity to receive goods (furniture etc.) from the general public. Whilst these have been given for redistribution to the beneficiaries of the charity, there is no restriction on their use, and where necessary, some of these donated goods are resold and all proceeds go towards the objects of the charity.

e) Recognition of Incoming Resources

All income including grants and donations, but not donated goods, are included as income on receipt. Donated goods are recognised as income at the point of sale and not when received. Such sales are shown under activities in furtherance of the charity's objects in accordance with the Statement of Recommended Practice 2000.

f) Honorarium

Peter Roddan has been paid honorariums totalling £Nil (2004 £2,022) during the year.

FALKIRK HOMELESS PROJECT LIMITED
NOTES TO THE ACCOUNTS

2. Resources Expended

	<u>General Funds</u>	<u>Restricted Funds</u>	<u>Total 2005</u>	<u>Total 2004</u>
Direct Charitable:				
Rent Deposit Guarantee scheme		7,011	7,011	13,004
Vehicle, Travel & Subsistence		6,863	6,863	12,489
Employment costs		25,125	25,125	26,033
Warehouse expenses		1,968	1,968	1,768
Communication & services		1,019	1,019	3,024
Consultancy		-	-	-
Lloyds TSB expenses		2,454	2,454	-
Sundry		4,158	4,158	4,244
	<u>-</u>	48,598	48,598	60,562
Management & Admin:				
Honorarium				2,022
Office expenses		5,998	5,998	5,890
Postage & stationery		48	48	840
Training				120
Sundry	<u>-</u>	<u>-</u>	<u>-</u>	25
	<u>-</u>	6,046	6,046	8,897
Total	<u>-</u>	<u>54,644</u>	<u>54,644</u>	<u>69,459</u>

3. Fixed Assets

	<u>Office Equipment and Fittings</u>	<u>Vehicle</u>	<u>Total</u>
<u>Cost</u>			
As at 01.04.04	2,311	7,292	9,603
Additions	-	-	-
Disposals	<u>-</u>	<u>-</u>	<u>-</u>
As at 31.03.05	<u>2,311</u>	<u>7,292</u>	<u>9,603</u>
<u>Depreciation</u>			
As at 01.04.04	1,348	2,430	3,778
On disposals	-	-	-
Provided for year	<u>578</u>	<u>1,823</u>	<u>2,401</u>
As at 31.03.05	<u>1,926</u>	<u>4,253</u>	<u>6,179</u>
NBV 31.03.05	<u>385</u>	<u>3,039</u>	<u>3,424</u>
NBV 31.03.04	<u>963</u>	<u>4,862</u>	<u>5,825</u>