

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2014**



**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

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**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**ADVISERS AND REGISTERED OFFICE**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

**Auditors**

Armstrongs, Chartered Accountants  
142 West Nile Street  
Glasgow,  
G1 2RQ

**Bankers**

Bank of Scotland  
Annie'sland Branch  
836 Crow Road  
Glasgow,  
G13 1ET

**Legal advisors**

Naftalin Duncan & Co  
534 Sauchiehall Street,  
Glasgow,  
G2 3LX

**Registered Office**

4 Kinclaven Avenue  
Drumchapel  
Glasgow,  
G15 7SP

**Registration particulars**

Scottish Housing Regulator registration number: HAC 185

Financial Conduct Authority: Co-operative and Community Benefit Societies Act 2014  
Registration number: 2222R

# DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

## REPORT OF THE MANAGEMENT COMMITTEE

FOR THE YEAR ENDED 31ST MARCH, 2014

The Committee of Management present their report and the audited financial statements for the year ended 31<sup>st</sup> March, 2014.

### Principal activities

The principal activities of the Co-operative are the provision, construction, improvement and management of rented accommodation on the co-operative principle.

### Review of business

The results for the year are as shown in the attached Income and Expenditure Account. The surplus for the year was £256,526 (2013 - £297,481), and the sum of £64,886 was transferred to reserves (2013 - £82,889).

### Changes in fixed assets

Details of changes in fixed assets are set out in Notes 11-12.

### The Committee of Management and Executive Officer

The Committee of Management and Executive Officer of the Co-operative are as follows:-

#### Executive Officer

. R. Dhir

#### Committee of Management

. M. Bowie	(Chairperson)	. L Morrison	(Resigned 23.04.13)
. H. Eakin	(Secretary)	. A. McKenzie	(Resigned 27.08.13)
. M. Irwin	(Treasurer)	. A. Kilgour	
. J. McAllister	(Resigned 27.08.13)	. W. Wilson	(Appointed 27.08.13)
. R. Bryden	(Resigned 22.10.13)	. R. McGuillan	(Appointed 27.08.13)
. S. Fraser		. G. Cook	(Appointed 27.08.13)
. M. Sutherland	(Resigned 23.04.13)	. A. Turner	(Appointed 27.08.13)

At the Annual General Meeting one third of all serving members of the Committee (if eligible as per the model rules) will retire from office and may stand for re-election. The members to retire shall be those who have been longest in office since they last became members of the Committee.

Each member of the Committee of Management holds one fully paid share of £1 in the Co-operative. The Executive Officer of the Co-operative holds no interest in the Co-operative's share capital and, although not having the legal status of a director, acts as an executive within the authority delegated by the Committee.

/Cont...

## DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

### REPORT OF THE MANAGEMENT COMMITTEE

FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

#### Statement of Committee's responsibilities

The Co-operative and Community Benefit Societies Act 2014 require the Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Co-operative and of the income and expenditure of the Co-operative for the year ended on that date. In preparing these financial statements, the 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 a going concern basis unless it is inappropriate to presume that the Co-operative will continue in business;
- . Prepare a statement on internal financial control.

The Committee is responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Co-operative and to enable it to ensure that the financial statements comply with the requirements of the Co-operative and Community Benefit Societies Act 2014, the Housing (Scotland) Act 2010 and the Determination of Accounting Requirements April 2012. It is also responsible for safeguarding the assets of the Co-operative and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Corporate governance

The Co-operative has complied throughout the accounting period with the Code of Best Practice published by the Cadbury Committee on the Financial Aspects of Corporate Governance in 1992.

In accordance with the requirements of the Scottish Housing Regulator, the auditors have confirmed that they consider this statement appropriately reflects the Co-operative's compliance with those paragraphs of the Code of Best Practice required to be reviewed by them. The auditors have also confirmed that, in their opinion, with respect to the Statement on Internal Financial Control on page three, the Management Committee have provided the disclosures required by Paragraph 4.5 of the Code of Best Practice as supplemented by the related guidance for Management Committee and such statement is not inconsistent with the information of which they are aware from their audit work on the Financial Statements.

#### Statement as to disclosure of information to auditors

So far as the Committee are aware, there is no relevant audit information of which the Co-operative's auditors are unaware, and each committee member has taken all the steps that he or she ought to have taken as a committee member in order to make himself or herself aware of any relevant audit information and to establish that the Co-operative's auditors are aware of that information.

#### Auditors

A resolution to re-appoint the auditors, Armstrongs, Chartered Accountants, will be proposed at the Annual General Meeting.

By order of the Committee

Secretary



Dated : 21/08/2014

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**  
**COMMITTEE STATEMENT ON THE CO-OPERATIVE'S**  
**SYSTEM OF INTERNAL FINANCIAL CONTROL**  
**FOR THE YEAR ENDED 31ST MARCH, 2014**

The Committee acknowledge their ultimate responsibility for ensuring that the Co-operative 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 Co-operative or for publication;
- . the maintenance of proper accounting records;
- . the safeguarding of assets (against unauthorised use or disposition).

It is the 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 misstatement or loss. Key elements include ensuring that:

- . 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 Co-operative's assets;
- . experienced and suitably qualified staff take responsibility for important business functions. Annual appraisal procedures have been established to maintain standards of performance;
- . forecasts and budgets are prepared regularly which allow the Committee and staff to monitor the key business risks and financial objectives, and progress towards financial plans set for the year and the medium term;
- . regular management accounts are prepared promptly, providing relevant, reliable and up-to-date financial and other information, and significant variances from budgets are investigated as appropriate;
- . all significant new initiatives, major commitments and investment projects are subject to formal authorisation procedures, through relevant sub-committees comprising Committee members and others;
- . the Committee review reports from management, from directors, staff and from the external and internal auditors to provide reasonable assurance that control procedures are in place and are being followed. This includes a general review of the major risks facing the Co-operative;
- . formal procedures have been established for instituting appropriate action to correct weaknesses identified from the above reports.

The Committee have reviewed the effectiveness of the system of internal financial control in existence in the Co-operative for the year ended 31<sup>st</sup> March 2014 and until the below date. 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.

By order of the Committee

Secretary 

Dated : 21/08/2014

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**REPORT OF THE AUDITORS ON THE COMMITTEE**

**STATEMENT ON THE CO-OPERATIVE'S SYSTEM OF INTERNAL FINANCIAL CONTROL**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

**Corporate Governance**

In addition to our audit of the financial statements, we have reviewed the Committee's statement concerning the Co-operative'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 Bulletin "Disclosures Relating to Corporate Governance" issued by the Auditing Practices Board. The Bulletin does not require us to review the effectiveness of the Co-operative'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 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 Committee members, directors and officers of the Co-operative, and examination of relevant documents, we have satisfied ourselves that the Committee's Statement on Internal Financial Control appropriately reflects the Co-operative's compliance with the information required by the section on internal financial control within SFHA's publication "Raising Standards in Housing".



Adam Armstrong, LLB, CA, (Senior Statutory Auditor),  
for and on behalf of Armstrongs,  
Statutory Auditor,  
Chartered Accountants,  
Victoria Chambers,  
142, West Nile Street,  
Glasgow,  
G1 2RQ.

Dated : 21st August 2014

**REPORT OF THE INDEPENDENT AUDITORS TO  
THE MEMBERS OF DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

We have audited the financial statements of Drumchapel Housing Co-operative Limited for the year ended 31<sup>st</sup> March 2014 which comprise the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and the related notes one to twenty six. The financial reporting framework that has been applied in their preparation is applicable law and the Determination of Accounting Requirements April 2012.

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

**Respective responsibilities of Committee and Auditors**

As explained more fully in the Statement of Committee's Responsibilities set out on page three, the Committee are responsible for the preparation of the financial statements and for being satisfied that they 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 Ethical Standards for Auditors.

**Scope of the audit of 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 Co-operative's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Committee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Committee to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Co-operative's affairs as at 31<sup>st</sup> March 2014 and of its surplus 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 Co-operative and Community Benefit Societies Act 2014, Schedule 1, the Housing (Scotland) Act 2010 and the Determination of Accounting Requirements April 2012.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Committee for the financial year for which the financial statements are prepared is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Committee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Adam Armstrong, LLB, CA, (Senior Statutory Auditor),  
for and on behalf of Armstrongs,  
Statutory Auditor,  
Chartered Accountants,  
Victoria Chambers,  
142, West Nile Street,  
Glasgow,  
G1 2RQ.

Dated : 21st August 2014



**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

	Notes	2014	2013
		£	£
Turnover	2	1,818,540	1,761,402
Operating costs	2	1,475,642	1,375,535
Operating surplus		<u>342,898</u>	<u>385,867</u>
Interest receivable and other income	8	10,275	22,112
Interest payable and similar charges	9	( 93,759)	( 102,951)
Surplus/(deficit) on ordinary activities before taxation		<u>259,414</u>	<u>305,028</u>
Tax on surplus on ordinary activities	10	2,888	7,547
Surplus/(deficit) on ordinary activities after taxation		<u><u>256,526</u></u>	<u><u>297,481</u></u>

The results for the year wholly relate to continuing activities.

There is no difference between the surplus on ordinary activities for each year and their historical cost equivalents.

DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

BALANCE SHEET

AS AT 31ST MARCH, 2014

	Notes	2014 £	2013 £
<b>Tangible fixed assets</b>			
Housing properties (net of depreciation)	11	24,086,708	24,117,454
Less : grants	11	<u>19,736,612</u>	<u>19,774,714</u>
		4,350,096	4,342,740
Other assets	12	<u>387,853</u>	<u>418,680</u>
		<u>4,737,949</u>	<u>4,761,420</u>
<b>Current assets</b>			
Stocks	13	935	726
Investments	14	1,696,010	1,612,252
Debtors	15	46,411	58,322
Cash at bank and in hand		<u>58,651</u>	<u>49,550</u>
		<u>1,802,007</u>	<u>1,720,850</u>
<b>Creditors : amounts falling due within one year</b>	16	450,427	437,576
Net current assets		<u>1,351,580</u>	<u>1,283,274</u>
Total assets less current liabilities		6,089,529	6,044,694
<b>Creditors : amounts falling due after more than one year</b>	17	( 3,610,512)	( 3,822,213)
Net assets		<u>2,479,017</u>	<u>2,222,481</u>
<b>Capital and reserves</b>			
Share capital	19	468	458
Designated reserves	20	356,402	291,516
Accumulated surplus	26	<u>2,122,147</u>	<u>1,930,507</u>
		<u>2,479,017</u>	<u>2,222,481</u>

These financial statements were approved by the Committee on 21/08/2014 and signed on their behalf by:

Chairperson *Margaret Bowie*

Committee Member *A. Kilgour*

Secretary *Helen Eakin*

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**CASH FLOW STATEMENT**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

	2014 £	2013 £
<b>Net cash inflow from operating activities</b>	<u>592,275</u>	<u>660,656</u>
<b>Returns on investments and servicing of finance</b>		
Interest received	21,901	21,096
Interest paid	( 93,759)	( 102,951)
	<u>( 71,858)</u>	<u>( 81,855)</u>
<b>Taxation</b>		
Corporation tax paid	( 7,597)	( 6,488)
<b>Capital expenditure</b>		
Payments to acquire and develop housing properties	( 203,853)	( 173,853)
Payments to acquire other fixed assets	( 41,442)	( 36,001)
Grants received	33,037	18,245
	<u>( 212,258)</u>	<u>( 191,609)</u>
Net cash outflow from investing activities		
Net cash inflow before financing	<u>300,562</u>	<u>380,704</u>
<b>Financing</b>		
Share capital issued	49	24
Housing loans repaid	( 207,752)	( 227,947)
	<u>( 207,703)</u>	<u>( 227,923)</u>
Increase/(decrease) in cash and cash equivalents	<u>92,859</u>	<u>152,781</u>
<b>Reconciliation of net cash flow to movement in net debt</b>		
Increase/(decrease) in cash in the year	92,859	152,781
Cash inflow/(outflow) from change in loan finance	207,752	227,947
	<u>300,611</u>	<u>380,728</u>
Change in net debt resulting from cash flows		
Net debt at 01.04.13	( 2,366,265)	( 2,746,993)
Net debt at 31.03.14	<u>( 2,065,654)</u>	<u>( 2,366,265)</u>

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**NOTES TO THE CASH FLOW STATEMENT**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

		2014		2013
		£		£
<b>1. Reconciliation of surplus for the year to net cashflow from operating activities</b>				
Operating surplus		342,898		385,867
Depreciation/Loss on sale		218,487		199,513
(Increase)/decrease in stocks		( 209)		85
(Increase)/decrease in debtors		285		34,002
Increase/(decrease) in creditors		30,853		41,239
Forfeited shares		( 39)		( 50)
		<u>592,275</u>		<u>660,656</u>
<b>2. Analysis of net debt</b>				
	At	Cash	Other	At
	31.03.14	flow	non-cash	01.04.13
	£	£	£	£
Deposit accounts	1,696,010	83,758	-	1,612,252
Cash at bank	58,651	9,101	-	49,550
Debt due within one year	( 209,803)	205,854	( 209,803)	( 205,854)
Debt due after one year	( 3,610,512)	1,898	209,803	( 3,822,213)
	<u>( 2,065,654)</u>	<u>300,611</u>	<u>-</u>	<u>( 2,366,265)</u>
	At	Cash	Other	At
	31.03.13	flow	non-cash	01.04.12
	£	£	£	£
Deposit accounts	1,612,252	104,940	-	1,507,312
Cash at bank	49,550	47,841	-	1,709
Debt due within one year	( 205,854)	196,968	( 205,854)	( 196,968)
Debt due after one year	( 3,822,213)	30,979	205,854	( 4,059,046)
	<u>( 2,366,265)</u>	<u>380,728</u>	<u>-</u>	<u>( 2,746,993)</u>

# DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH, 2014

#### 1. Principal accounting policies

The Co-operative is incorporated under the Co-operative and Community Benefit Societies Act 2014 and is registered by the Financial Conduct Authority.

The financial statements have been prepared under the historical cost convention in accordance with applicable Accounting Standards, the Statement of Recommended Practice: Accounting by Registered Social Landlords Update, issued by the Scottish Federation of Housing Associations in October 2010 and the Determination of Accounting Requirements April 2012. 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 from the Scottish Housing Regulator, local authorities and other agencies.

#### Housing properties

Housing Properties are stated at cost, less social housing and other public grants and less accumulated depreciation.

Improvements are capitalised where these result in an enhancement of the economic benefits of the property. Such enhancement can occur if the improvements result in an increase in rental income, a material reduction in future maintenance costs or a significant extension of the life of the property. Works to existing properties, which fail to meet the above criteria, are charged to the Income and Expenditure Account.

Reviews for impairment of housing properties are carried out regularly and any impairment in an income-generating unit is recognised by a charge to the Income and Expenditure Account. Impairment is recognised where the carrying value of an income-generating unit exceeds the higher of its net realisable value or its value in use. Value in use represents the net present value of expected future cash flows from these units. Impairment of assets would be recognised in the Income and Expenditure Account.

#### Depreciation - housing properties

Properties other than heritable land are depreciated in accordance with FRS15 at rates calculated to reduce net book value of each component of the property to its estimated residual value, on a straight line basis, over the expected remaining life of the component. Heritable land is not depreciated. The estimated useful lives of the assets and components are shown in the table below.

Building	50 years	Kitchens	15 years
Roof	50 years	Render	30 years
Doors	25 years	Wiring	30 years
Windows	25 years	Close Doors	15 years
Radiators	20 years	Common Stairs	15 years
Boilers	15 years	Control Entry	20 years
Bathrooms	25 years		

#### Other fixed assets

Other fixed assets are stated at cost less accumulated depreciation. Depreciation is charged by equal instalments commencing with the year of acquisition at rates estimated to write off costs less any residual value over the expected economic useful lives at annual rates :-

Office premises	- 2% per annum
Computer equipment	- 33% per annum
Furniture and fittings	- 15% per annum
Office equipment	- 15% per annum

# DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH, 2014

### 1. Principal accounting policies/Cont...

#### **Social Housing Grant and other grants**

Where developments have been financed wholly or partly by Social Housing Grant or other capital grant, the cost of those developments have 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 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.

#### **Capitalisation of interest**

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

#### **Stock**

Stock is stated at the lower of cost and net realisable value.

#### **Development administration costs**

Development expenses incremental to the other costs of the Co-operative have been capitalised.

#### **Cyclical and planned maintenance**

The costs of cyclical and planned maintenance are charged to the Income and Expenditure Account in the year in which they are incurred.

#### **Designated reserves**

The Co-operative has designated part of its surplus to meet future repair and maintenance obligations which are cyclical in nature. These are carried out in accordance with a planned programme of works.

#### **Pension costs**

The Co-operative participates in the centralised Scottish Housing Associations' defined benefit pension scheme and retirement benefits to employees of the Co-operative are funded by 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.

The expected costs to the Co-operative of pension are charged to the income and expenditure accounts so as to spread the cost of pensions over the service lives of employees.

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

**2. Particulars of turnover, operating costs and operating surpluses/(deficits)**

	<b>Turnover</b>	<b>2014 Operating costs</b>	<b>Operating surplus</b>
	£	£	£
Social lettings	1,812,972	1,472,146	340,826
Other activities	5,568	3,496	2,072
<b>Total</b>	<u>1,818,540</u>	<u>1,475,642</u>	<u>342,898</u>

  

	<b>Turnover</b>	<b>2013 Operating costs</b>	<b>Operating surplus</b>
	£	£	£
Social lettings	1,745,432	1,373,962	371,470
Other activities	15,970	1,573	14,397
<b>Total</b>	<u>1,761,402</u>	<u>1,375,535</u>	<u>385,867</u>

**3. Particulars of income and expenditure from lettings**

	<b>General needs housing</b>	<b>Supported housing</b>	<b>2014 Total</b>	<b>2013 Total</b>
	£	£	£	£
<b>Income from lettings</b>				
Rent receivable net of identifiable service charges	1,752,122	47,871	1,799,993	1,734,646
Service charges	52,998	2,139	55,137	52,891
<b>Gross income from rents and service charges</b>	<u>1,805,120</u>	<u>50,010</u>	<u>1,855,130</u>	<u>1,787,537</u>
Less: voids	( 42,158)	-	( 42,158)	( 42,105)
<b>Total turnover from social letting activities</b>	<u>1,762,962</u>	<u>50,010</u>	<u>1,812,972</u>	<u>1,745,432</u>
<b>Expenditure on lettings</b>				
Service costs	32,330	971	33,301	44,519
Management and maintenance administration costs	826,270	24,824	851,094	772,788
Routine maintenance	219,003	10,381	229,384	236,297
Bad debts - rents and service charges	22,102	-	22,102	14,307
Planned and cyclical maintenance including major repairs	155,540	-	155,540	129,268
Depreciation of social housing	175,072	5,653	180,725	176,783
<b>Operating costs for social letting activities</b>	<u>1,430,317</u>	<u>41,829</u>	<u>1,472,146</u>	<u>1,373,962</u>
<b>Operating surplus for social lettings for 2014</b>	<u>332,645</u>	<u>8,181</u>	<u>340,826</u>	<u>371,470</u>
<b>Operating surplus for social lettings for 2013</b>	<u>354,044</u>	<u>17,426</u>	<u>371,470</u>	

No service charges were receivable on housing accommodation not eligible for Housing Benefit (2013 - £Nil).

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

**4. Particulars of turnover, operating costs and surpluses from other activities**

	<b>Other Income £</b>	<b>Operating costs £</b>	<b>2014 Total £</b>	<b>2013 Total £</b>
Commercial rent	5,529	1,870	3,659	15,889
Wider role	-	1,626	( 1,626)	( 1,542)
Forfeited shares	39	-	39	50
<b>Total of other activities for 2014</b>	<u>5,568</u>	<u>3,496</u>	<u>2,072</u>	<u>14,397</u>
<b>Total of other activities for 2013</b>	<u>15,970</u>	<u>1,573</u>	<u>14,397</u>	

**5. Directors emoluments**

The remuneration paid to the directors (defined as the committee of management and chief executive of Drumchapel Housing Co-operative Limited and any other person reporting directly to the Committee of Management or Chief Executive whose total emoluments excluding pension contributions exceed £60,000 per year) was:-

	<b>2014 £</b>	<b>2013 £</b>
Total emoluments	82,584	210,730
Pension contributions	<u>7,411</u>	<u>18,180</u>
Total emoluments (excluding pension contributions) to the highest paid director amounted to	<u>82,584</u>	<u>75,839</u>
Total emoluments (excluding pension contributions) to the Chairman amounted to	<u>Nil</u>	<u>Nil</u>

The number of other directors whose emoluments (excluding pension contributions) were more than £60,000 was as follows:-

	<b>2014</b>	<b>2013</b>
£60,000 to £70,000	-	1
£70,000 to £80,000	<u>-</u>	<u>1</u>

	<b>2014 £</b>	<b>2013 £</b>
Total expenses reimbursed to the Committee in so far as not chargeable to United Kingdom income tax	<u>116</u>	<u>126</u>

The chief executive is an ordinary member of the co-operative's pension scheme described in Note 23. No enhanced or special terms apply to membership and she has no other pension arrangements to which the co-operative contributes. The co-operative's contributions for the chief executive in the year amounted to £7,411 (2013 - £7,181).

None of the committee members received any remuneration during the year.



**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

**6. Employee information**

	<b>2014</b>	<b>2013</b>
The monthly average number of full-time equivalent employees during the year was as follows:-		
Administrative staff	<u>13</u>	<u>12</u>

	<b>2014</b>	<b>2013</b>
	£	£
Staff costs (including executive emoluments)		
Wages and salaries	465,549	440,992
Social security costs	40,725	41,247
Pension contributions	83,586	79,507
Temporary, seconded or agency staff costs	<u>815</u>	<u>-</u>
	<u>590,675</u>	<u>561,746</u>

**7. Operating surplus**

	<b>2014</b>	<b>2013</b>
	£	£
Operating surplus is stated after charging:-		
Depreciation and loss on sale	218,487	199,512
Auditor's remuneration (including VAT)	<u>5,760</u>	<u>5,640</u>

**8. Interest received and similar income**

	<b>2014</b>	<b>2013</b>
	£	£
Interest Receivable	<u>10,275</u>	<u>22,112</u>

**9. Interest payable and similar charges**

	<b>2014</b>	<b>2013</b>
	£	£
On bank and building society loans repayable by instalments wholly or partly in more than five years	<u>93,759</u>	<u>102,951</u>

**10. Taxation**

Corporation tax has been provided on the Case III untaxed interest received and other non-rental income at the rate of 20% (2013 - 20%).

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

**11. Tangible fixed assets - housing properties**

	Housing properties held for letting £
<b>Cost</b>	
At 01.04.13	26,105,450
Additions	221,117
Disposals	( 83,922)
At 31.03.14	<u>26,242,645</u>
<b>Housing Association Grant</b>	
At 01.04.13	16,927,765
Received	33,037
Disposals	( 71,139)
At 31.03.14	<u>16,889,663</u>
<b>Other grants</b>	
At 01.04.13 and 31.03.14	<u>2,846,949</u>
<b>Depreciation</b>	
At 01.04.13	1,987,996
Charge for year	180,191
Disposals	( 12,250)
At 31.03.14	<u>2,155,937</u>
<b>Net book value at 31.03.14</b>	<u>4,350,096</u>
<b>Net book value at 31.03.13</b>	<u>4,342,740</u>

Development administration costs capitalised amounted to £3,303 (2013 - £1,659) for which Housing Association Grants amounting to £3,303 (2013 - £1,659) were received in the year.

All properties are freehold.

**12. Tangible fixed assets - other fixed assets**

	Office Premises	Furniture & Fittings £	Office Equipment £	Computer Equipment £	Total £
<b>Cost</b>					
At 01.04.13	427,463	14,448	30,715	164,028	636,654
Additions	-	-	2,874	4,175	7,049
Disposals	-	( 2,994)	( 10,652)	( 81,257)	( 94,903)
At 31.03.14	<u>427,463</u>	<u>11,454</u>	<u>22,937</u>	<u>86,946</u>	<u>548,800</u>
<b>Depreciation</b>					
At 01.04.13	82,211	14,360	22,677	98,726	217,974
Charge for year	8,549	377	2,384	26,351	37,661
Disposals	-	( 3,655)	( 10,542)	( 80,491)	( 94,688)
At 31.03.14	<u>90,760</u>	<u>11,082</u>	<u>14,519</u>	<u>44,586</u>	<u>160,947</u>
<b>Net book value at 31.03.14</b>	<u>336,703</u>	<u>372</u>	<u>8,418</u>	<u>42,360</u>	<u>387,853</u>
<b>Net book value at 31.03.13</b>	<u>345,252</u>	<u>88</u>	<u>8,038</u>	<u>65,302</u>	<u>418,680</u>

**DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH, 2014**

	<b>2014</b>	<b>2013</b>
	£	£
<b>13. Stocks</b>		
Maintenance materials	<u>935</u>	<u>726</u>
<b>14. Current asset investments</b>		
Deposit accounts	<u>1,696,010</u>	<u>1,612,252</u>
<b>15. Debtors</b>		
Rental arrears	25,788	35,909
Other debtors and prepayments	<u>20,623</u>	<u>22,413</u>
	<u>46,411</u>	<u>58,322</u>

Rental arrears are stated net of a provision for bad debts which amounts to £65,376 (2013 - £42,471).

	<b>2014</b>	<b>2013</b>
	£	£
<b>16. Creditors due within one year</b>		
Bank loans	209,803	205,854
Trade creditors	85,383	85,440
Social security and other taxes	14,400	11,526
Accruals and deferred income	60,226	65,528
Rent in advance	77,740	61,645
Taxation	<u>2,875</u>	<u>7,583</u>
	<u>450,427</u>	<u>437,576</u>

	<b>2014</b>	<b>2013</b>
	£	£
<b>17. Creditors : amounts falling due after more than one year</b>		
Property loans (see note 18)	<u>3,610,512</u>	<u>3,822,213</u>

**18. Bank loans**

Loans are secured by specific charges on the Co-operative properties and repayable at rates varying from 0.855% to 5.49% in instalments, which will mature over a period of five to twenty nine years, due as follows :-

	<b>2014</b>	<b>2013</b>
	£	£
Within one year (Note 16)	209,803	205,854
Between one and two years	214,244	210,128
Between two and five years	666,524	657,848
In five years or more	<u>2,729,744</u>	<u>2,954,237</u>
	<u>3,820,315</u>	<u>4,028,067</u>

# DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 19. Called up share capital

Ordinary Shares of £1 each

	2014	2013
<b>Allotted, issued and fully paid</b>		
At 01.04.13	458	484
Issued at par during year	49	24
Forfeited during year	(39)	(50)
Balance at 31.03.14	<u>468</u>	<u>458</u>

Each shareholder of the Co-operative holds only one share and is entitled to vote at general meetings of the Co-operative. Shares carry no right to dividend or distribution 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 Co-operative. Each member has a right to vote at member meetings.

### 20. Designated reserves

	Cyclical maintenance £
Balance at 01.04.13	291,516
Transfers : from Income & Expenditure A/C	<u>64,886</u>
Balance at 31.03.14	<u>356,402</u>

### 21. Housing stock

The number of units of accommodation in management at the year end was :-

	2014	2013
General Needs - New Build	206	206
- Rehabilitation	260	260
Supported Housing	<u>14</u>	<u>14</u>
	<u>480</u>	<u>480</u>

### 22. Capital commitments

	2014 £	2013 £
Expenditure authorised and contracted	<u>-</u>	<u>3,296</u>

The expenditure will be financed from currently available resources.

### 23. Pensions

The Co-operative participates in the Scottish Housing Associations' Pension Scheme ('the Scheme'). The Scheme is funded and is contracted-out of the State Pension scheme.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to an individual participating employer as the Scheme is a multi-employer arrangement where the assets are commingled 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.

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.

# DRUMCHAPEL HOUSING CO-OPERATIVE LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH, 2014/Cont...

### 23. Pensions/Cont...

The last formal valuation of the Scheme was performed as at 30<sup>th</sup> September 2012 by a professionally qualified Actuary using the Projected Unit Credit method. The market value of the Scheme's assets at the valuation date was £394 million. The valuation revealed a shortfall of assets compared with the value of liabilities of £304 million, equivalent to a past service funding level of 56.4%.

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the funding position of the Scheme as at 30<sup>th</sup> September 2013. 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 £470 million and indicated a decrease in the shortfall of assets compared to liabilities to approximately £272 million, equivalent to a past service funding level of 63%.

Following a change in legislation in September 2005 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 buy-out 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 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 performances, 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.

The Co-operative has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Scottish Housing Associations' Pension Scheme based on the financial position of the Scheme as at 30<sup>th</sup> September 2013. As of this date the estimated employer debt for the Co-operative was £2,989,408.

### 24. Related Party Transactions

All members of the Management Committee are tenants of the Co-operative. Their transactions with the Co-operative are all done on standard terms as applicable to all tenants and they cannot use their position to their advantage.

Two of the Committee members, H Eakin and M Bowie, are members of Drumcog. A subscription of £400 was paid to that organisation.

One of the Management Committee had a balance due to the Co-operative in respect of rent arrears as follows:-

Alistair Turner                      £ 799

### 25. Legislative Provisions

The Co-operative is incorporated under the Co-operative and Community Benefit Societies Act 2014.

### 26. Reconciliation of movement in accumulated surplus

	2014 £	2013 £
Revenue reserve b/fwd	1,930,507	1,715,915
Surplus/(deficit) for the year	256,526	297,481
Transfer from/(to) designated reserves	( 64,886)	( 82,889)
	<u>2,122,147</u>	<u>1,930,507</u>