

Craigdale Housing Association Limited

Report and Financial Statements

For the year ended 31st March 2012

Registered Housing Association No.HCB 95

FSA Reference No. 2296R(S)

Scottish Charity No. SC031879

CRAIGDALE HOUSING ASSOCIATION LIMITED

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CRAIGDALE HOUSING ASSOCIATION LIMITED

**MANAGEMENT COMMITTEE, EXECUTIVES AND ADVISERS
YEAR ENDED 31st MARCH 2012**

MANAGEMENT COMMITTEE

Patsy Beaton	Chairperson
Joan Sutherland	Vice Chairperson
Ann Strain	Secretary
Margaret Welsh	Treasurer
Enzina McMillan	(resigned 26/4/12)
Christine McCormack	
Ann Booth	(resigned 27/10/11)
Marie Lawence	
Miss Catherine Sinclair	(resigned 23/02/12)
Mrs Catherine Sinclair	(resigned 26/01/12)
Lee Kerr	
Morag Cameron	
Pat Bowden	Co-optee (appointed 26/01/12)
Brenda Coyle	Co-optee (appointed 26/01/12)
Marie Wallace	Co-optee (appointed 23/02/12)
Jean Woodfield	Co-optee (appointed 26/04/12)

EXECUTIVE OFFICERS

Elizabeth McGinniss	Director
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REGISTERED OFFICE

83-85 Dougrie Road
Castlemilk
Glasgow
G45 9NS

AUDITORS

Alexander Sloan
Chartered Accountants
38 Cadogan Street
Glasgow
G2 7HF

BANKERS

Bank of Scotland
82 Main Street
Rutherglen
Glasgow
G73 2HZ

FINANCE AGENTS

Reidvale Housing Association
13 Whitevale Street
Glasgow
G31 1QW

SOLICITORS

Brechin Tindall Oats
48 St Vincent Street
Glasgow
G2 5HS

SOLICITORS

Naftalin Duncan & Co
534 Sauchiehall Street
Glasgow
G2 3LX

**REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2012**

The Management Committee presents its report and the Financial Statements for the year ended 31st March 2012.

Legal Status

The Association is a registered non-profit making organisation under the Industrial and Provident Societies Act 1965 No.2296R(S). The Association is constituted under its Rule Book. The Association is a registered Scottish Charity with the charity number SC031879.

Principal Activities

The principal activities of the Association are the provision and management of affordable rented accommodation. The Association also aims to be a caring landlord to our tenants and endeavours to provide services and social events throughout the year to reduce isolation and encourage participation within our community.

Review of Business and Future Developments

Staff and Committee of the Association have continued to work hard over the past year to provide a quality service to all our tenants, owners and service users. Our website means we can be accessed 24 hours a day. In addition to applying for a house, tenants can pay rent, report repairs and download newsletters etc

Housing Management

Our Housing Services Team had another busy but successful year, particularly in achieving all the targets set by the Association.

We let 18 houses throughout the year without any loss of rental income and our rent arrears level remained at 0.57% of the net annual rental income. Staff dealt with 20 complaints of anti-social behaviour and all were resolved without recourse of court action or eviction. Our staff continue to carry out weekly estate management visits of our properties to ensure our high standards are maintained.

Maintenance

The Association again provided an excellent repairs service to our tenants where we achieved tremendous response times by our Contractors. In total, tenants reported 1593 repairs all of which were completed within our very challenging timescales.

We undertook a programme of kitchen replacement in Phase 2 of our stock which resulted in extremely high levels of tenant satisfaction.

Tenant Participation

Our panel of tenants are still very involved in the review process of our policies and procedures. Staff and Committee still have an opportunity to make comments and discuss policies prior to Full Management Committee Approval.

During the year the following documents were reviewed:

- Succession Policy
- Mutual Exchange
- Voids
- Complaints
- Staff Recruitment
- Code of Conduct
- Satellite Dishes

**REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2012**

Review of Business and Future Developments (Contd.)

Community Involvement

The Community Events Group have done a tremendous job this year organising events free of charge for tenants as follows:

- Father's Day Treat (Vouchers for East Kilbride shopping)
- Just a Dream (Voucher for Make Over)
- Family Day Trip to M & D's
- Halloween Party
- Christmas Party
- Over 50's - Christmas Party
- Christmas Hampers (five families received vouchers for Iceland)
- Twelve Days of Christmas
- Newsletter Competition - Tickets for The Wanted
- International Women's Day - Celebrated Influential Women
- Good Neighbours - Vouchers for Marks & Spencer's
- Mothers Day Treat (Vouchers for Looking Good)

Committee and Staff raised over £1500 again this year for Charity. Most of this money went to our Community Events and the following also received donations:

- Cojac
- British Heart Foundation
- Vanessa Riddle Appeal
- Lanarkshire Kidney Patience Unit

Factoring Service

We have continued to provide an excellent value for money service to our 23 owner occupiers and sharing owners in the vicinity.

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2012

Management Committee and Executive Officers

The members of the Management Committee and the Executive Officers are listed on Page 1.

Each member of the Management Committee holds one fully paid share of £1 in the Association. The Executive Officers hold no interest in the Association's share capital and, although not having the legal status of Directors, they act as Executives within the authority delegated by the Management Committee.

The members of the Management Committee are also Trustees of the Charity. Members of the Management Committee are appointed by the members at the Association's Annual General Meeting.

Statement of Management Committee's Responsibilities

The Industrial and Provident Societies Acts 1965 to 2002 require the Management Committee 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 Management Committee 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 departures disclosed and explained in the Financial Statements;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business;
- prepare a statement on Internal Financial Control.

The Management Committee is responsible for keeping proper 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 Industrial and Provident Societies Act 1965 to 2002, the Housing (Scotland) Act 2001 and the Registered Social Landlords Accounting Requirements (Scotland) Order 2007. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. It is also responsible for ensuring the Association's suppliers are paid promptly.

The Management Committee must in determining how amounts are presented within items in the income and expenditure account and balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting practices.

In so far as the Management Committee are aware:

- There is no relevant audit information (information needed by the Housing Association's auditors in connection with preparing their report) of which the Association's auditors are unaware, and
- The Management Committee have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Housing Association's auditors are aware of that information.

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31ST MARCH 2012

Statement on Internal Financial Control

The Management Committee acknowledges its ultimate responsibility for ensuring that the Association has in place a system of controls that is appropriate for the business environment 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;
- the safeguarding of assets against unauthorised use or disposition.

It is the Management Committee'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 of the Association's systems include ensuring that:

- formal policies and procedures are in place, including the ongoing documentation of key systems and rules relating to the delegation of authority, which allow the monitoring of controls and restrict the unauthorised use of Association's assets;
- experienced and suitably qualified staff take responsibility for important business functions and annual appraisal procedures have been established to maintain standards of performance;
- forecasts and budgets are prepared which allow the management team and the Management Committee to monitor key business risks, financial objectives and the progress being made towards achieving the financial plans set for the year and for the medium term;
- regular financial management reports are prepared promptly, providing relevant, reliable and up to date financial and other information, with significant variances from budget being investigated as appropriate
- all significant new initiatives, major commitments and investment projects are subject to formal authorisation procedures, through the Management Committee;
- the Management Committee receive reports from management and from the external and internal auditors to provide reasonable assurance that control procedures are in place and are being followed and that a general review of the major risks facing the Association is undertaken;
- formal procedures have been established for instituting appropriate action to correct any weaknesses identified through internal or external audit reports.

Auditors

A resolution to re-appoint the Auditors, Alexander Sloan, Chartered Accountants, will be proposed at the Annual General Meeting.

By order of the Management Committee



ANN STRAIN
Secretary
25 June 2012

**REPORT BY THE AUDITORS TO THE MANAGEMENT COMMITTEE OF
CRAIGDALE HOUSING ASSOCIATION LIMITED
ON CORPORATE GOVERNANCE MATTERS**

In addition to our audit of the Financial Statements, we have reviewed your statement on Page 4 concerning the Association's compliance with the information required by the section on Internal Financial Control within SFHA's publication "Raising Standards in Housing".

Basis of Opinion

We carried out our review having regard to the requirements relating to corporate governance matters within Bulletin 2006/5 issued by the Auditing Practices Board. 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 reasons given for non-compliance.

Opinion

In our opinion the Statement on Internal Financial Control on page 5 has provided the disclosures required by the section on Internal Financial Control within SFHA's publication "Raising Standards in Housing" and is consistent with the information which came to our attention as a result of our audit work on the Financial Statements.

Through enquiry of certain members of the Management Committee and Officers of the Association, and examination of relevant documents, we have satisfied ourselves that the Management Committee's Statement on Internal Financial Control appropriately reflects the Association's compliance with the information required by the section on Internal Financial Control within SFHA's "Raising Standards in Housing".

Alexander Sloan

ALEXANDER SLOAN
Chartered Accountants

GLASGOW
25 June 2012

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CRAIGDALE HOUSING ASSOCIATION LIMITED

We have audited the financial statements of Craigdale Housing Association Limited for the year ended 31st March 2012 which comprise an income and expenditure account, balance sheet, cash flow statement and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Association's members, as a body, in accordance with Section 9 of the Friendly and Industrial and Provident Societies Act 1968. 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 auditors' 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, or for the opinions we have formed.

Respective Responsibilities of Management Committee and Auditors

As explained more fully in the Statement of Management Committee's Responsibilities the Association's Management Committee, are responsible for the preparation of the Financial Statements that 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 on the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Association's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Management Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Management Committee's report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications of our report.

Opinion on the financial statements

In our opinion the Financial Statements:

- give a true and fair view of the state of the Association's affairs as at 31st March 2012 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice: and
- have been properly prepared in accordance with the Industrial and Provident Societies Acts 1965 to 2002, the Housing (Scotland) Act 2001 and the Registered Social Landlords Accounting Requirements (Scotland) Order 2007.

Matters on which we are required to report by exception

We are required to report to you if, in our opinion:

- the information given in the Management Committee's Report is inconsistent with the financial statements.
- proper books of account have not been kept by the Association in accordance with the requirements of the legislation.
- a satisfactory system of control over transactions has not been maintained by the Association in accordance with the requirements of the legislation.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
CRAIGDALE HOUSING ASSOCIATION LIMITED**

Matters on which we are required to report by exception (contd.)

- the Income and Expenditure Account to which our report relates, and the Balance Sheet are not in agreement with the books of the Association.
- we have not received all the information and explanations necessary for the purposes of our audit.

We have nothing to report in respect of these matters.

Alexander Sloan

ALEXANDER SLOAN
Chartered Accountants
Statutory Auditors
GLASGOW
25 June 2012

CRAIGDALE HOUSING ASSOCIATION LIMITED

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2012

	Notes	2012 £	Restated 2011 £
TURNOVER	2.	1,241,424	1,203,480
Operating Costs	2.	<u>(847,671)</u>	<u>(772,300)</u>
OPERATING SURPLUS	9.	393,753	431,180
Gain / (Loss) On Sale Of Housing Stock	7.	4,710	(4,490)
Interest Receivable and Other Income		18,150	10,961
Interest Payable and Similar Charges	8.	<u>(77,800)</u>	<u>(78,279)</u>
		<u>(54,940)</u>	<u>(71,808)</u>
SURPLUS ON ORDINARY ACTIVITIES		<u>338,813</u>	<u>359,372</u>

All amounts relate to continuing activities.

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

	2012 £	Restated 2011 £
Surplus for the financial year	338,813	359,372
Prior year adjustment (as explained in Note 23)	<u>512,662</u>	<u>-</u>
Total gains recognised since last annual report	<u>851,475</u>	<u>359,372</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

BALANCE SHEET AS AT 31st MARCH 2012

	Notes	£	2012 £	£	Restated 2011 £
TANGIBLE FIXED ASSETS					
Housing Properties - Depreciated Cost	11.(a)		22,860,708		23,054,432
Less: Social Housing Grant	11.(a)		(17,128,084)		(17,319,791)
: Other Public Grants	11.(a)		(343,000)		(343,000)
			<u>5,389,624</u>		<u>5,391,641</u>
Other fixed assets	11.(b)		183,698		189,786
			<u>5,573,322</u>		<u>5,581,427</u>
CURRENT ASSETS					
Debtors	13.	48,451		61,498	
Cash at bank and in hand		1,593,382		1,398,914	
			<u>1,641,833</u>	<u>1,460,412</u>	
CREDITORS: Amounts falling due within one year	14.	(412,346)		(338,786)	
NET CURRENT ASSETS			<u>1,229,487</u>		<u>1,121,626</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			6,802,809		6,703,053
CREDITORS: Amounts falling due after more than one year	15.		(3,677,810)		(3,916,864)
NET ASSETS			<u>3,124,999</u>		<u>2,786,189</u>
CAPITAL AND RESERVES					
Share Capital	17.		175		178
Designated Reserves	18.(a)		1,543,000		1,543,000
Revenue Reserves	18.(b)		1,581,824		1,243,011
			<u>3,124,999</u>		<u>2,786,189</u>

The Financial Statements were approved by the Management Committee and signed on their behalf on 25 June 2012.

Patsy Beaton
Chairperson

Joan Sutherland
Vice-Chairperson

Ann Strain
Secretary

CRAIGDALE HOUSING ASSOCIATION LIMITED

**CASH FLOW STATEMENT FOR THE YEAR ENDED
31st MARCH 2012**

	Notes	2012	2011
		£	£
Net Cash Inflow from Operating Activities	16.	592,506	576,089
Returns on Investment and Servicing of Finance			
Interest Received	18,150	10,961	
Interest Paid	(79,169)	(76,520)	
Net Cash Outflow from Investment and Servicing of Finance		(61,019)	(65,559)
Capital Expenditure and Financial Investment			
Acquisition and Construction of Properties	(185,730)	(97,831)	
Purchase of Other Fixed Assets	(3,445)	(2,002)	
Social Housing Grant Repaid	-	(56,083)	
Proceeds on Disposal of Properties	88,392	-	
Net Cash Outflow from Capital Expenditure and Financial Investment		(100,783)	(155,916)
Net Cash Inflow before use of Liquid Resources and Financing		430,704	354,614
Financing			
Loan Principal Repayments	(236,242)	(264,335)	
Share Capital Issued	6	7	
Net Cash Outflow from Financing		(236,236)	(264,328)
Increase in Cash	16.	<u>194,468</u>	<u>90,286</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS

1 PRINCIPAL ACCOUNTING POLICIES

Basis Of Accounting

The Financial Statements have been prepared in accordance with applicable Accounting Standards, the Statement of Recommended Practice - Accounting by Registered Social Landlords 2010, and on the historical cost basis. They also comply with the Registered Social Landlords Accounting Requirements (Scotland) Order 2007. A summary of the more important accounting policies is set out below.

Turnover

Turnover represents rental and service charge income receivable, fees receivable and revenue grants receivable.

Retirement Benefits

The Association participates in the S.F.H.A. Defined Benefits Pension Scheme and retirement benefits to employees of the Association are funded by the contributions from all participating employers and employees in the Scheme. Payments are made in accordance with periodic calculations by consulting Actuaries and are based on pension costs applicable across the various participating Associations taken as a whole.

Valuation Of Housing Properties

Housing Properties are stated at cost, less social housing and other public grants and less accumulated depreciation. Housing under construction and Land are not depreciated. The Association depreciates housing properties by major component on a straight line basis over the estimated useful economic lives of each identified component. All components are categorised as Housing Properties within note 11. Impairment reviews are carried out if events or circumstances indicate that the carrying value of the components listed below is higher than the recoverable amount.

<i>Component</i>	<i>Useful Economic Life</i>
Structure	50 years
Windows	25 years
Central Heating	10 years
Kitchens	20 years
Bathrooms	25 years

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

1 PRINCIPAL ACCOUNTING POLICIES (Continued.)

Depreciation And Impairment Of Other Fixed Assets

Other Fixed Assets are stated at cost less accumulated depreciation. Depreciation is charged on a straight line basis over the expected economic useful lives of the assets at the following annual rates:-

Office Premises	2%
Furniture and Fittings	25%
Computer Equipment	33.33%
Office Equipment	20%

The carrying value of tangible fixed assets are reviewed for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Social Housing Grant And Other Grants In Advance/Arrears

Where developments have been financed wholly or partly by Social Housing Grant or other capital grant, the cost of those developments has been reduced by the amount of the grant receivable. The amount of the grants receivable is shown separately on the Balance Sheet.

Social Housing Grant attributed to individual components is written off to the Income and Expenditure Account when these components are replaced.

Social Housing Grant received in respect of revenue expenditure is credited to the Income and Expenditure Account in the same period as the expenditure to which it relates.

Although Social Housing Grant is treated as a grant for accounting purposes, it may nevertheless become repayable in certain circumstances, such as the disposal of certain assets. The amount repayable would be restricted to the net proceeds of sale.

Sales Of Housing Properties

First tranche Shared Ownership disposals are credited to turnover on completion. The cost of construction of these sales is taken to operating cost. In accordance with the Statement of Recommended Practice, disposals of subsequent tranches are treated as fixed asset disposals with the gain or loss on disposal shown in the Income and Expenditure Account.

Disposals of housing property under the Right to Buy scheme are treated as a fixed asset disposal and any gain and loss on disposal accounted for in the Income and Expenditure Account.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

1 PRINCIPAL ACCOUNTING POLICIES (Continued.)

Leases/Leased Assets

Costs in respect of operating leases are charged to the Income and Expenditure Account on a straight line basis over the lease term. Assets held under finance leases and hire purchase contracts are capitalised in the Balance Sheet and are depreciated over their useful lives.

Works to Existing Properties

The Association capitalises major repairs expenditure where these works result in an enhancement of economic benefits by increasing the net rental stream over the life of the property.

Capitalisation Of Development Overheads

Directly attributable development administration costs relating to development activities are capitalised in accordance with the Statement of Recommended Practice.

Development Interest

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

Designated Reserves

The Association has designated part of its reserves to meet its long term obligations.

The Planned Maintenance Reserve has been designated to meet future repairs and maintenance obligations in accordance with a planned programme of works. These works are planned to ensure that properties are maintained in a state of repairs which at least maintains their residual prices prevailing at the time of acquisition and construction.

Property Development Cost

The proportion of the development cost of shared ownership properties expected to be disposed of as a first tranche sale is held in current assets until it is disposed of. The remaining part of the development cost is treated as a fixed asset. Surpluses made on the disposal of first tranche sales are taken to the Income and Expenditure Account in accordance with the Statement of Recommended Practice.

Property developments that are intended for resale are included in current assets until disposal.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

2 PARTICULARS OF TURNOVER, COST OF SALES, OPERATING COSTS AND OPERATING SURPLUS

	Notes	2012			2011		
		Turnover £	Operating Costs £	Operating Surplus / (Deficit) £	Turnover £	Operating Costs £	Operating Surplus / (Deficit) £
Social Lettings	3.	1,237,925	841,599	396,326	1,202,670	762,262	440,408
Other Activities	4.	3,499	6,072	(2,573)	810	10,038	(9,228)
Total		1,241,424	847,671	393,753	1,203,480	772,300	431,180

3 PARTICULARS OF INCOME & EXPENDITURE FROM SOCIAL LETTINGS

	General Needs Housing £	Supported Housing £	Shared ownership £	Restated	
				2012 Total £	2011 Total £
Income from Lettings					
Rent Receivable Net of Identifiable Service Charges	1,225,666	-	10,554	1,236,220	1,198,009
Service Charges Receivable	-	-	-	-	-
Gross Rents Receivable	1,225,666	-	10,554	1,236,220	1,198,009
Less: Rent losses from voids	-	-	-	-	-
Net Rents Receivable	1,225,666	-	10,554	1,236,220	1,198,009
Revenue Grants from Scottish Ministers	1,705	-	-	1,705	4,661
Revenue Grants From Local Authorities and Other Agencies	-	-	-	-	-
Total Income From Social Letting	1,227,371	-	10,554	1,237,925	1,202,670
Expenditure on Social Letting Activities					
Management and maintenance administration costs	406,186	-	3,498	409,684	395,917
Reactive Maintenance	87,078	-	750	87,828	93,635
Bad Debts - Rents and Service Charges	880	-	-	880	1,403
Planned and Cyclical Maintenance, including Major Repairs	177,895	-	3,131	181,026	123,222
Depreciation of Social Housing	159,294	-	2,887	162,181	148,085
Operating Costs of Social Letting	831,333	-	10,266	841,599	762,262
Operating Surplus on Social Letting Activities	396,038	-	288	396,326	440,408
2011	437,509	-	2,899		

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

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

	Grants From Scottish Ministers	Other Revenue Grants	Supporting People Income	Other Income	Total Turnover	Operating Costs	Operating Costs Other	Operating Surplus / (Deficit) 2011	Operating Surplus / (Deficit) 2012
	£	£	£	£	£	£	£	£	£
Wider Role Activities	-	-	-	-	-	-	40	(325)	(40)
Factoring	-	-	-	1,584	1,584	-	421	(160)	1,163
Development and construction of property activities	-	-	-	-	-	-	5,611	(8,743)	(5,611)
Development Allowances	-	-	-	1,915	1,915	-	-	1,915	1,915
Total From Other Activities	-	-	-	3,499	3,499	-	6,072	(2,573)	(2,573)
2011	-	-	-	810	810	-	10,038	(9,228)	(9,228)

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

5. OFFICERS' EMOLUMENTS

	2012	2011
	£	£
The Officers are defined in s74 of the Industrial and Provident Societies Act 1965 as the members of the Management Committee, managers or servants of the Association.		
Emoluments payable to Chief Executive (excluding pension contributions)	54,095	54,095

6. EMPLOYEE INFORMATION

	2012	2011
	No.	No.
The average total number of Employees employed during the year was	7	7
Staff Costs were:	£	£
Wages and Salaries	198,152	195,196
Social Security Costs	16,813	16,673
Other Pension Costs	23,287	17,429
Temporary, Agency and Seconded Staff	35,562	41,171
	<u>273,814</u>	<u>270,469</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

7. GAIN / (LOSS) ON SALE OF HOUSING STOCK

	2012	2011
	£	£
Sales Proceeds	30,276	-
Cost of Sales	25,566	4,490
Gain / (Loss) On Sale Of Housing Stock	<u>4,710</u>	<u>(4,490)</u>

8. INTEREST PAYABLE

	2012	2011
	£	£
On Bank Loans & Overdrafts	<u>77,800</u>	<u>78,279</u>
	77,800	78,279
Less: Interest Capitalised	<u>-</u>	<u>-</u>
	<u>77,800</u>	<u>78,279</u>

9. SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION

	2012	2011
	£	£
Surplus on Ordinary Activities before Taxation is stated after charging:-		
Depreciation - Tangible Owned Fixed Assets	171,714	153,095
Auditors' Remuneration - Audit Services	6,680	4,650
- Other Services	<u>1,700</u>	<u>1,650</u>

10. TAX ON SURPLUS ON ORDINARY ACTIVITIES

The Association is a Registered Scottish Charity and is not liable to United Kingdom Corporation Tax on its charitable activities.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

11. TANGIBLE FIXED ASSETS

a) Housing Properties	Housing Properties Held for Letting £	Housing Properties In course of Construction £	Completed Shared Ownership Properties £	Shared Ownership In course of Construction £	Total £
COST					
As at 1st April 2011- restated	23,952,563	-	270,792	-	24,223,355
Additions	185,730	-	-	-	185,730
Disposals	(231,788)	-	-	-	(231,788)
Schemes Completed	-	-	-	-	-
As at 31st March 2012	<u>23,906,505</u>	<u>-</u>	<u>270,792</u>	<u>-</u>	<u>24,177,297</u>
DEPRECIATION					
As at 1st April 2011- restated	1,155,713	-	13,210	-	1,168,923
Charge for Year	159,294	-	2,887	-	162,181
Disposals	(14,515)	-	-	-	(14,515)
As at 31st March 2012	<u>1,300,492</u>	<u>-</u>	<u>16,097</u>	<u>-</u>	<u>1,316,589</u>
SOCIAL HOUSING GRANT					
As at 1st April 2011- restated	17,122,166	-	197,625	-	17,319,791
Additions	-	-	-	-	-
Disposals	(191,707)	-	-	-	(191,707)
Schemes Completed	-	-	-	-	-
As at 31st March 2012	<u>16,930,459</u>	<u>-</u>	<u>197,625</u>	<u>-</u>	<u>17,128,084</u>
OTHER CAPITAL GRANTS					
As at 1st April 2011- restated	343,000	-	-	-	343,000
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Schemes Completed	-	-	-	-	-
As at 31st March 2012	<u>343,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>343,000</u>
NET BOOK VALUE					
As at 31st March 2012	<u>5,332,554</u>	<u>-</u>	<u>57,070</u>	<u>-</u>	<u>5,389,624</u>
As at 31st March 2011	<u>5,331,684</u>	<u>-</u>	<u>59,957</u>	<u>-</u>	<u>5,391,641</u>

Additions to housing properties includes capitalised development administration costs of £NIL (2011 - £NIL) and capitalised spend on replacing components within existing properties of £185,730 (2011 £75,048)

All land and housing properties are freehold.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

11. TANGIBLE FIXED ASSETS (Continued)

b) Other Tangible Assets	Furniture & Fittings £	Computer Equipment £	Office Premises £	Office Equipment £	Total £
COST					
As at 1st April 2011	35,160	93,901	250,490	18,359	397,910
Additions	651	1,294	-	1,500	3,445
Eliminated on Disposals	-	-	-	-	-
As at 31st March 2012	<u>35,811</u>	<u>95,195</u>	<u>250,490</u>	<u>19,859</u>	<u>401,355</u>
AGGREGATE DEPRECIATION					
As at 1st April 2011	35,160	89,622	64,983	18,359	208,124
Charge for year	163	4,060	5,010	300	9,533
Eliminated on disposal	-	-	-	-	-
As at 31st March 2012	<u>35,323</u>	<u>93,682</u>	<u>69,993</u>	<u>18,659</u>	<u>217,657</u>
NET BOOK VALUE					
As at 31st March 2012	<u>488</u>	<u>1,513</u>	<u>180,497</u>	<u>1,200</u>	<u>183,698</u>
As at 31st March 2011	<u>-</u>	<u>4,279</u>	<u>185,507</u>	<u>-</u>	<u>189,786</u>

12. CAPITAL COMMITMENTS

	2012 £	2011 £
Capital Expenditure that has been contracted for but has not been provided for in the Financial Statements	<u>-</u>	<u>-</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

13. DEBTORS

	2012	2011
	£	£
Arrears of Rent & Service Charges	7,690	10,133
Less: Provision for Doubtful Debts	-	-
	<u>7,690</u>	<u>10,133</u>
Other Debtors	40,761	51,365
	<u>48,451</u>	<u>61,498</u>

14. CREDITORS: Amounts falling due within one year

	2012	2011
	£	£
Housing Loans	240,617	237,805
Rent in Advance	73,004	74,172
Other Creditors	84,536	15,132
Accruals and Deferred Income	14,189	11,677
	<u>412,346</u>	<u>338,786</u>

15. CREDITORS: Amounts falling due after more than one year

	2012	2011
	£	£
Housing Loans	<u>3,677,810</u>	<u>3,916,864</u>
Housing Loans are secured by specific charges on the Association's housing properties and are repayable at varying rates of interest in instalments, due as follows:-		
Within one year	240,617	237,805
Between one and two years	243,239	239,982
Between two and five years	705,489	711,214
In five years or more	2,729,082	2,965,668
	<u>3,918,427</u>	<u>4,154,669</u>
Less: Amount shown in Current Liabilities	240,617	237,805
	<u>3,677,810</u>	<u>3,916,864</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

16. CASH FLOW STATEMENT

<i>Reconciliation of operating surplus to net cash inflow from operating activities</i>	2012	Restated 2011	
	£	£	
Operating Surplus	393,753	431,180	
Depreciation	171,714	157,334	
Change in Debtors	13,047	1,560	
Change in Creditors	14,001	(13,981)	
Share Capital Written Off	(9)	(4)	
Net Cash Inflow from Operating Activities	<u>592,506</u>	<u>576,089</u>	
<i>Reconciliation of net cash flow to movement in net debt</i>	2012	2011	
	£	£	
Increase in Cash	194,468	90,286	
Cash flow from change in debt	<u>236,242</u>	<u>264,335</u>	
Movement in net debt during year	430,710	354,621	
Net debt at 1st April 2011	<u>(2,755,755)</u>	<u>(3,110,376)</u>	
Net debt at 31st March 2012	<u>(2,325,045)</u>	<u>(2,755,755)</u>	
<i>Analysis of changes in net debt</i>	At 01.04.11	Cash Flows	At
	£	£	£
Cash at bank and in hand	<u>1,398,914</u>	<u>194,468</u>	<u>1,593,382</u>
Debt: Due within one year	1,398,914	194,468	1,593,382
Due after more than one year	(237,805)	(2,812)	(240,617)
	<u>(3,916,864)</u>	<u>239,054</u>	<u>(3,677,810)</u>
Net Debt	<u>(2,755,755)</u>	<u>430,710</u>	<u>(2,325,045)</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

17. SHARE CAPITAL

Shares of £1 each Issued and Fully Paid	£
At 1st April 2011	178
Issued in year	6
Cancelled in year	(9)
At 31st March 2012	<u>175</u>

Each member of the Association holds one share of £1 in the Association. These shares carry no rights to dividend or distributions on a winding up. When a shareholder ceases to be a member, that person's share is cancelled and the amount paid thereon becomes the property of the Association. Each member has a right to vote at members' meetings.

18. RESERVES

(a) Designated Reserves	Planned Maintenance £	Total £
At 1st April 2011	1,543,000	1,543,000
Transfer to / (from) Revenue Reserves	-	-
At 31st March 2012	<u>1,543,000</u>	<u>1,543,000</u>
(b) Revenue Reserves		Total £
At 1st April 2011 (as restated)		1,243,011
Surplus for the year		338,813
Transfer (to) / from Designated Reserves		-
At 31st March 2012		<u>1,581,824</u>

19. HOUSING STOCK

The number of units of accommodation in management at the year end was:-	2012 No.	2011 No.
General Needs - New Build	225	227
- Rehabilitation	143	143
Shared Ownership	6	6
Supported Housing	-	-
	<u>374</u>	<u>376</u>

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

20. RELATED PARTY TRANSACTIONS

Members of the Management Committee are related parties of the Association as defined by Financial Reporting Standard 8.

The related party relationships of the members of the Management Committee is summarised as follows:

15 members are tenants of the Association

Those members that are tenants of the Association have tenancies that are on the Association's normal tenancy terms and they cannot use their positions to their advantage.

21. POST BALANCE SHEET EVENTS

Post year end, the Management Committee took the decision to settle the Association's outstanding loans for Phases 1, 2, and 5, together with that related to the office premises, early. The redemption figure totalled £264,781 and was settled in June 2012.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

22. RETIREMENT BENEFIT OBLIGATIONS

General

Craigdale Housing Association Limited participates in the Scottish Housing Association Pension Scheme (the scheme).

The Scheme is a multi-employer defined benefit scheme. The Scheme is funded and is contracted out of the state scheme.

The Scheme offers five benefit structures to employers, namely:

- Final salary with a 1/60th accrual rate.
- Career average revalued earnings with a 1/60th accrual rate
- Career average revalued earnings with a 1/70th accrual rate
- Career average revalued earnings with a 1/80th accrual rate
- Career average revalued earnings with a 1/120th accrual rate, contracted in

An employer can elect to operate different benefit structures for their active members (as at the first day of April in any given year) and their new entrants. An employer can only operate one open benefit structure at any one time. An open benefit structure is one which new entrants are able to join.

Craigdale Housing Association Limited has elected to operate the final salary with a 1/60th accrual rate benefit structure for active members as at 31st March 2008 and the final salary with a 1/60th accrual rate benefit structure for new entrants from 1st April 2008.

The Trustee commissions an actuarial valuation of the Scheme every three years. The main purpose of the valuation is to determine the financial position of the Scheme in order to determine the level of future contributions required, so that the Scheme can meet its pension obligations as they fall due.

The actuarial valuation assesses whether the Scheme's assets at the valuation date are likely to be sufficient to pay the pension benefits accrued by members as at the valuation date. Asset values are calculated by reference to market values. Accrued pension benefits are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

During the accounting period Craigdale Housing Association Limited paid contributions at the rate of 9.6% of pensionable salaries. Member contributions were 9.6%.

As at the balance sheet date there were 4 active members of the Scheme employed by Craigdale Housing Association Limited. The annual pensionable payroll in respect of these members was £117,147. Craigdale Housing Association Limited continues to offer membership of the Scheme to its employees.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to individual participating employers as the scheme is a multi-employer arrangement where the assets are co-mingled for investment purposes, benefits are paid from the total scheme assets, and the contribution rate for all employers is set by reference to the overall financial position of the scheme rather than by reference to individual employer experience. Accordingly, due to the nature of the Scheme, the accounting charge for the period under FRS17 represents the employer contribution payable.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

22. RETIREMENT BENEFIT OBLIGATIONS (Continued)

The last formal valuation of the Scheme was performed as at 30th September 2009 by a professionally qualified actuary using the Projected Unit Credit method. The market value of the Scheme's assets at the valuation date was £295m. The valuation revealed a shortfall of assets compared with the value of liabilities of £160m (equivalent to a past service funding level of 64.8%).

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30th September 2011. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £341 million and indicated an increase in the shortfall of assets compared to liabilities to approximately £207 million, equivalent to a past service funding level of 62.2%.

Financial Assumptions

The financial assumptions underlying the valuation as at 30th September 2009 were as follows:

	% p.a.
- Investment return pre-retirement	7.4
- Investment return post-retirement - non pensioners	4.6
- Investment return post-retirement - pensioners	4.8
- Rate of Salary increases	4.5
- Rate of pension increases:	
pension accrued pre 6 April 2005 in excess of GMP	2.9
pension accrued from 6 April 2005	2.2
(for leavers before 1 October 1993 pension increases are 5.0%)	
- Rate of price inflation	3.0

The valuation was carried out using the SAPS (S1PA) All pensioners Year of Birth Long Cohort with 1% p.a. minimum improvement for non-pensioners and pensioners.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

22. RETIREMENT BENEFIT OBLIGATIONS (Continued)

Valuation Results

The long-term joint contribution rates required from employers and members to meet the cost of future benefit accrual were assessed as:

<i>Benefit Structure</i>	<i>Long-term joint contribution rate (% of pensionable)</i>
Final salary - 60ths	19.2
Career average 60ths	17.1
Career average 70ths	14.9
Career average 80ths	13.2
Career average 120ths	9.4

If an actuarial valuation reveals a shortfall of assets compared to liabilities the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

Following consideration of the results of the valuation it was agreed that the shortfall of £160m would be dealt with by the payment of additional contributions of 10.4% of pensionable salaries per annum with effect from 1st April 2011, increasing each 1 April in line with the rate of salary increases assumption.

As a result of Pension Scheme legislation there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer ceasing to participate in the Scheme or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any "orphan" liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

CRAIGDALE HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012

NOTES TO THE FINANCIAL STATEMENTS (Continued)

23. PRIOR YEAR ADJUSTMENT

During the year, the Association changed its accounting policy in relation to housing properties and depreciation, as detailed in Note 1 of the Financial Statements, in order to incorporate component accounting. Major repairs which relate to identified components are capitalised, with major components being depreciated over the estimated useful economic lives of each identified component.

As a result of the change in accounting policy, a prior year adjustment has been required under Financial Reporting Standard 3 - Reporting Financial Performance and Financial Reporting Standard 18 - Accounting Policies, as follows:

	£
Increase / (Decrease) in Net Book Value of Housing Properties	512,662
Increase / (Decrease) in Net Book Value of Other Fixed Assets	-

The effect of adopting component accounting has been to increase reserves as at 1 April 2010 by £461,460.

The figures in the 2011 Financial Statements have been adjusted as follows:

	Reported in 2011 Accounts £	Restated 2011 figures £
Housing Property	4,878,979	5,391,641
Revenue Reserves	730,349	1,243,011
	<hr/>	<hr/>
Housing Depreciation Charge	101,456	148,085
Planned and cyclical maintenance, including major repairs	221,053	123,222
	<hr/>	<hr/>

The reported surplus in 2011 has increased by -£51,202 and now stands at £359,372