

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**REPORT and CONSOLIDATED FINANCIAL STATEMENTS**  
**Year ended 31 March 2024**

**Registered Housing Association No. HAL 286**

**Financial Conduct Authority No. 2466 R(S)**

**Recognised Scottish Charity No. SC 032755**

**MELVILLE HOUSING ASSOCIATION LIMITED**

**REPORT and CONSOLIDATED FINANCIAL STATEMENTS**

**Year ended 31 March 2024**

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# MELVILLE HOUSING ASSOCIATION LIMITED

## EXECUTIVES AND ADVISERS

Year ended 31 March 2024

**BOARD:**

- Ms D Bogdanovic (Chair)
- Mr D Bond (Vice Chair)
- Ms C Marshall (Secretary)
- Mrs B Shearer
- Mr P Cameron
- Mr A Dougherty (resigned 11 October 2023)
- Mrs C Hanlan
- Ms H Johnston (resigned 13 September 2023)
- Ms C Moore
- Ms L Stang (resigned 13 September 2023)
- Mr D Takhar
- Ms C Quinn
- Mr Brian Wilkie (appointed 13 September 2023)
- Ms Gayle Templeton (co-opted 13 December 2023)
- Ms Rebecca Mclean (co-opted 13 December 2023)
- Mr John Dalley (appointed 13 December 2023)
- Mr Thomas Mallatratt (co-opted 13 December 2023)

**SENIOR OFFICERS AND KEY MANAGEMENT**

- Mr J McMorrow, Chief Executive Officer
- Ms K Dean, Head of Finance & Corporate Services / Deputy CEO

**REGISTERED OFFICE:**

- The Corn Exchange
- 200 High Street
- Dalkeith
- EH22 1AZ

**AUDITORS:**

- CT
- Chartered Accountants & Statutory Auditor
- 61 Dublin Street
- Edinburgh EH3 6NL

**SOLICITORS:**

- Harper Macleod LLP
- The Ca'd'oro, 45 Gordon Street
- Glasgow G1 3PE

**BANKERS:**

- The Royal Bank of Scotland plc
- 36 St Andrew Square
- Edinburgh
- EH2 2YB

**Registration Particulars:**

- Financial Conduct Authority Co-operative and Community Benefit Societies Act 2014
- Registered Number 2466 R(S)
- Recognised Scottish Charity SC 032755
- The Scottish Government, Housing (Scotland) Act 2010
- Registered Number HAL 286

# MELVILLE HOUSING ASSOCIATION LIMITED

## REPORT OF THE BOARD

For the year ended 31 March 2024

The Board of Melville Housing Association Limited presents the group report and the audited financial statements for the year ended 31 March 2024.

### Principal activities

The Association was formed on 9 February 1994 and is registered under the Co-operative and Community Benefit Societies Act 2014 and with the Scottish Government under the Housing (Scotland) Act 2010.

Ironmills Developments Limited is a wholly-owned subsidiary of Melville Housing Association Limited.

The principal activities of the group are the provision and management of affordable rented accommodation. At 31 March 2024, the Association held 2,085 units for social rent, 10 leased properties and 11 units for letting to Ironmills. Ironmills continued to manage mid market rental properties.

### Objectives

The Association's objectives are set out in its business plan 2021-2026 which was approved by the Board in September 2021. The headline objectives are set out below:

1. Enhance the Quality of our Homes and Neighbourhoods
2. Strengthen Core Services
3. Maintain Excellent Standards of Governance
4. Support our Communities to Thrive
5. Spend Wisely

The following paragraphs set out how Melville has performed during the year ended 31 March 2024 against these objectives.

## OPERATING AND FINANCIAL REVIEW

### Introduction

During the year we invested £4.1m in property maintenance and refurbishment, and £5.8m in developing new properties. Our annual net rent and service charge income increased by 2.9% in the year to £9.9m from £9.6m as a consequence of an increase in rental charges of 2% applied from 1 April 2023, along with additional properties built during the year.

We returned an operating surplus after interest payable and receivable of £1.3m (2023: £2.9m). Our 2023 customer satisfaction levels are at 87.5% in comparison with the Annual Return on the Charter (ARC) Scottish average of 86.7%. (Source: ARC data 2022/23).

### Housing and Housing Support Services

#### *Housing Services*

Effective arrears management has been key during what has continued to be a very difficult time financially for our tenants. We have secured funding which has assisted tenants in hardship. During these challenging times, we were delighted that our in-house Welfare Advice service alongside our Tenancy Support and Money Advice contract provided by CHAI (Community Help and Advice Initiative) have further assisted to maximise income and support people and communities across the Lothians to sustain their tenancies.

#### *Lettings*

During the year, 97 of our properties became available for let compared with 103 in 2023. This includes 16 new build properties from our Bilston Development. On average, we took 18.8 days to relet properties compared with 17 days in 2023. The slight increase can mainly be attributed to lack of tradesman to carry out repairs and supply of materials. Although we have not achieved our original target it needs to be recognised that our outturn still represents very good performance in comparison with the Annual Return on the Charter (ARC) Scottish average of 56 days. (Source: ARC data 2022/23).

## MELVILLE HOUSING ASSOCIATION LIMITED

### REPORT OF THE BOARD (continued)

For the year ended 31 March 2024

#### OPERATING AND FINANCIAL REVIEW (continued)

Income lost on empty properties was 0.24% of rental income (2023: 0.22%). The Scottish average for rent lost on empty properties was 1.4%. (Source: ARC data 2022/23).

##### *Rent arrears*

Our current non-technical tenant arrears were 1.87% of rental income at 31 March 2024 compared with 2.08% for the year ending 31 March 2023. This is still a strong performance against our target of 2.75%. We expect an increase in arrears in 2024/25 as the full impact of increased inflation and associated cost increases hit our tenants.

##### *Tenancy Support and Money Advice*

The aim of our tenancy support service is to help tenants become established in their new homes, reducing tenancy failures, and helping to build stable, sustainable communities. Our money advice service provides support with personal budgeting, debt consolidation and debt management. During the year we referred 61 cases to our tenancy support service.

Our tenancy sustainment has dropped slightly from 96.58% to 96.12%. This remains a high percentage of tenancies being sustained during 2023/24 compared to an average of 91% (ARC 2020/21 data).

##### *Welfare Advice Services*

During the year our welfare advice services helped tenants access unclaimed benefits of almost £576,000. Our tenants also benefited from Energy Advice support of £45,000 which will assist to improve lives and sustain tenancies.

#### **Asset Management and Value for Money**

##### *Housing Stock*

During the year we invested £4.1m in property maintenance and improvements, underlining our commitment to maintaining the standard of our existing properties. We carried out a range of planned and cyclical programmes, including replacing 72 bathrooms, fitting 88 new kitchens, renewing 27 roofs and replacing 126 heating systems.

We invested £54k in medical adaptations during the year, funded by grants received from the Scottish Government, and completed 61 adaptations. This helped people of all ages to continue to live independently in their own homes.

##### *Value for Money*

We have continued to develop and implement our value for money strategy and have made significant financial savings through staff restructuring and tendering of major contracts. We have also now completed the full harmonisation of our rents. These actions and other cost savings have meant that in recent years we have been able to keep our rent increase lower than most RSLs. With repair costs expected to increase by 50% in the coming year, we will continue to review our financial plans which enable the provision of a quality sustainable service with affordable rents, while being mindful of sustaining the financial viability of the organisation.

We have an active group of tenant representatives who meet at least three times a year undertaking activities which include a review of our performance and our Annual Report to Tenants, discussing value for money ideas and giving input on ways to improve our service. The group also actively reviews our financial results with a particular focus on how Melville invests and spends its rental income.

## MELVILLE HOUSING ASSOCIATION LIMITED

### REPORT OF THE BOARD (continued)

For the year ended 31 March 2024

#### OPERATING AND FINANCIAL REVIEW (continued)

##### *Sustainability*

We believe that helping the planet and helping tenants can and should go hand-in-hand and when developing new services we will always consider their environmental impact. Amongst the sustainability initiatives we've undertaken this year are:

- Continuing to look for opportunities to install greener air source heat pumps instead of traditional gas heating systems
- Fitting EV charging points and solar-PV when developing new homes
- Rescuing good quality, used white goods (mainly fridges) and finding new homes for them
- Continuing to repurpose used carpet tiles and providing them free of charge to tenants

##### *Financial Assets*

Through active treasury management and in accordance with our treasury management policy, we have minimised our loan drawdowns, keeping interest costs as low as possible. We take third party advice on all new loans to ensure best terms and update our cash flow forecasts each month to ensure ongoing liquidity. Any surplus cash is invested in interest-bearing accounts.

##### **Working harder for our communities**

As well as delivering high quality, affordable homes, and a first-class level of service, all of our teams work incredibly hard for the local communities we serve. Never has this been more important than during the current financial crisis.

Here are details of some of the additional help and support we have provided over the past year.

##### *Tackling poverty and providing essential support*

1. Over the past year our housing team worked extremely hard to access £38,350 in additional funding, to help those tenants struggling with the cost-of-living crisis. This funding covered a number of areas including rent arrears, high energy bills as well as other essential items such as food, white goods and travel costs.
2. Partnership working is extremely important to us and every year we set aside funds for organisations that provide help, support, activities and events to our local communities. Over the past 12 months we gave out almost £7,500 in donations, with more than half going to charities that provide lifeline services across Midlothian and South Lanarkshire. During the year we:
  - made a cash donation of £500 to the Midlothian Foodbank, run by the Trussel Trust, to help out over the always busy festive period
  - donated £500 to the Dalkeith Storehouse Christmas appeal
  - supported the Clydesdale Foodbank with £500 to help our tenants in Lanarkshire
  - gave £500 to the Mayfield Pantry, supporting this invaluable service which is run by MAEDT (Mayfield and Easthouses Development Trust) as an alternative and more sustainable model to traditional foodbanks
  - helped Food Fact Friends, who run foodbanks in Penicuik and Woodburn, with a £500 donation
  - donated £500 to the Central Dalkeith and Woodburn Community Pantry
  - provided £500 each to the Edinburgh and Lothians Trust Fund and Aberlour Children's Charity, organisations that directly help Melville tenants in financial trouble
3. We also continue to receive public and staff food, clothing and household item donations at the Corn Exchange. These are distributed to food banks, pantries and other charities.
4. We used surplus funds generated from EV charging to buy a number of efficient, low cost cooking devices including air fryers and slow cookers. These were then distributed to tenants, identified by our housing team as being in particular need.

## MELVILLE HOUSING ASSOCIATION LIMITED

### REPORT OF THE BOARD (continued)

For the year ended 31 March 2024

#### OPERATING AND FINANCIAL REVIEW (continued)

5. We held a number of community drop-in sessions in both Midlothian and South Lanarkshire, making staff available for those who prefer in person contact.

#### *Fundraising and supporting community organisations*

1. We are frequently approached by individuals and organisations looking for support to fund their community work. We can't help everyone but we like to help where we can. Over the past year this has included supporting a number of community events with donations totalling over £2,000. During the year we:
  - made a donation of £1,000 to support the Mayfield and Easthouses Gala
  - supported the Birkenhead Fun Day with a £500 donation
  - gave £250 to Lasswade Primary School for a Christmas raffle, raising valuable funds to help disadvantaged pupils
  - provided £300 to the Mayfield and Easthouses Christmas Lights appeal
2. We also continue to work closely with crucial Mayfield youth charity Y2K, promoting and supporting their work as well as:
  - making donations throughout the year totalling **£1,100** to help launch and fund their new Thriving Transitions service
  - providing ongoing admin support to help keep down costs
3. Melville's good relationship with Gorebridge Development Trust was further strengthened during the year with a £300 donation towards a new growing shed in the garden at the Beacon, the community hub for the town. Melville previously funded a thinking bench for the garden's quiet corner, accessible thanks to an all-access disability path, laid by Melville's main repairs contractor.
4. As part of our continuing close and mutually-beneficial relationship with Mayfield and Easthouses Development Trust, we donated two plumb trees to the Mayfield and Easthouses Pavilion garden to celebrate the King's coronation in June.
5. We also continue to promote the work of tenants, Board members, local charities and community groups through our social media channels and our Voice newsletter.
6. We are also aware of the important role we play as an anchor organisation in the local community and our meeting rooms are available to use either for free or at subsidised rates for local charities.

#### *Delivering safer, more attractive and more sustainable communities*

1. In an excellent example of partnership working, that also highlights the importance of sustainability, we saved tenants an estimated £4,000 by distributing 8 fridges rescued from the refurbishment of Police Scotland's HQ in Glasgow. Otherwise destined for landfill, these fully working fridges were collected and electrically tested by Melville before being found new homes and then delivered to tenants thanks to staff and the Midlothian Community Payback team.
2. We also continue to work with contractors to provide no-cost flooring. Since the project began, we have helped 100 households and saved more than 11,000 tiles from landfill. This equates to savings for tenants of approximately £20,000.
3. Working with repairs contractors to take excess paint and distribute it to tenants, free of charge.
4. Continuing to work with Scottish Fire and Rescue to promote fire safety, with a particular emphasis on common stairs.
5. Continuing to promote the *Make a Stand* campaign to raise awareness of, and to take action to support victims of domestic abuse.
6. Encouraging recycling through our Voice newsletter and in the office to Melville staff.

## MELVILLE HOUSING ASSOCIATION LIMITED

### REPORT OF THE BOARD (continued)

For the year ended 31 March 2024

#### OPERATING AND FINANCIAL REVIEW (continued)

7. Continuing to run our annual garden competition as a way of recognising tenants who look after their gardens and keep local neighbourhoods looking attractive.

##### *Digital support, skills and employability*

1. Continuing to promote and support the development of digital skills among staff, tenants and Board members.
2. Providing regular work experience placements for local high school pupils.

##### *Health awareness*

1. Continuing to provide, support and maintain a public access defibrillator as part of a local life-saving network.
2. Providing staff training on key health topics which in the past year included sessions on mental health awareness and menopause in the workplace.
3. Promoting better physical and mental health through our Voice newsletter and online.

## GOVERNANCE AND STAFFING

### Governance

Our Board can have a maximum of 15 members elected at the Annual General meeting. Some members also serve on our Audit Committee. Each elected Board member holds one fully paid share of £1 in Melville Housing Association. The Board is responsible for the governance, strategies, and policies of the Association. The Board and executive officers of the Association are listed on page 1.

New Board members receive formal induction training to develop their knowledge and understanding of their role to help them to participate effectively in the performance of their duties, and all members are encouraged to attend relevant conferences and training events. All members receive an annual appraisal and skills audit, where combined Board performance, individual contribution, information requirements and future training needs are reviewed. The results of the appraisals are reported to the Board and are used to develop future training plans and to influence the development of governance arrangements.

The Board meets at least annually to consider and update (where necessary) the strategic direction of the organisation. During this time, the Board also receives updates and training on governance matters.

Melville greatly appreciates the effort of all of our Board members for their time, commitment and enthusiasm in helping the Association achieve its aims and objectives.

### Staffing

At the end of the financial year we employed 31 staff. We take a positive approach to individual and group development to ensure staff have the skills to carry out their jobs in a changing environment. This is delivered through structured group and individual training and supporting staff to attain relevant professional qualifications.

All staff, including key management personnel are remunerated based on job grades which have been independently appraised.



## **MELVILLE HOUSING ASSOCIATION LIMITED**

### **REPORT OF THE BOARD (continued)**

**For the year ended 31 March 2024**

#### **FUTURE DEVELOPMENTS**

##### **Welfare Reform**

71% of our tenants are in receipt of direct housing payments making up 46% of our income.

Therefore, the application of Universal Credit and the direct payment of housing costs to tenants continues to impact on our communities and the services we provide.

We will therefore continue to monitor our tenancy sustainment, arrears, bad debts and cash flow as we all continue to manage the cost of living crisis.

##### **Development plans and opportunities**

During the year, we completed 16 properties in Bilston with Taylor Wimpey.

We are currently on site with Lovell Partnerships delivering 39 new build properties in Mayfield. The first 8 units are expected June 2024 with final completion due late 2024.

We continually review our plans to develop further properties over the next 3-5 years and will examine whether we can secure additional loan finance, as required, to allow further projects to proceed. We consider future inflation expectations while constantly reassessing feasibility studies for such future developments to ensure that the increased costs do not detrimentally impact our 30-year plan or funding requirements.

The housing market, particularly in Midlothian, continues to remain buoyant with an increase of 31% in the population anticipated between 2021 and 2041. Melville remains well placed to assist with the delivery of much needed affordable housing.

##### **Net Zero Targets**

##### **Environmental impact**

We are passionate about developing our sustainability strategy to contribute to the net-zero target for Scotland by 2045. This will include setting a definition or base-line for a net-zero property, gathering data on all of our properties to measure performance against that base line, addressing any issues with the fabric of our properties, and ensuring the use of homes is optimised providing advice to tenants on energy usage, smart meters and utility switching. We will also research the requirements to ensure all new build properties are built to net-zero standards. We will continue with our influencing strategies on food waste and energy usage.

We currently support this agenda with salary sacrifice for electric car vehicles and the bike to work scheme alongside the other initiatives mentioned earlier.

## MELVILLE HOUSING ASSOCIATION LIMITED

### REPORT OF THE BOARD (continued)

For the year ended 31 March 2024

### FUTURE DEVELOPMENTS (continued)

#### Governance

In line with the Scottish Housing Regulator's Regulatory Framework, the Board will continue to develop and strengthen its governance role, including when appropriate recruiting new members to add to the range of skills on the Board.

#### CREDIT PAYMENT POLICY

Melville always seeks to pay suppliers within agreed payment terms. The average payment period is less than thirty days.

#### TREASURY MANAGEMENT POLICY

The Association's Treasury Management policy seeks to ensure that Melville always has access to sufficient resources to operate its business and that these are available in a timely manner, and at reasonable cost. In addition, our policy aims to achieve value for money and limit risk in managing our cash resources.

#### MAINTENANCE POLICIES

The Association seeks to maintain its properties to the highest standard commensurate with good practice. Programmes of cyclical repairs are carried out in the medium term to deal with the gradual and predictable deterioration of building components. The cost of these repairs will be charged to the statement of comprehensive income.

In addition, the Association has a long-term programme of major repairs for works which have become necessary as properties mature, including works required by subsequent legislative changes. This includes replacement of or repairs to features of the properties which have come to the end of their economic lives. The cost of these repairs is reviewed to identify whether or not they add value to the properties; if so, the cost will be capitalised in line with the Statement of Recommended Practice (SORP); if not they will be treated as revenue expenditure.

#### RESERVES

##### *Revenue Reserve*

Details of movements in the year are set out below, under 'Surplus for the year and transfers'.

##### *Pension Reserve*

For the year ended 31 March 2024 the Lothian Pension Scheme actuary has informed the Association that its share of the pension surplus amounts to £3.7m (2023: £4.3m), however, in line with accounting requirements, it is not permitted to recognise a pension asset of this nature and therefore the asset/liability is recorded at £nil.

##### *Revaluation Reserve*

All of Melville's housing properties in ownership as at 31 March 2024 were re-valued at that date by Jones Lang LaSalle (JLL) and changes in value were shown in the revaluation reserve. Where properties are revalued and the value is less than the carrying value of the property, and where this represents impairment, this loss is recognised in the statement of comprehensive income. Where these deficits are reversed in subsequent revaluations, those surpluses are also recognised. Our next housing stock revaluation will be in March 2027.

## MELVILLE HOUSING ASSOCIATION LIMITED

### REPORT OF THE BOARD (continued)

For the year ended 31 March 2024

#### RESERVES (continued)

##### *Reserves Policy*

Melville has a history of reinvesting any surpluses in improving and growing its housing stock. This means the majority of its reserves are tied up in property and not available as cash. The Association maintains a level of cash adequate to meet the day to day needs of the business.

#### EMPLOYEE INVOLVEMENT AND HEALTH AND SAFETY

Melville Housing Association encourages employee involvement in all major initiatives and holds an annual review day where there is an opportunity for staff to discuss and agree strategic objectives. A staff meeting is held bi-monthly where staff members can and do raise health and safety issues. In addition, health and safety matters are considered on an ongoing basis at senior management and Board meetings.

#### SURPLUS FOR THE YEAR AND TRANSFERS

The results for the Group are shown in the statement of comprehensive income on page 17. Total comprehensive income for the year is £1.3m (2023 £7.2m) comprising surplus of £1.6m (2023: £6.7m) plus actuarial gain in respect of pension schemes of £3.4m (2023: £4.8m) less restriction of not recognising the asset by £3.7m (2023 £4.3m). The Group Revenue Reserve at 31 March 2024 increased by £1.3m to £62.4m (2023: £61.1m), the increase representing the surplus for the year of £1.6m less £0.2m transfer from the Pension Reserve. Total reserves increased by £1.3m (2023: increase £7.2m) to £62.4m (2023: £61.1m). Our subsidiary company, Ironmills Developments Limited, returned an operating surplus of £5.7k (after which gift aid of £5.7k will be made to the Association) during the year to 31 March 2024 (2023: operating surplus of £5.4k, after which gift aid of £5.4k was made to the Association).

#### KEY RISKS

The Association regularly reviews and assesses the risks faced by the organisation in all areas of its works. The Association uses a risk register to record identified risks and these are reviewed regularly, and action taken as appropriate.

Key risk themes identified are:

- Long term cost of living crisis impact on our communities, our staff and our finances – a continued focus on our tenants with continued training provided to housing staff to ensure guidance can be provided on financial support for our tenants; this in addition to our 2 welfare benefit advisors alongside external tenancy support and money advice services
- Impact of increased inflation on tenants, our staffing costs and development costs – we will continue to monitor the longer-term impact on rent arrears, review our staffing costs while maintaining the lowest possible rent increase for tenants and continually refresh our financial appraisals for development works in line with rising costs.
- Tenant safety (gas inspections and air quality of homes) – annual gas inspections are completed, and action is taken quickly to address any air quality issues.
- Impact of welfare reform – we continue to monitor our tenancy sustainment, arrears, bad debts and cash flow
- Loss of key staff/board experience – management restructuring to improve resilience and support for senior team and ongoing monitoring of Board recruitment needs and Board development with developed succession planning.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**REPORT OF THE BOARD (continued)**

**For the year ended 31 March 2024**

**KEY RISKS (continued)**

- Maintaining a high-quality customer excellence service – see sections above on how we delivered our corporate strategy aims
- IT and cyber security – we provide our staff with regular training and advice on IT security and cyber awareness.

The Board is satisfied that adequate policies, procedures and controls are in place to mitigate these risks as far as possible.

**STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS**

The Board and executive officers who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditors are unaware. Each of the Board and executive officers have confirmed that they have taken all the steps that they ought to have taken as Board members and executive officers in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

**BY ORDER OF THE BOARD**



7 August 2024

**Secretary**

The Corn Exchange, 200 High Street, Dalkeith, Midlothian, EH22 1AZ

**MELVILLE HOUSING ASSOCIATION LIMITED**

**REPORT OF THE BOARD (continued)**

**For the year ended 31 March 2024**

**STATEMENT OF RESPONSIBILITIES OF THE BOARD**

The Board is responsible for preparing the report and financial statements in accordance with applicable law and regulations.

The Co-operative and Community Benefit Societies Act 2014 and social housing legislation require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association at the balance sheet date, and of its income and expenditure for the year ended on that date.

In preparing these financial statements, the Board 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 and the Statement of Recommended Practice 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; and
- prepare a Statement on Internal Financial Control.

The Board is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Association and to enable it to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014, the Housing (Scotland) Act 2010 and the Determination of Accounting Requirements – 2024. The Board is 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.

The Board is responsible for the maintenance and integrity of the corporate and financial information included on the Association's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**BY ORDER OF THE BOARD**



**Secretary**

7 August 2024

**MELVILLE HOUSING ASSOCIATION LIMITED**

**STATEMENT ON INTERNAL FINANCIAL CONTROL**

**The year ended 31 March 2024**

The Board acknowledges its ultimate responsibility for ensuring that the Association has in place a system of financial controls that is appropriate for the business environment in which it operates. These financial 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 Board'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 documentation of key systems and rules relating to the delegation of authority, which allow the monitoring of financial controls and restrict unauthorised use of the 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 Board and executive officers to monitor the key business risks, financial objectives and the progress being made towards achieving financial plans set for the year and for the medium term;
- Regular management accounts 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 Board;
- The Board receives an annual report from its external auditors who review and test the systems of internal financial control to the extent necessary to express their audit opinion;
- Formal procedures have been established for instituting appropriate action to correct any weaknesses identified through internal or external audit reports.

The effectiveness of the Association's system of internal financial control has been reviewed during the year ended 31 March 2024, and until the date noted below to the extent that formal policies and procedures are in place. A full Risk Assessment has been carried out and the Audit Committee has satisfied itself that the Association has an adequate framework of risk management and internal controls systems.

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 external auditors' report on the financial statements.

**BY ORDER OF THE BOARD**



**Secretary**

7 August 2024

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

### MELVILLE HOUSING ASSOCIATION LIMITED



#### **Opinion**

We have audited the consolidated financial statements of Melville Housing Association Limited (the 'Association') for the year ended 31 March 2024 which comprise the Consolidated and Association Statement of Comprehensive Income, the Consolidated and Association Statement of Financial Position, the Consolidated and Association Statement of Changes in Reserves, the Consolidated and Association Statement of Cash Flows and the related notes, including a summary of significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the Association's and the Group's affairs as at 31 March 2024 and of the Association's and the Group's income and expenditure 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 requirements of the Co-operative and Community Benefit Societies Act 2014, Part 6 of the Housing (Scotland) Act 2010 and the Determination of Accounting Requirements – 2024.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Board's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Association's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Board with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The Board is responsible for the other information. The other information comprises the information included in the Annual Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**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 of the Association; or
- we have not received all the information and explanations necessary for the purposes of our audit.

**Responsibilities of the Board**

As explained more fully in the Statement of the Board's Responsibilities set out on page 11, the Board members (who are also the Trustees of the Association for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible for assessing the Group's and the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**The extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities are instances of non-compliance with laws and regulations. The objectives of our audit are to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements, to perform audit procedures to help identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements, and to respond appropriately to identified or suspected non-compliance with laws and regulations identified during the audit.

In relation to fraud, the objectives of our audit are to identify and assess the risk of material misstatement of the financial statements due to fraud, to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud through designing and implementing appropriate responses and to respond appropriately to fraud or suspected fraud identified during the audit.

However, it is the primary responsibility of management, with oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.



**Auditor's responsibilities for the audit of the financial statements (continued)**

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud, the audit engagement team:

- obtained an understanding of the nature of the sector, including the legal and regulatory frameworks that the Association operates in and how the Association is complying with the legal and regulatory frameworks;
- inquired of management and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud; and
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

As a result of these procedures, we consider that the most significant laws and regulations that have a direct impact on the financial statements were, but not limited to, FRS 102, Housing SORP 2018, the Scottish Housing Regulator's Determination of Accounting Requirements 2024, the Co-operative and Community Benefit Societies Act 2014 and the Housing (Scotland Act) 2010. We performed audit procedures to detect non-compliances which may have a material impact on the financial statements which included reviewing financial statement disclosures against the requirements of the relevant financial reporting standards.

We also performed audit procedures to inquire of management, and those charged with governance whether the Association is in compliance with these laws and regulations, inspected correspondence with regulatory authorities including mandatory submissions to the Regulator, reviewed minutes of meetings of the Board and relevant sub-committees, and reviewed available online information.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the Association's members as a body, in accordance with Part 7 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, or for the opinions we have formed.



11 September 2024

**REPORT BY THE AUDITOR TO THE MEMBERS OF  
MELVILLE HOUSING ASSOCIATION LIMITED  
ON CORPORATE GOVERNANCE MATTERS**

**CT:**

In addition to our audit of the Financial Statements, we have reviewed your statement on page 12 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 to corporate governance matters within Bulletin 2006/5 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 page 12 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 Group Financial Statements.

Through enquiry of certain members of the Board and Officers of the Association and examination of relevant documents, we have satisfied ourselves that the Board'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.



11 September 2024

**MELVILLE HOUSING ASSOCIATION LIMITED**

**CONSOLIDATED and ASSOCIATION STATEMENTS of COMPREHENSIVE INCOME**

Year ended 31 March 2024

	Note	Group		Association	
		2024 £'000	2023 £'000	2024 £'000	2023 £'000
<b>TURNOVER</b>	3	11,142	11,180	11,142	11,180
Operating costs – general	3	(6,747)	(6,767)	(6,747)	(6,767)
<b>OPERATING SURPLUS</b>	3	4,395	4,413	4,395	4,413
Profit on disposal of fixed assets		-	71	-	71
Interest receivable		175	13	175	13
Interest payable and financing costs	6	(1,779)	(1,636)	(1,779)	(1,636)
<b>OPERATING SURPLUS after profit on disposal of fixed assets and interest payable &amp; receivable</b>		2,791	2,861	2,791	2,861
Movement in fair value of financial instruments		613	3,875	613	3,875
Loss on revaluation of social housing	8	(1,813)	-	(1,813)	-
<b>SURPLUS BEFORE TAX</b>		1,591	6,736	1,591	6,736
Taxation	7	-	-	-	-
<b>SURPLUS FOR THE YEAR</b>		1,591	6,736	1,591	6,736
Actuarial gain/(loss) in respect of pension schemes	17	(245)	463	(245)	463
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		1,346	7,199	1,346	7,199

All results derive from continuing activities.

The financial statements were approved and authorised for issue by the Board on 7 August 2024.



Chair

Vice Chair

Secretary

The notes on pages 22 to 36 form part of these financial statements.

**MELVILLE HOUSING ASSOCIATION LIMITED****CONSOLIDATED and ASSOCIATION STATEMENTS of CHANGES IN RESERVES**

Year ended 31 March 2024

	<b>Share capital</b> £'000	<b>Revaluation reserve</b> £'000	<b>Revenue reserve</b> £'000	<b>Pension reserve</b> £'000	<b>Total reserves</b> £'000	<b>Restricted funds</b> £'000	<b>Unrestricted funds</b> £'000
Balance at 1 April 2023	-	-	61,080	-	61,080	6	61,074
Surplus/(loss) for the year	-	-	1,591	(245)	1,346	(6)	1,352
Transfer from pensions reserve to revenue reserve	-	-	(245)	245	-	-	-
<b>Balance at 31 March 2024</b>	-	-	<b>62,426</b>	-	<b>62,426</b>	-	<b>62,426</b>

The restricted funds represented a grant received from the National Lottery Community Fund to fund support for people within our community affected by the cost of living crisis. This was fully utilised during the year.

The notes on pages 22 to 36 form part of these financial statements.

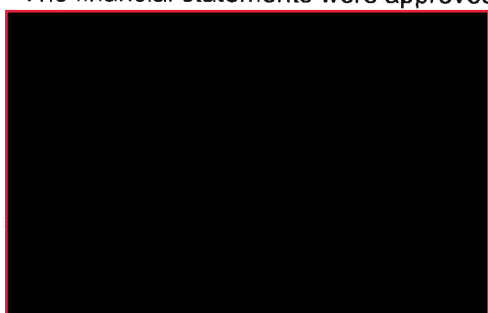
MELVILLE HOUSING ASSOCIATION LIMITED

CONSOLIDATED and ASSOCIATION STATEMENTS of FINANCIAL POSITION

at 31 March 2024

	Note	Group 2024 £'000	2023 £'000	Association 2024 £'000	2023 £'000
<b>FIXED ASSETS</b>					
Social housing properties	8	92,021	87,855	92,021	87,855
Other tangible fixed assets	8	3,554	3,571	3,554	3,571
		<u>95,575</u>	<u>91,426</u>	<u>95,575</u>	<u>91,426</u>
<b>CURRENT ASSETS</b>					
Trade and other debtors	10	308	317	313	322
Cash and cash equivalents		7,010	2,877	7,005	2,872
		<u>7,318</u>	<u>3,194</u>	<u>7,318</u>	<u>3,194</u>
<b>CREDITORS: Amounts falling due within one year</b>	11	<u>(8,274)</u>	<u>(4,092)</u>	<u>(8,274)</u>	<u>(4,092)</u>
<b>NET CURRENT LIABILITIES</b>		<u>(956)</u>	<u>(898)</u>	<u>(956)</u>	<u>(898)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		94,619	90,528	94,619	90,528
<b>CREDITORS: Amounts falling due after more than one year</b>	12	(32,193)	(29,448)	(32,193)	(29,448)
<b>PROVISIONS FOR LIABILITIES</b>					
Pension liability	17	-	-	-	-
<b>NET ASSETS</b>		<u>62,426</u>	<u>61,080</u>	<u>62,426</u>	<u>61,080</u>
<b>CAPITAL AND RESERVES</b>					
Share capital	13	-	-	-	-
Revenue reserve		62,426	61,074	62,426	61,074
Restricted reserve		-	6	-	6
Pension reserve		-	-	-	-
		<u>62,426</u>	<u>61,080</u>	<u>62,426</u>	<u>61,080</u>

The financial statements were approved and authorised for issue by the Board on 7 August 2024.



Chair

Vice Chair

Secretary

The notes on pages 22 to 36 form part of these financial statements.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**CONSOLIDATED STATEMENT of CASH FLOWS**

Year ended 31 March 2024

	Note	Group		Association	
		2024 £'000	2023 £'000	2024 £'000	2023 £'000
<b>Net cash inflow from operating activities</b>	i	5,645	5,133	5,645	5,133
<b>Cash flow from investing activities</b>					
Purchase of tangible fixed assets		(7,832)	(4,199)	(7,832)	(4,199)
Proceeds from sale of tangible fixed assets		-	99	-	99
Grants received		4,408	868	4,408	868
Interest received		175	13	175	13
		<u>(3,249)</u>	<u>(3,219)</u>	<u>(3,249)</u>	<u>(3,219)</u>
<b>Cash flow from financing activities</b>					
Interest paid		(1,989)	(1,636)	(1,989)	(1,636)
Loan draw down		5,500	-	5,500	-
Repayments of borrowings		(1,774)	(484)	(1,774)	(484)
		<u>1,737</u>	<u>(2,120)</u>	<u>1,737</u>	<u>(2,120)</u>
<b>Net change in cash and cash equivalents</b>		4,133	(206)	4,133	(206)
<b>Cash and cash equivalents at beginning of the year</b>		2,877	3,083	2,872	3,078
<b>Cash and cash equivalents at end of the year</b>		<u>7,010</u>	<u>2,877</u>	<u>7,005</u>	<u>2,872</u>
<b>Components of cash and cash equivalents</b>					
Cash at bank and in hand		1,436	115	1,431	110
Short term deposits		5,574	2,762	5,574	2,762
		<u>7,010</u>	<u>2,877</u>	<u>7,005</u>	<u>2,872</u>

The notes on page 21 form part of the statement of cash flows.

The notes on pages 22 to 36 form part of these financial statements.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the STATEMENT of CASH FLOWS**

Year ended 31 March 2024

**i CASHFLOW FROM OPERATING ACTIVITIES**

	Group		Association	
	2024 £'000	2023 £'000	2024 £'000	2023 £'000
<b>Surplus/(Deficit) for the year</b>	1,591	6,736	1,591	6,736
<b>Adjustments for non-cash items:</b>				
Depreciation for tangible fixed assets	1,809	1,751	1,809	1,751
(Increase)/decrease in trade and other debtors	9	31	9	31
(Decrease)/increase in trade and other creditors	413	(14)	413	(14)
Movement in fair value of financial instruments	(613)	(3,875)	(613)	(3,875)
(Decrease)/increase in pension provision	(38)	252	(38)	252
Net interest cost on defined pension benefit	(207)	9	(207)	9
Carrying amount of tangible fixed asset disposals	61	(71)	61	(71)
Loss on revaluation of social housing	1,813	-	1,813	-
	3,247	(1,917)	3,247	(1,917)
<b>Adjustments for investing or financing activities:</b>				
Government grants written back/(utilised) in the year	(1,007)	(1,309)	(1,007)	(1,309)
Interest payable	1,989	1,636	1,989	1,636
Interest received	(175)	(13)	(175)	(13)
	807	314	807	314
<b>Net cash generated from operating activities</b>	5,645	5,133	5,645	5,133

**ANALYSIS OF CHANGES IN NET DEBT**

Group	2023	Cash	Non-cash	2024
	£'000	flows £'000	changes £'000	
Long-term borrowings	26,874	-	3,350	30,224
Short-term borrowings	1,600	(1,774)	1,967	1,793
Total liabilities	28,474	(1,774)	5,317	32,017
Cash and cash equivalents	(2,877)	(4,133)	-	(7,010)
Total net debt	25,597	(5,907)	5,317	25,007
<b>Association</b>	<b>2023</b>	<b>Cash</b>	<b>Non-cash</b>	<b>2024</b>
	<b>£'000</b>	<b>flows</b>	<b>changes</b>	<b>£'000</b>
Long-term borrowings	26,874	-	3,350	30,224
Short-term borrowings	1,600	(1,774)	1,967	1,793
Total liabilities	28,474	(1,774)	5,317	32,017
Cash and cash equivalents	(2,872)	(4,133)	-	(7,005)
Total net debt	25,602	(5,907)	5,317	25,012

# MELVILLE HOUSING ASSOCIATION LIMITED

## NOTES to the FINANCIAL STATEMENTS

Year ended 31 March 2024

### 1 General Information

Melville Housing Association Limited is registered under the Co-operative and Community Benefit Societies Act 2014 and is a social landlord registered with the Scottish Housing Regulator under the Housing (Scotland) Act 2010. The principal activity is the provision and management of affordable rented accommodation. The registered office is The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ. The Association is a Public Benefit Entity.

### 2 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

#### a) Accounting basis

The financial statements of the group and Association are prepared in accordance with applicable accounting standards including Financial Reporting Standard 102 *The Financial Reporting Standard Applicable in the UK and Republic of Ireland* (FRS 102), the Statement of Recommended Practice for Social Housing Providers 2018 and the Determination of Accounting Requirements – 2024. The financial statements have been prepared under the historic cost convention, modified to include certain items at fair value. There were no material departures from that standard.

#### b) Group financial statements - basis of preparation

The group financial statements consolidate the financial statements of Melville Housing Association Limited and its subsidiary, Ironmills Developments Limited, for the year ended 31 March 2024. Profits or losses on intra-group transactions are eliminated in full in accordance with FRS 102.

#### c) Going concern

The financial statements have been prepared on a going concern basis. The Board has assessed the Association's ability to continue as a going concern and has a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing these financial statements.

#### d) Turnover

Turnover, which is stated net of value added tax, represents rental and service charge income receivable, fees receivable and grants receivable from the Scottish Government, local authorities and other agencies.

#### e) Sale of housing properties

Properties are disposed of under the appropriate legislation and guidance. All costs relating to the share of property sold are removed from the financial statements at the date of sale.

#### f) Fixed Assets

Social housing stock and Mid-Market Rent properties are held at valuation and are assessed annually by the Association, and formally valued by an external valuer every three years in line with the conditions of the Association's loan arrangements. Any material movements are adjusted through the statement of comprehensive income as appropriate.



# MELVILLE HOUSING ASSOCIATION LIMITED

## NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

### 1 General Information (continued)

#### f) Fixed Assets (continued)

Housing properties under construction are reclassified as housing properties held for letting when available for let.

Social Housing stock improvements are capitalised where these result in an enhancement of the economic benefits of the property. Such enhancements can occur if the improvements result in:-

- an increase in rental income; or
- a 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 statement of comprehensive income.

Other fixed assets are initially stated at cost.

#### g) Depreciation

Housing properties under construction are stated at cost and are not depreciated.

Freehold land is not depreciated.

Freehold housing properties are depreciated by component on a straight-line basis over the estimated useful economic lives of component categories.

Useful economic lives for identified components are as follows:

<b>Component</b>	<b>Useful economic life</b>
Structure	80 -100 years
Windows and external doors	30 years
Kitchens	15 years
Bathrooms	25 years
Central heating and boilers	20 years

Impairment reviews are carried out where there is considered to be an indicator of impairment, in accordance with Financial Reporting Standard 102.

Impairment is calculated as the difference between the carrying value of income generating units and the estimated value in use at the date an impairment loss is recognised. Value in use represents the net present value of expected future cash flows from these units.

Impairment of assets is recognised in the statement of comprehensive income.

## MELVILLE HOUSING ASSOCIATION LIMITED

### NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

#### 2 Accounting Policies (continued)

##### g) Depreciation (continued)

Depreciation is provided on all non-housing tangible fixed assets at rates calculated to write off the cost of each asset evenly over its expected useful life, as follows:

Office buildings	- over 100 years
Office Ventilation System	- over 10 years
Office fixtures, fittings and equipment	- over 3 to 10 years

Additions to non-housing fixed assets with a value less than £250 are expensed.

Where heritable properties are acquired and developed, no depreciation is charged until development is complete.

##### h) Housing Association Grants and other Grants

Housing Association Grants (HAG) are made by the Scottish Government, and are utilised to reduce the capital costs of an approved scheme to an amount of required loan finance which it is estimated can be serviced by the net rental income of the scheme. The amount of HAG is calculated on qualifying costs of the scheme in accordance with instructions issued from time to time by the Scottish Government. The total amount of HAG Melville has received to date is stated in Note 22.

Where HAG received contributes to the capital cost of housing property, which is held at valuation, it is recognised as income in the statement of comprehensive income when new build properties are completed or the capital work is carried out. HAG receivable is held as deferred income on the statement of financial position until performance conditions are satisfied.

Grant funding received in respect of revenue expenditure is recognised as income in the period it relates to.

HAG and other grants are repayable under certain circumstances, primarily following sale of property, but will normally be restricted to net proceeds of sale. Any grant that is repayable is accounted for as a liability on disposal of the property. Where a disposal is deemed to have taken place for accounting purposes, but the repayment conditions have not been met in relation to the HAG, the potential future obligation to repay is disclosed as a contingent liability.

##### i) Pensions

The Association participates in a defined benefit, final salary scheme operated by the Lothian Pension Fund. Contributions are charged to the statement of comprehensive income to spread the cost of pensions over the employees' working lives within the Association.

##### j) Pension Reserve

This reserve is based on the Association's liability with regard to the defined benefits, final salary pension scheme. In line with FRS 102, where applicable, the deficit is disclosed on the face of the statement of financial position.

##### k) Operating leases

Rentals paid under operating leases are charged to the statement of comprehensive income as they are incurred.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 31 March 2024**

**2 Accounting Policies (continued)**

**l) Financial Instruments**

Loan finance provided to the Association are for the purposes of FRS102 defined as basic financial instruments and measured at amortised cost. The Association has entered into variable to fixed interest rate swap contracts in respect of these loans to manage its exposure to interest rate cash flow risk on its variable debt. These derivatives are measured at fair value at each reporting date. Changes in the fair value of the derivatives are recognised in the statement of comprehensive income.

**m) Significant accounting judgements and estimates**

Preparation of the financial statements requires significant judgements and estimates to be made at times. Estimates and judgements are continually evaluated and are based on historical experience, advice from qualified experts where required, or as appropriate to other factors. The following are the areas in which significant accounting judgements and estimates are considered to exist:

- (i) Valuation of property, plant and equipment (fixed assets)
- (ii) Useful lives of property, plant and equipment (fixed assets)
- (iii) The main components of housing properties and their useful lives
- (iv) Recoverable amount of rental and other trade receivables (debtors)
- (v) The obligations under the Association's defined benefit pension scheme
- (vi) The measurement of the recoverable amount of assets for impairment reviews and the calculation of depreciated replacement cost
- (vii) Valuation of the Association's interest rate swaps

**3 Particulars of turnover, operating surplus and net surplus by class of business.**

	<b>GROUP</b>				<b>ASSOCIATION</b>			
	<b>Turnover £'000</b>	<b>Operating Costs £'000</b>	<b>Operating Surplus/ (deficit) 2024 £'000</b>	<b>Operating Surplus 2023 £'000</b>	<b>Turnover £'000</b>	<b>Operating Costs £'000</b>	<b>Operating Surplus/ (deficit) 2024 £'000</b>	<b>Operating Surplus 2023 £'000</b>
Affordable letting activities (Note 4)	11,051	(6,671)	4,380	4,391	11,051	(6,671)	4,380	4,391
Other activities (Note 5)	91	(76)	15	22	91	(76)	15	22
<b>Total</b>	<b>11,142</b>	<b>(6,747)</b>	<b>4,395</b>	<b>4,413</b>	<b>11,142</b>	<b>(6,747)</b>	<b>4,395</b>	<b>4,413</b>
Total for previous reporting period	11,180	(6,767)	4,413		11,180	(6,767)	4,413	

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 31 March 2024**

**4. Particulars of turnover, operating costs and operating surplus or deficit from affordable letting activities – Association**

	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
Rent receivable net of service charges	9,862	9,595
Service charges	69	64
	<hr/>	<hr/>
Gross income from rents and service charges	9,931	9,659
Less voids	(25)	(22)
	<hr/>	<hr/>
Net income from rents and service charges	9,906	9,637
Grants released from deferred income (see note 11)	1,007	1,309
Revenue grants from Scottish Ministers	84	67
Other revenue grants	54	57
	<hr/>	<hr/>
Total turnover from affordable letting activities	11,051	11,070
Management and maintenance administration costs before increase in pension provision	2,711	2,662
Decrease in pension provision	(38)	252
Management and maintenance administration costs after increase in pension provision	<hr/> 2,673	<hr/> 2,914
Planned and cyclical maintenance including major repairs costs	810	797
Reactive maintenance costs	1,364	1,219
	<hr/> 2,174	<hr/> 2,016
Service costs	58	52
Bad debts – rents and service charges	2	42
Depreciation of social housing	1,764	1,655
	<hr/>	<hr/>
Operating costs for affordable letting activities	6,671	6,679
	<hr/>	<hr/>
Operating surplus for affordable letting activities	4,380	4,391

All income is derived from General Needs housing provision.

MELVILLE HOUSING ASSOCIATION LIMITED

NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

5. Particulars of Turnover, operating costs and operating surplus or deficit from other activities – Association

	Grants from Scottish Ministers £'000	Other Revenue Grants £'000	Other income £'000	Total Turnover £'000	Operating costs – bad debts £'000	Other Operating costs £'000	Operating surplus or (deficit) 2024 £'000
Other activities	-	-	91	91	-	76	15
<b>Total from other activities for the current reporting period</b>	-	-	91	91	-	76	15
<b>Total from other activities for the previous reporting period</b>	-	20	90	110	-	88	22

Particulars of Turnover, operating costs and operating surplus or deficit from other activities – Group

	Grants from Scottish Ministers £'000	Other Revenue Grants £'000	Other income £'000	Total Turnover £'000	Operating costs – bad debts £'000	Other Operating costs £'000	Operating surplus or (deficit) 2024 £'000
Other activities	-	-	91	91	-	76	15
<b>Total from other activities for the current reporting period</b>	-	-	91	91	-	76	15
<b>Total from other activities for the previous reporting period</b>	-	20	90	110	-	88	22

**Association** – Other income of £72k was generated from a management and lease agreement with Ironmills Development Ltd. A gift aided donation of £5k was also received from Ironmills. Further trading income of £13k was generated from the lease of commercial office space to a third party.

**Group** – Other income of £78k was generated from the rental of 11 mid market rent units managed by Ironmills. Other trading income of £13k as above.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 31 March 2024**

**6 Interest Payable and Similar Charges**

	<b>Group</b>		<b>Association</b>	
	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
On loans partly repayable after five years	1,986	1,627	1,986	1,627
Net interest costs in respect of defined benefit pension scheme (see note 17)	(207)	9	(207)	9
	<u>1,779</u>	<u>1,636</u>	<u>1,779</u>	<u>1,636</u>

**7 Taxation on Surplus for the Year**

Melville Housing Association's charitable activities fall within the exemptions afforded by the Corporation Tax Act 2010. Accordingly, there is no Corporation Tax charge in these financial statements.

The Group is subject to tax in respect of Ironmills Developments Limited and a charge of £nil has arisen in respect of the period to 31 March 2024.

**8 Tangible Fixed Assets – Association and Group**

	<b>Housing Properties Held for Letting £'000</b>	<b>Development Programme £'000</b>	<b>Total Housing Properties £'000</b>	<b>Office Buildings £'000</b>	<b>Office Fixtures &amp; Fittings &amp; Equipment £'000</b>	<b>Total £'000</b>
<b>Cost/valuation</b>						
At 1 April 2023	92,131	1,480	93,611	3,839	764	98,214
Additions	1,899	5,844	7,743	-	89	7,832
Transfers	1,777	(1,777)	-	-	-	-
Disposals	(83)	-	(83)	-	-	(83)
Loss on revaluation	(9,250)	-	(9,250)	-	-	(9,250)
At 31 March 2024	<u>86,474</u>	<u>5,547</u>	<u>92,021</u>	<u>3,839</u>	<u>853</u>	<u>96,713</u>
<b>Depreciation</b>						
At 1 April 2023	5,756	-	5,756	395	637	6,788
Provided in year	1,703	-	1,703	55	51	1,809
Disposals	(22)	-	(22)	-	-	(22)
Revaluation adjustment	(7,437)	-	(7,437)	-	-	(7,437)
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>	<u>450</u>	<u>688</u>	<u>1,138</u>
<b>Net book value</b>						
At 31 March 2024	<u>86,474</u>	<u>5,547</u>	<u>92,021</u>	<u>3,389</u>	<u>165</u>	<u>95,575</u>
At 31 March 2023	<u>86,375</u>	<u>1,480</u>	<u>87,855</u>	<u>3,444</u>	<u>127</u>	<u>91,426</u>

# MELVILLE HOUSING ASSOCIATION LIMITED

## NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

### 8 Tangible Fixed Assets – Association and Group (continued)

Included within housing properties held for letting are 11 mid market rent units which were valued at 31 March 2024 at £880k (2023: £700k).

None of the Association's land or buildings is held under a lease.

All Housing properties held for letting as at the 31 March 2024 were valued by an external valuer as at 31 March 2024 in accordance with our Accounting Policies (see note 1f).

The valuation was carried out by Jones Lang LaSalle (JLL), on the basis of Existing Use Value for Social Housing (EUV-SH) as defined in the RICS Valuation Standards. In determining this valuation, the valuers made use of discounted cash flow methodology and key assumptions regarding the level of future rental growth and the discount rate. For the 2024 valuation the assumed real discount rate was between 5.75% and 7.0% across all stock.

The historic cost for all housing stock properties at 31 March 2024 was £115,543,097 (2023: £111,987,032).

Historic Scotland holds a standard security over a historic building carried at a value of £3,389,000 (2023: £3,444,000) within office buildings in respect of their grant funding.

Works to existing properties during the year comprised of the following:	2024 £'000	2023 £'000
<b>Charged to income and expenditure</b> (Note 4)	2,173	2,016
<b>Capitalised</b> - Replacement of components and improvements	1,899	1,673
<b>Total</b>	<u>4,072</u>	<u>3,689</u>

### 9 Investments

The Association owns one share in Ironmills Developments Limited at a cost of £1 (2023: £1).

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 31 March 2024**

**10 Debtors**

	<b>Group</b>		<b>Association</b>	
	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Gross rental debtors	243	267	243	267
Less bad debt provision	(139)	(158)	(139)	(158)
	104	109	104	109
Due from subsidiary company	-	-	6	5
Other debtors	218	227	217	227
Less bad debt provision	(87)	(111)	(87)	(111)
Prepayments and accrued income	73	92	73	92
	<b>308</b>	<b>317</b>	<b>313</b>	<b>322</b>

**11 Creditors: Amounts falling due within one year**

	<b>Group</b>		<b>Association</b>	
	<b>2024</b>	<b>2023</b>	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Trade creditors	685	314	685	314
Other taxes and social security costs	35	33	35	33
Loans payable within one year	1,967	1,600	1,967	1,600
Accruals	843	796	843	796
Deferred income	4,408	1,007	4,408	1,007
Rents in advance	336	342	336	342
	<b>8,274</b>	<b>4,092</b>	<b>8,274</b>	<b>4,092</b>

	<b>HAG</b>	
	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
<b>Deferred income – Group and Association</b>		
Deferred income at 1 April 2023	1,007	1,448
Additional income received	4,408	868
Released to statement of comprehensive income	(1,007)	(1,309)
Deferred income at 31 March 2024	<b>4,408</b>	<b>1,007</b>
<b>Deferred income to be released to the statement of comprehensive income – Group and Association</b>	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
In less than one year	4,408	1,007
In more than one year	-	-
	<b>4,408</b>	<b>1,007</b>



# MELVILLE HOUSING ASSOCIATION LIMITED

## NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

**12 Creditors:** Amounts falling due after more than one year, excluding pensions liability

<b>Group and Association</b>	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
Housing property loans not wholly repayable within five years	30,224	26,874
Housing property loans are repayable in instalments:		
Between one year and two years	1,967	1,600
Between two years and five years	9,872	5,171
After five years	18,385	20,103
	30,224	26,874
Less unamortised loan issue expenses	(91)	(100)
	30,133	26,774
Deferred income (note 11)	-	-
Derivative financial instruments (note 21)	2,060	2,674
	32,193	29,448

Housing property loans are secured with RBS plc by a standard security over the Association's property. The loans are repayable by annual instalments which commenced on 6 January 2013 on £3.83m, on 31 August 2016 on £7m, on 15 October 2023 on £16.6m and will commence on 15 October 2026 on £3m. Interest is currently charged quarterly on variable rate loans at SONIA plus mandatory costs and margins with a range between 0.25% and 2%.

Interest rate swap contracts have been entered into as follows:

- £10m is fixed at 6.67% until 2037.
- £4m is fixed at 4.86% until 2037.
- £3m is fixed at 4.83% commencing July 2011 until 2036
- £2.6m is fixed at 4.89% commencing July 2011 until 2036
- £3.5m fixed at 3.475% commencing April 2014 until 2039.

Included in creditors are non interest bearing loans of £355k which were received from the Energy Savings Trust to fund external wall insulation (EWI) and heating replacement programmes in Easthouses and Penicuik. These loans are repayable in equal monthly instalments over 10 years. We have estimated that the fair value of these loans is £345k (2023: £423k).

### 13 Share Capital

	<b>Association</b>	
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Shares of £1 each		
At 1 April 2023	49	64
Issued in year	5	8
Cancelled in year	(5)	(23)
At 31 March 2024	49	49

Each member of the Association holds one share of £1 in the Association. These shares carry no rights to dividend or distributions on 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.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 31 March 2024**

**14 Unit Numbers**

	<b>Association</b>	
	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
General Needs	2085	2,069
Leased Properties	10	10
Mid-market rent	11	11
	<u>2,106</u>	<u>2,090</u>

**15 Employees**

	<b>2024</b>	<b>2023</b>
	<b>£'000</b>	<b>£'000</b>
Staff costs during year		
Wages and salaries	1,271	1,272
Social security costs	139	138
Other pension costs	293	377
	<u>1,703</u>	<u>1,787</u>
	<b>No.</b>	<b>No.</b>
The average number of staff employed by the Association during the year were	<u>31</u>	<u>29</u>
The average full time equivalent number of persons employed by the Association during the year were	<u>30</u>	<u>27</u>

Included within wages and salaries are redundancy costs of £nil (2023 £68,663).

Key management personnel are defined as the members of the Board, the Chief Executive and any other person reporting directly to the Chief Executive or the Board whose total emoluments, excluding pension contributions, exceed £60,000 per year and who have authority and responsibility for directing and controlling the activities of the Association. Details are as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Aggregate emoluments, excluding pension contributions, payable to key management personnel	143,401	159,919
Pension contributions payable to key management personnel	33,665	37,377
Total emoluments	<u>177,066</u>	<u>197,296</u>

The number of key management personnel whose emoluments were above £60,000 for the year was:

	<b>2024</b>	<b>2023</b>
	<b>No.</b>	<b>No.</b>
£120,000 to £130,000*	1	-
£110,000 to £120,000*	-	1
£100,000 to £110,000*	-	-
£90,000 to £100,000*	-	-
£80,000 to £90,000*	-	1

\* The bands presented include pension contributions

## MELVILLE HOUSING ASSOCIATION LIMITED

### NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

#### 15 Employees (continued)

The emoluments of the Chief Executive, excluding pension contributions, were as follows:

	2024 £	2023 £
Aggregate emoluments, excluding pension contributions	98,584	94,040
Pension contributions	23,193	21,983
Total emoluments	<u>121,777</u>	<u>116,023</u>

The Chief Executive is an ordinary member of the Association's pension scheme described in note 17. No enhanced or special terms apply to his membership and he has no other pension arrangements to which the Association contributes.

	2024 £	2023 £
Total expenses reimbursed insofar as not chargeable to UK Income Tax:		
Chief Executive	221	224
Board	<u>258</u>	<u>523</u>

No member of the Board received any emoluments in respect of their services to the Association.

#### 16 Auditor's Remuneration

	2023 £	2022 £
The remuneration of the auditors (including expenses and VAT for the year) was as follows:		
Audit services	15,240	14,100
Non-audit services	1,056	2,505
	<u>16,296</u>	<u>16,605</u>

#### 17 Pension Obligations

The company's employees belong to one pension scheme, the Lothian Pension Fund (LPF) which provides benefits based on final pensionable salary.

The fund is valued every three years by a professionally qualified independent actuary using the projected unit method, the rates of contribution payable being determined by the Board on the advice of the actuaries. In the intervening years the actuaries review the progress of the scheme and prepare an interim valuation for the purposes of reporting under FRS 102 as at the end of March.

The performance of the scheme has been reported under FRS 102 as amended, based on the latest available report dated 29 May 2024.

Principal actuarial assumptions at the balance sheet date:

	2024 % p.a.	2023 % p.a.	2022 % p.a.
Discount rate	4.85	4.75	2.7
Future salary increases	3.45	3.45	3.7
Future pension increases	2.75	2.95	3.2
The expected return on assets	4.86	4.77	2.7

MELVILLE HOUSING ASSOCIATION LIMITED

NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

17 Pension Obligations (continued)

The total pension charge for the year was £293,467. At 31 March 2024, £32,431 was due to be paid over to the pension scheme (2023: £30,699). The agreed employer contribution rate from 1 April 2024 is 23.7% (2022: 23.7%).

Changes in the fair value of plan assets, defined benefit obligation and net liability

	Assets £'000	Obligations £'000	Year ended 31 March 2024 Net liability £'000	Year ended 31 March 2023 Net liability £'000
Fair value of employer assets	8,627	-	8,627	12,472
Present value of funded liabilities	-	8,627	(8,627)	(12,674)
<b>Opening Position as at 31 March 2023</b>	<b>8,627</b>	<b>8,627</b>	<b>-</b>	<b>(202)</b>
Service cost				
Current service cost	-	255	(255)	(517)
Past service cost (including curtailments)	-	-	-	(4)
<b>Total Service Cost</b>		<b>255</b>	<b>(255)</b>	<b>(521)</b>
Net Interest				
Interest income on plan assets	618	-	618	338
Interest cost on defined benefit obligation	-	411	(411)	(347)
<b>Total net interest</b>	<b>618</b>	<b>411</b>	<b>207</b>	<b>(9)</b>
<b>Total defined benefit cost recognised in income and expenditure</b>	<b>618</b>	<b>666</b>	<b>(48)</b>	<b>(530)</b>
Cash flows				
Plan participants contributions	83	83	-	-
Employer contributions	293	-	293	269
Benefits paid	(311)	(311)	-	-
<b>Expected closing position</b>	<b>9,310</b>	<b>9,065</b>	<b>245</b>	<b>(463)</b>
Re-measurements (actuarial losses)				
Changes in demographic assumptions	-	(231)	231	5,352
Changes in financial assumptions	-	(546)	546	85
Other experience	(417)	1,440	(1,857)	(663)
Return on assets excluding amounts included in net interest	178	-	178	23
Adjustment for amounts not recognised in balance sheet	657	-	(657)	(4,334)
<b>Total re-measurements recognised in Other Comprehensive Income</b>	<b>418</b>	<b>663</b>	<b>(245)</b>	<b>463</b>
<b>Fair value of plan assets</b>	<b>9,728</b>	<b>-</b>	<b>9,728</b>	<b>8,627</b>
<b>Present value of funded liabilities</b>	<b>-</b>	<b>9,728</b>	<b>(9,728)</b>	<b>(8,627)</b>
<b>Closing position as at 31 March 2024</b>	<b>9,728</b>	<b>9,728</b>	<b>-</b>	<b>-</b>

**MELVILLE HOUSING ASSOCIATION LIMITED**

**NOTES to the FINANCIAL STATEMENTS (continued)**

**Year ended 31 March 2024**

**17 Pension Obligations (continued)**

**Changes in the fair value of plan assets, defined benefit obligation and net liability (continued)**

The group expects to contribute £293,000 to its defined benefit pension plans in 2024/25.

	<b>2024</b>	<b>2023</b>
	%	%
The major categories of plan assets as a percentage of stated plan assets are as follows:		
Equities	71	73
Bonds	17	14
Property	8	7
Cash	4	6

**18 Capital Commitments**

As at 31 March 2024, the Association had the following capital commitments:

	<b>2024</b>	<b>2023</b>
	£'000	£'000
Contracted for less certified*	2,121	621

\* Funded by Housing Association Grants and loan finance.

**19 Other Financial Commitments**

At 31 March 2024, the Group and Association had total commitments under non-cancellable operating leases as detailed below:

	<b>Operating leases</b>	
	<b>2024</b>	<b>2023</b>
	£'000	£'000
Leases expiring:		
within 1 year	3	6
within two to five years	6	6

## MELVILLE HOUSING ASSOCIATION LIMITED

### NOTES to the FINANCIAL STATEMENTS (continued)

Year ended 31 March 2024

#### 20 Related Party Transactions and subsidiary company

During the year, four members of the Board rented property from the Association on standard terms, as applicable to all tenants. The members are not able to use their position to their advantage. Income received during the year amounted to £18,938 (2023: £13,724). At the year end there were no amounts owing to Melville from these members.

A subsidiary company limited by shares, Ironmills Developments Limited, was incorporated on 17 October 2007, registered number: SC 332523.

During the year, the Association let 11 properties to Ironmills (lease charge of £47,774) to be rented out at Mid Market rents. The Association also charged Ironmills £24,661 in respect of management of these properties.

During the year, Ironmills agreed to gift aid surpluses of £5,652 (2023: £5,470) to the Association and this payment was outstanding as at 31 March 2024.

#### 21 Derivative financial instruments

Derivative financial instruments comprise interest rate swaps which are measured at fair value as provided by the Association's lender RBS plc, and as set out in note 12.

#### 22 Contingent liabilities

Housing Association Grants (HAG) received in respect of all properties owned at 31 March 2024 amounted to £45,626,000 (2023: £41,218,000). HAG remains legally repayable to the Scottish Government in certain circumstances.

Other grants attributable to office buildings comprise grant funding awarded by Historic Scotland and the Heritage Lottery Fund for the development of a historic building. Under the terms of the awards, amounts received may be repayable in certain circumstances such as the disposal of the building.