

## **ANNUAL REPORT & FINANCIAL STATEMENTS**

## **FOR THE YEAR ENDED 31 MARCH 2017**

FCA Registered Number: SP1835/RS
Scottish Charity Number: SC010858
The Scottish Housing Regulator Registered Number: HAL72



# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

Statutory Information	1
Chairman's Statement	2
Strategic Report	3-4
Annual Report of the Committee of Management	5-6
Report of the Independent Auditor	7
Report of the Independent Auditor on Corporate Governance Matters	8
Statement of Comprehensive Income	9
Statement of Financial Position	10
Statement of Changes in Capital and Reserves	11
Statement of Cash Flows	12
Notes to the Statement of Cash Flows	13
Notes to the Accounts	14-25



## Statutory Information for the Year Ended 31 March 2017

#### **COMMITTEE OF MANAGEMENT MEMBERS:**

Mr N Robinson - Chairman
Mrs F Miller - Vice Chairperson
Mr W Thompson
Mr D Brown
Mr S Dryburgh
Ms D McGuire
Ms L Gemmill
Mr K Jones
Ms J McCormack
Mr J Edwards
Mrs H Ward
Mr S McGhee
Mr M Trant
Ms A Davis

#### CHIEF EXECUTIVE:

Fiona E. Stringfellow

#### REGISTERED OFFICE:

3rd Floor 100 Berkeley Street Glasgow G3 7HU

FCA REGISTERED NUMBER: SCOTTISH CHARITY NUMBER:

THE SCOTTISH HOUSING REGULATOR REGISTERED NUMBER:

SP1835/RS SC010858 HAL72

#### AUDITOR:

Scott-Moncrieff Chartered Accountants 25 Bothwell Street Glasgow G2 6NL

#### BANKER:

The Royal Bank of Scotland plc 9 Clifton Place Glasgow G3 7JU

#### SOLICITOR:

Campbell Riddell Breeze Paterson 21 Park Road Milngavie G62 6PJ



#### Chairman's Statement

The accounts for the year to 31 March 2017 show a surplus of £492,440 (2016 - £189,343) and the Statement of Financial Position of the Association shows net assets of £4.623.811 (2016 - £4.131,370).

The Association continues to maintain sound financial management policies and enjoys a strong financial position. The results compare favourably to the budget set, with close control over costs and void levels resulting in a better than budgeted performance.

The attached pages summarise in financial terms the last 12 months of work undertaken under the auspices of Blue Triangle - 20 odd pages of data, information, facts and figures which indicate another successful year. The financial position is healthy. However uncertainty continues to shape our management and planning as the future availability of resources from local authority partners remains under threat and pressures mount to produce more for less.

As expected 2016/17 was a tough year but the challenges move with us into 2017/18 and beyond. The large scale organisational reviews commenced in 2016 are well on track and it is hoped they will be completed shortly. The financial impact of these will be such that the Association expects to sustain a small deficit in 2017/18 before the benefits start to be reaped in subsequent years. The Board is confident the eventual outcome will be an organisation in a much better position to, not only face the challenges of the future but to develop and grow in them!

The OSCR website shows the summarised 'Purposes' of BTHA as "The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care." In a sense these accounts show how this was done up to 'management of land and accommodation' in black and white. However they do not say much about the 'provision of care' which is the ethos surrounding everything which BTHA does. From the support workers, project managers and ancillary staff down through administration and management to the Board itself, BTHA is about 'caring'. The scope of what has been achieved again is staggering. The numbers of vulnerable people assisted and supported, in sometimes very difficult circumstances, is wonderful. It is no surprise that HR reports that almost 50% of all staff sickness absence is stress related. In these circumstances while financial success is laudable, to be able to 'care' successfully is amazing and enormously satisfying for all.

Thank you to everyone who has participated in this, particularly to the project staff teams and Managers for all the fantastic work they do in partnership with service users and their families, and our statutory and third sector partners. Thank you also to the Committee of Management and the various Sub-Committees for all their work and also our Chief Executive, her executive team and the office staff team for their effort and commitment.

N Robinson Chairman



#### Strategic Report

#### For the year ended 31 March 2017

The Committee of Management submits its forty-first Strategic Report, Annual Report, and Audited Financial Statements for the year ended 31 March 2017.

#### PRINCIPAL ACTIVITY

The principal activity of the Association in the year under review was the provision of special needs housing accommodation and support for homeless persons. The Association was incorporated in Scotland.

The Association continues to operate the supported accommodation projects at:

- Shettleston Road, Glasgow, which accommodates eight persons (2016 8)
- Holland Street and Sauchiehall Street, Glasgow, which accommodates fifty persons (2016 50)
- Chalmers Court, (Charlotte Street, Ayr), which accommodates twelve persons (2016 12)
- Glasgow Floating Support, which accommodates eight persons (2016 8)
- Bruce Court, Paisley, which accommodates twelve persons (2016 12)
- Somerset Place, Glasgow, which accommodates eight persons (2016 8)
- Viewpark, (Old Edinburgh Road, Uddingston), which accommodates thirteen persons (2016 13)
- Greenside House, Lanark, which accommodates twelve persons (2016 12)
- Bank Street, Kilmarnock, which accommodates ten persons (2016 10)
- Clydesdale Street, Hamilton, which accommodates thirteen persons (2016 13)
- Braehead, Bonhill, which accommodates eight persons (2016 8)
- Alexander Street, Clydebank, which accommodates thirteen persons (2016 13)
- Millhill, Musselburgh, which accommodates nine persons (2016 9)
- Shore Street, Oban, which accommodates fifteen persons (2016 15)
- Solas, Oban, which accommodates five persons (2016 5)
- Wemyss House, Port Seton, which accommodates seven persons (2016 7)
- High Street, Musselburgh, which accommodates five persons (2016 5)
- Lorn Court, Oban, which accommodates six persons (2016 6)
- Don Mor Lodge, Oban, which accommodates six persons (2016 6)
- Victoria Drive East, Renfrew, which accommodates seventeen persons (2016 17)
- Argyle Street, Paisley, which accommodates eleven persons (2016 11)
- Alexander Street, Alexandria, which accommodates ten persons (2016 10)
- Millknowe, Campbeltown, which accommodates three persons (2016 3)
- First Stop East Kilbride, which accommodates seven persons (2016 8)
- North High Street, Musselburgh, which accommodates four persons (2016 4)
- Whatriggs Road, Kilmarnock, which accommodates six persons (2016 N/A)

The Association has received grants from The Scottish Government for capital expenditure together with revenue grants and Community Care monies from Glasgow City Council, and revenue grants from South Lanarkshire Council.

#### **REVIEW OF BUSINESS AND FUTURE DEVELOPMENTS**

The Committee of Management considers that the Association has had a satisfactory year, and appropriate sums have been transferred in the year from revenue reserves to designated reserves created to meet the future property refurbishment and cyclical maintenance costs of the Housing Association's projects. The financial position at the year-end is a healthy one and the Board remains confident that a continued quality approach to business issues will secure the Association's position in the future.

The Committee of Management is pleased to report turnover in the year of £8,591,995 (2016 - £8,184,908), and the surplus for the year of £492.440 (2016 - £189.343) is considered satisfactory in light of the current economic climate. The Association continues to assess its performance on a project by project basis.

#### **RISK MANAGEMENT**

The Association has conducted a review of the major risks to which it is exposed and this review is updated annually. Where appropriate, systems or procedures have been established, to mitigate the risks which the Association faces.

#### KEY PERFORMANCE INDICATORS

The Association monitors Key Performance Indicators for voids, sums owed, bad debts, Care Inspectorate grades, service user satisfaction, occupancy agreements granted, complaints, repairs, staff numbers, staff turnover and absence, financial performance and turnover by local authority area. The Committee of Management review the KPI's quarterly and consider the results for the period under review to be satisfactory.

#### **GOVERNING DOCUMENT**

The Association is a registered charity and was registered on 5 June 1975. In addition, the Association is a registered social landlord and is thus registered with The Scottish Housing Regulator and is also registered with the Financial Conduct Authority.



#### Strategic Report

For the year ended 31 March 2017

#### RECRUITMENT AND APPOINTMENT OF THE COMMITTEE OF MANAGEMENT

At the Annual General Meeting in accordance with the rules of the Association, Mrs F Miller, Mr S Dryburgh, Ms J McCormack, Ms D McGuire and Mr J Edwards, retire by rotation and Mrs F Miller, Mr S Dryburgh, Ms J McCormack, Ms D McGuire and Mr J Edwards offer themselves for re-election. Ms A Davis and Mr M Trant were appointed during the year and offer themselves for election.

The Committee of Management seeks to ensure that the needs of its client group are appropriately reflected through the diversity of the Committee of Management and Sub-Committee structure. To enhance the potential pool of members, the Association has, through selective advertising and networking, sought to identify people who would be willing to become members and utilise their own skills and experience to assist the Association.

The Committee of Management has a broad range of skills and members. Each year the members are requested to provide a list of their skills and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Committee of Management.

#### **COMMITTEE OF MANAGEMENT MEMBERS INDUCTION & TRAINING**

Most members of the Committee of Management are already familiar with the practical work of the Association. Where new members are elected, information is supplied regarding the obligation of Committee of Management members, details of the Association's main documents and up to date financial statements. In addition an annual 'Away Day' is held for both members and staff, providing valuable information and updates on topical areas. Members are also encouraged to attend the hostels as part of the regular programme of project visits.

#### ORGANISATIONAL STRUCTURE

The Association has a Committee of Management of 14 members (in addition 2 retired during the year). The Committee of Management meet eight times per year and there are also a number of Sub-Committees who meet regularly and report directly to the Committee of Management.

A scheme of delegation is in place and day to day responsibility for the provision of the Association's projects rests with the Chief Executive, along with the Finance Director and Operations Director. The Chief Executive is responsible for ensuring that the Association delivers the services specified and that key performance indicators are met.

Signed on behalf of the Committee of Management by:

N Robinson Chairman



#### **Annual Report of the Committee of Management**

For the Year Ended 31 March 2017

#### COMMITTEE OF MANAGEMENT

During the financial period and up to the date these financial statements were signed the Committee of Management was made up as follows:

Mr N Robinson - Chairman Mrs F Miller - Vice Chairperson

Mr W Thompson

Mr D Brown

Mr S Dryburgh

Ms D McGuire

Ms L Gemmill

Mr D Sullivan (Retired 6 July 2016)

Mr K Jones

Ms J McCormack

Mr J Edwards

Mrs H Ward

Ms K Maynor (Retired 28 July 2016) Mr S McGhee (Appointed 28 July 2016

Mr M Trant (Appointed 30 March 2017)

Ms A Davis (Co-opted 30 March 2017)

#### STATEMENT OF RESPONSIBILITIES OF THE COMMITTEE OF MANAGEMENT

The law governing Housing Associations requires the Committee of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit of the Association for that period. In preparing those financial statements the Committee of Management is required to:

- select suitable accounting policies and then apply them consistently:
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departure 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 Association will continue in business.

The Committee of Management is responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the financial statements comply with the statutory requirements. They are responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud.

#### INTERNAL FINANCIAL CONTROL

The Committee of Management acknowledge their ultimate responsibility for ensuring that the Association has in place a system of controls that is appropriate to the various business environments in which it operates. These controls are designed to give reasonable assurance with respect to:

- The reliability of financial information used within the Association or for publication;
- The maintenance of proper accounting records; and
- The safeguarding of assets against unauthorised use or disposition.

It is the Committee of Management's responsibility to establish and maintain systems of internal financial control. Such systems can only provide reasonable and not absolute assurance against material financial mis-statement or loss. Key elements include ensuring that:

- (a) Formal policies and procedures are in place, including the documentation of key systems and rules relating to the delegation of authorities, which allow the monitoring of controls and restrict the unauthorised use of the Association's assets;
- (b) Experienced and suitably qualified staff take responsibility for important business functions. Annual appraisal procedures have been established to maintain standards of performance;
- (c) Forecasts and budgets are prepared which allow the Committee of Management and management to monitor the key business risks and financial objectives, and progress towards financial plans set out for the year. During the financial year, regular management accounts are prepared promptly, providing relevant, reliable and up to date financial and other information. Significant variances from budgets are investigated as appropriate;
- (d) All significant new initiatives, major Sub-Commitments and investment projects are subject to formal authorisation procedures, through the relevant Sub-Committees which are comprised of members of the Committee of Management;
- (e) During the year a number of key areas were reviewed and the recommendations from the reports duly implemented;
- The Committee of Management reviews reports from the external auditor to provide reasonable assurance that control procedures are in place and are being followed;



#### Annual Report of the Committee of Management (continued)

For the Year Ended 31 March 2017

#### INTERNAL FINANCIAL CONTROL (cont'd)

- (g) Formal practices have been established for instituting appropriate action to correct weaknesses identified from the reports of the external auditor; and
- (h) Ad-hoc internal reviews are carried out by senior management in respect of systems and procedures in key areas. These reports are reviewed by the Committee of Management and when applicable, improvements are implemented.

The Committee of Management have reviewed the effectiveness of the system of internal financial control in existence in the Association for the year ended 31 March 2017. No weaknesses were found in internal financial controls which resulted in material losses, contingencies or uncertainties which require disclosure in the financial statements or in the auditor's report on the financial statements.

#### SHARE CAPITAL

During the year 2 shares were issued (2016-5) and 1 share was cancelled (2016-nil).

#### **RESERVES POLICY**

The Association maintains revenue reserves to ensure there are sufficient reserves to continue its normal day to day business.

#### **EMPLOYEES**

The Association recognises the requirement for employees to be informed in matters of concern to them and provide them with relevant information. The Association recognises Unison and a Joint Negotiating Committee is in place to facilitate this process.

#### **DISABLED PERSONS**

The Association recognises its obligations towards disabled persons and endeavours to provide as many employment, training and career opportunities as the demands of the Association's operations and the abilities of the disabled persons allow.

#### DISCLOSURE OF INFORMATION TO THE AUDITOR

As far as each of the members of the Committee of Management at the time this report is approved are aware:

- a) there is no relevant information of which the Association's auditor is unaware; and
- b) the members of the Committee of Management have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of the information.

#### **AUDITOR**

A resolution for the re-appointment of Scott-Moncrieff will be proposed at the forthcoming Annual General Meeting.

Signed on behalf of the Committee of Management by:

N Robinson Chairman



# Report of the Independent Auditor to the Members of Blue Triangle (Glasgow) Housing Association Limited

We have audited the financial statements of Blue Triangle (Glasgow) Housing Association Limited for the year ended 31 March 2017 which comprise the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Changes in Capital and Reserves, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Association's members, as a body, in accordance with Section 87 of the Co-operative and Community Benefit Societies Act 2014. Our audit work has been undertaken so that we might state to the Association's members 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 Association and the Association's members as a body, for our audit work, for this report, and for the opinions we have formed.

#### Respective responsibilities of the Committee of Management and the Auditor

As explained more fully in the Statement of Responsibilities of the Committee of Management set out on page 5, the Committee of Management is responsible for the preparation of the financial statements which give a true and fair view.

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 the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

#### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 March 2017 and of its income and expenditure for the year then ended:
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Statement of Recommended Practice for Social Housing Providers issued in 2014; and
- have been properly prepared in accordance with the Co-operative and Community Benefit Societies Act 2014, Part 6 of the Housing (Scotland) Act 2010, and the Determination of Accounting Requirements 2014 issued by the Scottish Housing Regulator.

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Co-operative and Community Benefit Societies Act 2014 requires us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the Association has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account; or
- we have not received all the information and explanations we need for our audit.

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Scott-Moncrieff, Statutory Auditor Chartered Accountants 25 Bothwell Street Glasgow G2 6NL



# Report by the Auditor to the members of Blue Triangle (Glasgow) Housing Association Limited on Corporate Governance Matters

In addition to our audit of the Financial Statements, we have reviewed your statement on pages 5 and 6 concerning the Association's compliance with the information required by the Regulatory Standards in respect of internal financial controls contained within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes which are issued by the Scottish Housing Regulator.

#### **Basis of Opinion**

We carried out our review having regard to the requirements on corporate governance matters within Bulletin 2009/4 issued by the Financial Reporting Council. The Bulletin does not require us to review the effectiveness of the Association's procedures for ensuring compliance with the guidance notes, nor to investigate the appropriateness of the reason given for non-compliance.

#### Opinion

In our opinion the Statement on Internal Financial Control on pages 5 and 6 has provided the disclosures required by the relevant Regulatory Standards within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes issued by the Scottish Housing Regulator in respect of internal financial controls and is consistent with the information which came to our attention as a result of our audit work on the Financial Statements.

Through our enquiry of certain members of the Committee of Management and Officers of the Association and examination of relevant documents, we have satisfied ourselves that the Committee of Management's Statement on Internal Financial Control appropriately reflects the Association's compliance with the information required by the relevant Regulatory Standards in respect of internal financial controls contained within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes issued by the Scottish Housing Regulator in respect of internal financial controls.

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Scott-Moncrieff, Statutory Auditor Chartered Accountants 25 Bothwell Street Glasgow G2 6NL



## Statement of Comprehensive Income

For the Year Ended 31 March 2017

	Notes	2017		2016	
		£	£	£	£
Turnover	5		8,591,995		8,184,908
Less: Operating costs	5		8,218,918	72	8,024,090
Operating surplus Gain on sale of fixed assets	5, 14 8	_	373,077 106,475 479,552		160,818 8,250 169,068
Increase in value of investment property Interest received	9 _	12,888	_	5,000 15,275	
		_	12,888		20,275
Surplus before taxation			492,440		189,343
Taxation	10		-		·w <sub>1</sub>
Surplus for the year		_	492,440		189,343
Other comprehensive income		_	•		-
Total comprehensive income for the year		_	492,440		189,343

The results for the year relate wholly to continuing activities.



## **Statement of Financial Position**

As at 31 March 2017

		2017		2016		
TANOIDI E EIVED ACCETO	Notes	£	£	£	£	
TANGIBLE FIXED ASSETS						
Housing properties	15		3,100,315		3,286,552	
Land and buildings	15		435,144		446,233	
Investment property Others - Office equipment & motor vehicles	15 15		40,000 92,323		40,000 47,970	
TOTAL FIXED ASSETS	15	-	3,667,782	-	3,820,755	
			.,,		-,,	
CURRENT ASSETS						
Debtors	16	438,305		398,794		
Cash and bank balances	17	2,819,624		2,078,674		
		3,257,929		2,477,468		
CURRENT LIABILITIES						
Creditors: Amounts falling due within one year	18	750,373	-	509,543		
NET CURRENT ASSETS			2,507,556		1,967,925	
TOTAL ASSETS LESS CURRENT LIABILITIES		_	6,175,338		5,788,680	
CREDITORS: Amounts falling due after more than one year	18		1,551,527		1,657,310	
		_	1,000,011	_	4 404 070	
NET ASSETS		=	4,623,811	=	4,131,370	
CAPITAL AND RESERVES						
	21					
Share capital	22 22		53 1,273,079		52 1,211,443	
Designated reserves Revenue reserve	22		3,350,679		2,919,875	
Nevenue reserve		-	0,000,070	-	2,010,070	
		_	4,623,811	_	4,131,370	

The financial statements were approved by the Committee of Management and were signed on its behalf on 27 July 2017 by:

N. Robinson, Chairman

French Mull

F. Miller, Vice Chairperson

David S. Brown

D. Brown, Convener, Finance Committee



## Statement of Changes in Capital and Reserves

As at 31 March 2017

	Share Capital £	Revenue Reserves £	Designated Reserves	Total Reserves £
Balance at 1 April 2016 Surplus from Statement of Comprehensive Income Transfer from revenue reserves to designated reserves Shares issued during the year Shares cancelled during the year Balance at 31 March 2017	52 - 2 (1) 	2,919,875 492,440 (61,636) - - 3,350,679	1,211,443	4,131,370 492,440 2 (1) 4,623,811
As at 31 March 2016	Share Capital	Revenue Reserves	Designated Reserves	Total Reserves
Balance at 1 April 2015 Surplus from Statement of Comprehensive Income Transfer from revenue reserves to designated reserves Shares issued during the year	£ 47 - - 5	£ 2,780,620 189,343 (50,088)	1,161,355 - 50,088	£ 3,942,022 189,343 - 5
Balance at 31 March 2016	52	2,919,875	1,211,443	4,131,370



## **Statement of Cash Flows**

For the year ended 31 March 2017

	Notes	2017 £	2016 £
Net cash generated from operating activities	1	430,153	102,004
Cash flow from investing activities Purchase of tangible fixed assets Proceeds from the sale of tangible fixed assets Interest received		(76,332) 309,455 12,888	(66,799) 17,350 15,275
Net cash inflow/(outflow) investing activities		246,011	(34,174)
Cash flow from financing activities Issue of share capital Cancelled shares		2 (1)	5
Net cash inflow/(outflow) from financing activities		1	5
Change in cash and cash equivalents in the year		676,165	67,835
Cash and cash equivalents at 1 April		1,942,943	1,875,108
Cash and cash equivalents at 31 March	17	2,619,108	1,942,943





## Notes to the Statement of Cash Flows

For the year ended 31 March 2017

		2017 £	2016 £
1.	Net cash Inflow from operating activities		
	Surplus for the year	492,440	189,343
	Adjustments for non cash items:		
	Depreciation	104,643	100,860
	Depreciation – loss on disposal of components		7,462
	Increase in debtors	(39,511)	(11,447)
	Increase/(decrease) in creditors	57,359	(86,722)
	Revaluation of investment property		(5,000)
	Gain on sale of fixed assets	(106,475)	(8,250)
	Release of deferred Government capital grants	(65,415)	(68,967)
	Adjustments for investing and financing activities		
	Interest received	(12,888)	(15,275)
		430,153	102,004



#### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 1. GENERAL INFORMATION

These financial statements are presented in Pounds Sterling (GBP), as that is the currency in which the Association's transactions are denominated. The financial statements are the results of the Association only.

The continuing activity of Blue Triangle (Glasgow) Housing Association Limited is the provision of special needs housing accommodation for homeless persons.

The Association is defined as a public benefit entity and thus the Association complies with all disclosure requirements relating to public benefit entities. The Association is a registered social landlord in Scotland and its registered number is HAL72. Details of the registered office can be found on the statutory information page of these financial statements.

#### 2 STATEMENT OF COMPLIANCE

The financial statements of Blue Triangle (Glasgow) Housing Association Limited have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice including Financial Reporting Standard 102, 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' (FRS102) (United Kingdom Generally Accepted Accounting Practice) and comply with the requirements of the Statement of Recommended Practice – Accounting for Social Housing Providers issued in 2014 and the Determination of Accounting Requirements 2014 issued by the Scottish Housing Regulator.

#### 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are noted below. These policies have been applied consistently to all the years presented, in dealing with items which are considered material in relation to the Association's financial statements unless otherwise stated.

#### (a) Basis of preparation

The financial statements are prepared under the historical cost convention subject to the revaluation of investment properties. The effect of events relating to the year ended 31 March 2017, which occurred before the date of approval of the financial statements by the Committee of Management have been included in the statements to the extent required to show a true and fair view of the state of affairs as at 31 March 2017 and of the results for the year ended on that date.

#### (b) Going Concern

The Association has a healthy cash position and although the Committee of Management anticipates a deficit for 2017/18 and 2018/19, the Committee is satisfied that there are sufficient resources in place to continue operating for the foreseeable future. Thus the Committee continues to adopt the going concern basis of accounting in preparing the annual financial statements.

#### (c) Turnover

Turnover represents rental and service charge income receivable, fees receivable and revenue grants receivable from the Scottish Government, local authorities and other agencies.

#### (d) Apportionment of management expenses

Direct employee, administration and operating expenditure have been apportioned to the relevant sections of the Statement of Comprehensive Income on the basis of costs of staff directly attributable to the operations dealt with in the financial statements. Management and administration costs are further apportioned on the basis of total costs.

The costs of cyclical and major repairs are charged to the Statement of Comprehensive Income in the year in which they are incurred.

#### (e) Pensions

The Association operates a defined contribution pension scheme in respect of its employees. The assets of the scheme are held separately from those of the Association. The pension cost charge to the Statement of Comprehensive Income represents the total contributions payable by the Association to the scheme in respect of the year.

#### (f) Operating leases

Rentals paid under operating leases are charged to the Statement of Comprehensive Income on a straight line basis over the lease term.

#### (g) Interest receivable

Interest receivable is recognised in the Statement of Comprehensive Income using the effective interest rate method.



### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### (h) Interest payable

Finance costs are charged to the Statement of Comprehensive Income over the term of the debt using the effective interest method so that the amount charged is at a constant rate on the carrying amount. Issue costs are initially recognised as a reduction in the proceeds of the associated capital instrument.

#### (i) Fixed Assets - Housing Properties (Note 15)

Housing properties are stated at cost. The development cost of housing properties funded with Government Capital Grants or under earlier funding arrangements includes the following:

- (i) cost of acquiring land and buildings;
- (ii) development expenditure; and
- (iii) interest charged on the mortgage loans raised to finance the scheme during the development stage.

These costs are either termed "qualifying costs" by The Scottish Government for approved Capital Grant schemes or are considered for mortgage loans, or are met out of the Association's reserves.

All invoices and architect's certificates relating to capital expenditure incurred in the year are included in the financial statements for the year, provided that the dates of issue or valuation are prior to the year end. Expenditure on schemes which are subsequently aborted is written off in the year in which it is recognised that the schemes will not be developed to completion.

#### (j) Depreciation

#### (i) Housing properties:

Freehold land is not depreciated. Major components are treated as separable assets and depreciated over their expected useful economic lives, at the following annual rates:

Structure	50 years
Roofs	50 years
Windows	25 years
Bathrooms	25 years
Kitchens	15 years
Boilers	15 years
Radiators	25 years

#### (ii) Office premises:

Office premises are depreciated on cost at 2% per annum.

#### (iii) Other fixed assets:

Office equipment (20%) motor vehicles (25%) and furniture and office fittings (20%) have been depreciated on cost.

#### (k) Investment Properties

Investment properties are properties held for commercial lettings. These properties are held at their market value. The fair value of each property will be considered at each reporting date and any changes will be recognised in the Statement of Comprehensive Income.

#### (I) Development Administration Costs

Development administration costs relating to development activities are capitalised based on an apportionment of the staff time spent directly on this activity.

## (m) Capitalisation of Interest

Interest incurred on financing a development is capitalised up to the date of practical completion of the scheme.

#### (n) Debtors

Short term debtors are measured at transaction price, less any impairment.

#### (o) Rental arrears

Rental arrears represents amounts due by tenants for rental of social housing properties at the year end. Rental arrears are reviewed regularly by management and written down to the amount deemed recoverable. Any provision deemed necessary is shown alongside gross rental arrears in Note 16.



#### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### (p) Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

#### (q) Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

#### (r) Financial Instruments

The Association only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and related parties.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at the present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade payables or receivables, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration, expected to be paid or received. However if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets are derecognised when contractual rights to the cash flows from the assets expire, or when the Association has transferred substantially all the risks and rewards of ownership.

Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation or expiry.

#### (s) Government Capital Grants

Government Capital Grants, at amounts approved by The Scottish Government or local authorities, are paid directly to the Association as required to meet its liabilities during the development process. This is treated as a deferred capital grant and is released to income over the useful life of the assets it relates to on completion of the development phase.

#### (t) Government Revenue Grants

Government revenue grants are recognised using the accrual model which means the Association recognises the grant in income on a systematic basis over the period in which the Association recognises the related costs for which the grant is intended to compensate.

#### (u) Non-government capital and revenue grants

Non-government capital and revenue grants are recognised using the performance model. If there are no performance conditions attached the grants are recognised as revenue when the grants are received or receivable.

A grant that imposes specific future performance related conditions on the recipient is recognised as revenue only when the performance related conditions are met.

A grant received before the revenue recognition criteria are satisfied is recognised as a liability.

#### (v) Reserves

#### **Designated reserves**

Comprised of three separate reserves; the Cyclical maintenance provision, Property refurbishment provision and the Insurance provision. Transfers are made to and from these reserves to the revenue reserve to reflect the cyclical maintenance, property refurbishment costs incurred during the year, and expected in future years.

#### Revenue reserves

The revenue reserve includes all current and prior year retained surpluses or deficits and transfers to/from the designated reserves.



## Notes to the Financial Statements for the Year Ended 31 March 2017

#### 4. JUDGEMENTS IN APPLYING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In preparing the financial statements, management is required to make estimates and assumptions which affect reported income, expenses, assets, and liabilities. Use of available information and application of judgement are inherent in the formation of estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future could differ from such estimates.

The Committee of Management are satisfied that the accounting policies are appropriate and applied consistently. Key sources of estimation have been applied as follows:

Estimate Useful lives of property, plant and equipment	Basis of estimation The useful lives of property, plant and equipment are based on the knowledge of senior management at the Association, with reference to expected asset life cycles.
The main components of housing properties and their useful lives	The cost of housing properties is split into separately identifiable components. These components were identified by knowledgeable and experienced staff members and based on costing models.
Recoverable amount of rental and other trade receivables	Rental arrears and other trade receivables are reviewed by appropriately experienced senior management team members on a case by case basis with the balance outstanding together with the payment history of the individual tenant being taken into account.
The valuation of investment property	The investment property was valued by an appropriately qualified surveyor using market data at the date of valuation.

#### 5. PARTICULARS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS

	Turnover 2017	Operating Costs 2017	Operating Surplus 2017	Turnover 2016	Operating Costs 2016	Operating Surplus 2016
	£	£	£	£	£	£
Social Lettings (note 6)	8,591,995	8,218,918	373,077	8,184,908	8,024,090	160,818
Other Activities (note 7)	-	-	-	-	-	
Total	8,591,995	8,218,918	373,077	8,184,908	8,024,090	160,818



## Notes to the Financial Statements for the Year Ended 31 March 2017

6. PARTICULARS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS FROM SOCIAL LETTING ACTIVITIES.

	General Needs Housing £	Supported Housing Accommo dation £	Shared Ownership Housing £	Total 2017 £	Total 2016 £
Income from rent and service charges Rent receivable and service charges		7,166,065	-	7,166,065	7,015,166
Gross Income from rents and service charges	-	7,166,065	-	7,166,065	7,015,166
Less: Voids	-	(183,419)		(183,419)	(235,044)
Net income from rents and service charges	-	6,982,646	-	6,982,646	6,780,122
Other revenue grants	-	1,422,858		1,422,858	1,281,201
Release of deferred Government capital grants		65,415		65,415	68,967
Miscellaneous Income	_	116,927	=	116,927	51,128
Handyman services		4,149	-	4,149	3,490
Total turnover from social letting activities	_	8,591,995		8,591,995	8,184,908
Expenditure					
Management and maintenance					
administration costs		1,401,230	-	1,401,230	1,334,020
Service delivery costs Planned and cyclical maintenance including	-	6,253,513	y <del>=</del> 18	6,253,513	6,115,806
major repairs costs	-	90,164	=0	90,164	108,312
Reactive maintenance costs	-	329,431	-	329,431	271,926
Bad debts -rents and service charges	-	72,751	-	72,751	112,793
Depreciation of social housing	V=3	71,829	=	71,829	81,233
Impairment of social housing	<del>-</del>	-	-	-	
Operating costs for social letting activities		8,218,918		8.218.918	8.024.090
activities		0,210,918	_	0,210,910	0,024,090
Operating surplus for social lettings for 2017		373,077		373,077	
Operating surplus for social letting for 2016	-	160,818			160,818

Included in depreciation of social housing is £Nil (2016: £7,462) relating to the loss on disposal of components.



## Notes to the Financial Statements for the Year Ended 31 March 2017

### 7. PARTICULARS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS OR DEFICIT FROM OTHER ACTIVITIES

	Grants from Scottish Minister s	Other revenue grants	Support- ing people income	Other income	Total Turnove r	Operating costs – bad debts	Other operating costs	Operating surplus 2017	Operating surplus 2016
	£	£	£	£	£	£	£	£	£
Wider role activities # Care and repair of	<b>2</b>			***	-	-	-		-
property	-	-	1=	-	===	-	=	-	2
Factoring	-	<u>-</u>	-	-	-	-	-	-	-
Development and construction of									
property activities	-	-	-	-	-	- <del>-</del>	-		-
Support activities		-	1. <del></del> .	_		-	-	-	
Care activities	-	-	O-	-	-	-	-	-	-
Agency / management									
services for registered social landlords Other agency/managem		•		<b></b>	-		-	-	-
ent services Developments for sale to registered			-	-	-	· · · · · ·	*	Œ	,
social landlords Developments and improvements for sale to non-	•	-	-	-	-		-	-	-
registered social landlords	-	-	-		.=	-		-	-
Total from other activities for 2017	_		-	72 <b>-</b>	74	•		_	_
Total from other activities for 2016			=	_	-		<u> </u>	_	
								_	

<sup>#</sup> Undertaken to support the community, other than the provision, construction, improvement and management of housing.



### Notes to the Financial Statements for the Year Ended 31 March 2017

8.	GAIN ON DISPOSAL OF FIXED ASSETS	2017 £	2016 £
	Housing property disposal Motor vehicle disposal	105,329 1,146	8,250
		106,475	8,250
9.	INTEREST RECEIVED	2017 £	2016 £
	Bank interest received	12,888	15,275

#### 10. TAX ON ORDINARY ACTIVITIES

The Association has charitable status for tax purposes and thus there is no corporation tax due on the surplus generated from its charitable activities.

#### 11. DIRECTORS' EMOLUMENTS

The directors are defined as the members of the Committee of Management, the Chief Executive and any other person reporting directly to the Chief Executive or the Committee of Management whose total emoluments (excluding pension contributions) exceed £60,000 per year. The Association considers key management personnel to be the Committee of Management, the Chief Executive, Finance Director and Operations Director. No emoluments were paid to any member of the Committee of Management during the year.

Emoluments of Chief Executive (excluding pension contributions)	<b>2017</b> <b>₤</b> 73,969	<b>2016</b> £ 73,237
Pension contributions in respect of the Chief Executive totalled £6,184 (2016: £6,132) in the	year. <b>2017</b>	2016
Emoluments payable to highest paid director (excluding pension contributions)	£ 73,969 ———	73,237
Emoluments payable to key management personnel	198,185	195,214
Pension contributions in respect of key management personnel totalled £15,589 (2016: £15	,435) in the year.	
The emoluments (excluding pension contributions) of the directors were in the following	2017 No of Directors	2016 No of Directors
ranges: £65,001 to £70,000 £70,001 to £75,000	1	1
Tatal amplyments (evaluding pension contributions) poid to those corning more than	2017 £	2016 £
Total emoluments (excluding pension contributions) paid to those earning more than £60,000	141,754	139,862
Pension contributions of those earning more than £60,000	11,426	11,313
Total expenses reimbursed to directors in so far as not chargeable to United Kingdom income tax	755	745



## Notes to the Financial Statements for the Year Ended 31 March 2017

EMPLOYEES AND EMPLOYEE COSTS	2017 No	2016 No
Average number of employees (including part-time and relief workers)	315	323
Average number of employees (whole time equivalents)	245	251
Employee costs during year	2017 £	2016 £
Wages and salaries National insurance contributions Other pension costs	5,491,859 408,837 134,383	5,345,986 406,653 143,266
	6,035,079	5,895,905
PAYMENT TO MEMBERS, COMMITTEE MEMBERS, OFFICERS, EMPLOYEES, ETC	2017 £	2016 £
Fees, remuneration or expenses payable to members of the Association who were neither members of the Committee of Management nor employees of the Association		
Fees, remuneration or expenses payable to members of the Committee of Management of the Association who were neither officers nor employees of the Association	_	-
Fees, remuneration or expenses paid to officers of the Association who were not employees.	81	97
Payments or gifts made, or benefits granted, to the persons referred to in Schedule 7 of the Housing (Scotland) Act 2010 Control of Payments and Benefits.	-	0 <b>-</b>
SURPLUS FOR THE YEAR	2017 £	2016 £
The surplus for the year is stated after charging:-		
Depreciation Depreciation – loss on disposal of components Operating lease rentals: Land & buildings Auditor's remuneration: Audit services Auditor's remuneration: Other services pursuant to legislation Auditor's remuneration: Other services	104,643 - 564,860 8,280 600 780	100,860 7,462 541,247 7,470 1,500 6,398
	Average number of employees (including part-time and relief workers)  Average number of employees (whole time equivalents)  Employee costs during year  Wages and salaries National insurance contributions Other pension costs  PAYMENT TO MEMBERS, COMMITTEE MEMBERS, OFFICERS, EMPLOYEES, ETC  Fees, remuneration or expenses payable to members of the Association who were neither members of the Committee of Management nor employees of the Association  Fees, remuneration or expenses payable to members of the Committee of Management of the Association who were neither officers nor employees of the Association  Fees, remuneration or expenses paid to officers of the Association who were not employees.  Payments or gifts made, or benefits granted, to the persons referred to in Schedule 7 of the Housing (Scotland) Act 2010 Control of Payments and Benefits.  SURPLUS FOR THE YEAR  The surplus for the year is stated after charging:-  Depreciation  Depreciation – loss on disposal of components  Operating lease rentals: Land & buildings  Auditor's remuneration: Other services pursuant to legislation	Average number of employees (including part-time and relief workers)  Average number of employees (whole time equivalents)  245  Average number of employees (whole time equivalents)  246  Employee costs during year  Wages and salaries National insurance contributions Other pension costs  104,883  Cherpension costs  PAYMENT TO MEMBERS, COMMITTEE MEMBERS, OFFICERS, EMPLOYEES, ETC  Fees, remuneration or expenses payable to members of the Association who were neither members of the Committee of Management of the Association who were neither officers nor employees of the Association  Fees, remuneration or expenses payable to members of the Committee of Management of the Association who were neither officers nor employees of the Association  Fees, remuneration or expenses paid to officers of the Association who were not employees.  Fees, remuneration or expenses paid to officers of the Association who were not employees.  Fees, remuneration or expenses paid to officers of the Association who were not employees.  Surpruss or gifts made, or benefits granted, to the persons referred to in Schedule 7 of the Housing (Scotland) Act 2010 Control of Payments and Benefits.  -  SURPLUS FOR THE YEAR  The surplus for the year is stated after charging:-  Depreciation  Depreciation — loss on disposal of components  Operating lease rentals: Land & buildings  Auditor's remuneration: Audit services  Auditor's remuneration: Audit services pursuant to legislation



## Notes to the Financial Statements for the Year Ended 31 March 2017

		Freehold Housing Properties	Office Premises	Investment Property	Motor Vehicles	Office Equipment	TOTAL
15.	TANGIBLE FIXED ASSETS	£	£	Ł	£	£	£
	COST / VALUATION						
	As at 1 April 2016	4,567,684	554,465	40,000	73,078	27,635	5,262,862
	Additions during year						
	- Components	-	-	-	-	-	-
	- Other	_	112	· · · · · · · · · · · · · · · · · · ·	20,413	55,919	76,332
	Revaluation during year	-	-		-	-	-
	Disposals during year	/ /\					(007 704)
	- Housing Properties	(207,731)	-	-	-	V.=	(207,731)
	- Components	-	-	-	(40,000)	-	(40.600)
	- Other	_	N		(19,688)	-	(19,688)
	As at 31 March 2017	4,359,953	554,465	40,000	73,803	83,554	5,111,775
				-		-	
	Depreciation						
	As at 1 April 2016	1,281,132	108,232	-	25,108	27,635	1,442,107
	Provided during year	71,829	11,089	· **	17,065	4,660	104,643
	Eliminated on disposals	(93,323)	-	-	(9,434)	110	(102,757)
	As at 31 March 2017	1,259,638	119,321	_	32,739	32,295	1,443,993
	Net Book Value at 31 March 2017	3,100,315	435,144	40,000	41,064	51,259	3,667,782
	Net Book Value at 31 March 2016	3,286,552	446,233	40,000	47,970	-	3,820,755
	Net Book value at 31 March 2016	3,200,552	=======================================	40,000	=====		3,020,733

The investment property was revalued as at 27 May 2015 by Messrs DM Hall, Chartered Surveyors.

Components with a cost of £nil (2016: £33,470) and accumulated depreciation of £nil (2016: £26,008) have been disposed of for £nil (2016: £nil) net proceeds.

No development administration costs were capitalised in the year (2016: none).

16.	DEBTORS	2017 £	2016 £
	Amounts falling due within one year Rental arrears Less provision for bad debts	377,049 (36,075)	338,359 (33,265)
	Prepayments and accrued income	340,974 97,331	305,094 93,700
		438,305	398,794
17.	CASH AND CASH EQUIVALENTS	2017 £	2016 £
	Cash and bank balances Bank overdraft (note 18)	2,819,624 (200,516)	2,078,674 (135,731)
		2,619,108	1,942,943



### Notes to the Financial Statements for the Year Ended 31 March 2017

			017 falling due After more than		16 falling due After more than
18.	CREDITORS	one year £	one year £	one year £	one year £
	Bank overdraft (note 17) Other creditors Accrued charges HAG repayable	200,516 118,326 243,878 123,730	-	135,731 89,927 214,918	:
	Deferred capital grants (note 19)	63,923	1,551,527	68,967	1,657,310
		750,373	1,551,527	509,543	1,657,310
19.	DEFERRED CAPITAL GRANTS			2017 £	2016 £
	Housing Grant At 1 April 2016 Eliminated on disposals Released to income in year			1,726,277 (45,412) (65,415)	1,795,244 - (68,967)
	At 31 March 2017			1,615,450	1,726,277
	Split: <1 year 1 – 2 years 2 – 5 years > 5 years			63,923 63,923 191,770 1,295,834 1,615,450	68,967 68,967 206,901 1,381,442 1,726,277
20.	FINANCIAL INSTRUMENTS			2017 £	2016 £
	Financial assets Cash and cash equivalents Financial assets measured at amortised cost			2,619,108 345,554	1,942,943 313,146
				2,964,662	2,256,089
	Financial liabilities Financial liabilities measured at amortised cost			485,934	304,845

Financial assets measured at amortised cost comprises rental arrears and accrued income.

Financial liabilities measured at amortised cost comprises other creditors, accrued charges and HAG repayable.

21. SHARE CAPITAL	2017 £	2016 £
Shares of £1 each allotted, issued and fully paid At 1 April 2016 Issued during year	52 2	47 5
Cancelled during year	54 (1)	52 -
At 31 March 2017	53	52

Each member of the Association holds one share of £1 in the Association. These shares carry no rights to dividends or on winding up. Each member has a right to vote at members' meetings.



### Notes to the Financial Statements for the Year Ended 31 March 2017

### 22. RESERVES

#### Designated reserves

Comprised of three separate reserves; the Cyclical maintenance provision, Property refurbishment provision and the Insurance provision. Transfers are made to and from these reserves to the revenue reserve to reflect the cyclical maintenance, property refurbishment costs incurred during the year, and expected in future years.

#### Revenue reserves

The revenue reserve includes all current and prior year retained surpluses or deficits and transfers to/from the designated reserves.

23.	CAPITAL COMMITMENTS	2017 £	2016 £
	Contracted for	<u>-</u>	_
	Approval by the Committee of Management but not contracted for	_	-
24.	HOUSING STOCK	2017 £	2016 £
	The number of units of accommodation owned by the Association was as follows:-		
	Average number of units of special needs accommodation in management during the year was:	119	119
25.	ACCOMMODATION MANAGED BY REGISTERED SOCIAL LANDLORD		
	Average number of units of special needs accommodation in management during the year as follows:	owned or leased acc	ommodation was
		No.	No.
	At start of year	296	297
	At end of year	301	296
26.	ACCOMMODATION MANAGED BY OTHERS		
	Average number of units of special needs accommodation managed by others:	2017 No.	2016 No.
	At start of year	18	27
	At end of year	23	18

These units are managed by Glasgow City Council which pays a rental to the Association for these properties.

### 27. OBLIGATIONS UNDER LEASE CONTRACTS

	Land & Buildings Restated	
	2017 £	2016 £
Total commitments due:		
No later than one year	367,667	344,477
Later than one and not later than five years	113,067	215,700
	480,734	560,177



### Notes to the Financial Statements for the Year Ended 31 March 2017

#### 28. REVENUE GRANTS

Grants have been received from Glasgow City Council to supplement income for hostel accommodation in the sum of £74,232 (2016: £72,000).

#### 29. LEGISLATIVE PROVISIONS

The Association is incorporated under the Co-operative and Community Benefit Societies Act 2014 and was incorporated in Scotland.

#### 30. CONTINGENT LIABILITY

Blue Triangle (Glasgow) Housing Association Limited has received Housing Association Grants of £3,092,628 (2016: £3,231,362) in respect of the purchase and renovation of certain properties. Whilst the Association has no plans to sell any of these properties, should the sale of a property take place, the Association has an obligation to refund the specific grant relating to the property.