

**PROSPECT COMMUNITY HOUSING LIMITED**  
**FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**Financial Conduct Authority No 2290 R (S)**  
**Registered Housing Association No. HAL 204**  
**Scottish Charity No. SC029797**

**PROSPECT COMMUNITY HOUSING LIMITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

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**Registration Particulars:**

Financial Conduct Authority	Co-operative and Community Benefit Society Act 2014 Registered Number SP 2290 R (S)
Scottish Housing Regulator	Housing (Scotland) Act 2010 Registered Number HAL 204
Charity Number	SC029797

**Bankers:**

Royal Bank of Scotland  
540a Lanark Road  
Edinburgh  
EH14 5EL

**Auditors:**

RSM UK Audit LLP  
Statutory Auditor  
Third Floor, Centenary House  
69 Wellington Street  
Glasgow, G2 6HG

**Registered Office:**

6 Westburn Avenue  
Edinburgh  
EH14 2TH

**Solicitors:**

T C Young  
69a George Street  
Edinburgh  
EH2 2JG

**Key Management Personnel:**

Brendan Fowler – Director  
Lynne Bell – Finance Manager appointed 21 March 2018  
Arthur Cockburn – Finance Manager/Depute Director to 29 March 2018  
Neil Munro – Property Services Manager  
Catherine Louch – Housing Manager

**PROSPECT COMMUNITY HOUSING LIMITED  
REPORT OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

The Committee have pleasure in presenting their twenty-ninth report on Prospect's affairs for the year ended 31 March 2018.

## **BUSINESS OVERVIEW**

### **Constitution & Legal Framework**

Prospect Community Housing was founded in 1988. It was constituted under the Co-operative and Community Benefit Society Act in that year. It is a registered Scottish Charity. The financial statements comply with the Financial Reporting Standard 102 ('FRS 102') and the Statement of Recommended Practice for Registered Social Landlords 2014.

### **Area of Operation**

Prospect Community Housing has grown steadily since 1988 to become a medium sized Housing Association, managing 897 homes and providing factoring services to a further 39 in West Edinburgh. Prospect's subsidiary, Prospect Community Projects Ltd, remains dormant.

### **Principal Activities**

The principal activities of Prospect are the provision, management and maintenance of high quality rented housing at rents which are affordable to people on low incomes and contributing to the physical, economic and social regeneration of West Edinburgh.

## **REVIEW OF BUSINESS**

### **Growth and Innovation**

Prospect continued investing in its properties during the year, spending a further £463,220 (2017: £932,257) in the refurbishment of homes in the Wester Hailes area for rent, including the continuation of our component replacement programme. At 31 March 2018 Prospect had 897 homes in management.

Prospect continued its investment in the maintenance of its existing properties, spending £965,722 (2017: £945,188) on routine maintenance and major repair works and the upgrading of environmental areas around its stock. This investment was not only consistent with Prospect's aim to maintain its properties to the highest standard, but also contributed to its pro-active strategy of minimising the potential cost and disruption of antisocial behaviour.

Investment also continued in the provision of varied and targeted training programmes for both staff and Committee members.

### **Performance**

Performance in key areas is monitored and reviewed on a quarterly basis. Performance in two of the following areas has improved during the past year.

<b>INDICATOR</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>	<b>TARGET</b>
<b>Current Tenant Rent Arrears as % income</b>	4.1	4.36	4.20	4.02	4.50
<b>Voids turnaround times (days)</b>	18	16.4	13.5	14	19
<b>% rent loss due to voids</b>	0.23	0.196	0.3	0.5	0.40
<b>Staff costs as % of turnover</b>	24.81	25.30	28.90	32.26	25.95

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FOR THE YEAR ENDED 31 MARCH 2018**

## Risks

Prospect has a comprehensive system of risk management which is kept under regular review. Risks which were considered high in both likelihood and potential impact during the year were:

RISK	CONTROL ACTIONS
<ul style="list-style-type: none"> <li>➤ <b>Welfare benefit changes</b> which could lead to a reduction in income for tenants and/or rent payments being made directly to the tenant, with the possible resulting increase in rent arrears.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Personal approach to working with tenants. Up to date profiling of tenants and household. Enhanced support for tenants, using a variety of projects. Proactive arrears work, and involvement of Money Advice Officer (MAO) providing advice to maximise income.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Cash flow</b> is increasingly important at a time when there are pressures on our rental income and upward pressures on costs e.g. pensions. If Prospect decided to develop new homes, close monitoring of our cash flow would become increasingly important.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Effective budget setting and monitoring. Minimising costs where possible. Considerable efficiencies have been achieved across the organisation, and we will continue to look at further efficiencies in the future.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>New developments.</b> If Prospect were to start to develop new homes, this would bring with it significant risks.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Close consideration of the various risks prior to committing to any new development. If a new development is to proceed, then there would need to be regular reviews of the risks identified.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Not meeting the Scottish Housing Charter outcomes.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Regular review of our performance. Membership of HouseMark allows us to compare our performance and learn from others.</li> </ul>

## Grants and Funding

Prospect has not developed any new homes over the year 2017/18 so therefore did not receive any Housing Association Grant funding. Prospect does, however, receive grant funding from a variety of sources to support its wider role activities.

## Partnership Working

Prospect continued to develop its collaborative approach to its work by actively contributing to the Edinburgh Affordable Housing Partnership, West Edinburgh Voluntary Sector Forum, Wester Hailes Community Trust and other similar bodies.

We have a Community Projects Officer post to help develop further this type of working with a range of partners in West Edinburgh for the benefit of Prospect's client group and the wider community.

## Sustainability

Prospect has made a commitment to Sustainable Development by including energy efficient technology in its most recent housing developments and by examining all aspects of its business and activities to minimise waste, pollution and energy consumption. Prospect is currently working towards meeting the energy efficiency targets set within the new 2020 Energy Efficiency Standard for Social Housing (EESH) target.

**PROSPECT COMMUNITY HOUSING LIMITED  
REPORT OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

**Statement of Comprehensive Income**

**Turnover**

Rental and Service Charge Income Receivable increased by 1.27% to £4,096,558 (2017: £4,014,220)

**Surplus on Ordinary Activities**

The surplus for the year was £1,142,141 (2017: £1,869,593) before transfer to/from designated reserves.

**Revenue Reserves**

Prospect aims to generate and maintain unrestricted revenue reserves which approximates to their requirements to meet a 4-month working capital requirement on an ongoing basis. The current average 4-month working capital requirement amounts to approximately £1,345,900. Current revenue reserves meet this aim and are backed by cash reserves.

**Going Concern**

The Management Committee 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 the annual financial statements.

**Statement of Financial Position**

Fixed Assets, stated at Net Book Value, decreased by £453,967 from £ 42,682,585 to £42,228,618 . These were financed by Housing Association Grants (now shown as a deferred capital grant creditor), Loan Finance and Prospect's own resources.

**Reserves**

Reserves increased by £1,142,141 from £ 5,554,969 to £6,697,110.

**Treasury Management**

Prospect, as a matter of policy, does not enter into transactions of a speculative nature. At 31 March 2018, Prospect had a mix of fixed and variable rate finance.

**Maintenance policies**

Prospect seeks to maintain its properties to the highest standard. To this end, programmes of planned maintenance are carried out in the medium term to deal with the gradual and predictable deterioration of building components.

In addition, Prospect has a long term programme of major repairs to cover for works which have become necessary since the original development was completed, including works required by subsequent legislative changes. This includes replacement or repairs to components of the properties which have come to the end of their economic lives. Where a component has been replaced, or there is an improvement to a component that enhances the economic benefit of the tangible fixed asset, this is capitalised under the terms of SORP 2014. All other expenditure is charged to the Statement of Comprehensive Income.

**Rent Policy**

Prospect's aim is to have a common level of rents for all similar properties. The policy should be logical, easily applied and allow for regional variations in marketability. Income from rents should also be sufficient to meet the financial commitments of Prospect in order to maintain continued financial viability.

**Committee Recruitment and Induction**

New Board members are elected at Prospect's Annual General Meeting. All new members undergo induction training.

**Committee Training**

Prospect invests substantially in terms of time and money in ensuring its Committee members have the skills and knowledge required to manage a successful business. These expectations are set out in a Training Policy. Training during the financial year under review has focussed on long term financial planning, regulatory standards of governance and financial management and health and safety. Committee members' attendance at training events is monitored regularly and feedback obtained and actioned.

**Corporate Rules**

The governing document of Prospect is the Rules, which are based on the SFHA standard set of Charitable Rules and adapted through time by properly constituted meetings of the members of Prospect. The Rules are the equivalent of a company's Articles and Memorandum of Association. A copy of the Rules can be obtained on request at the Registered Office.

**PROSPECT COMMUNITY HOUSING LIMITED  
REPORT OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

**Business Plan**

Prospect's business plan sets out the direction and aims of the Association over a three year period. Central to the document are the organisation's Vision, Values and Strategic Objectives which were developed in consultation with tenants and staff and through discussion with the Business Plan working group.

Our vision: Providing homes and building communities together. Our values: Pioneering, reliability, listening, fairness, partnership.

Our strategic objectives for the period to 31 March 2018 are outlined in the table below:

**Independence – thrive as an independent, community based organisation**

- Work to ensure that the organisation is financially secure by
  - Keeping to within planned budgeted expenditure
  - Undertaking sensitivity analysis on our long term financial projections
  - Focussing on value for money
  - Through annual budget process, achieving cost reductions where possible, and minimising any areas where costs increase
- Focus on good governance arrangements
- Ensure compliance with new Scottish Housing Regulator guidance

**Planned property improvements – invest £4.4m during the period of the business plan, including work to fully meet the standards set out in the Energy Efficiency Standard for Social Housing (EESH)**

- Make progress that would allow us to fully comply with the Energy Efficiency Standard for Social Housing (EESH) by 2018
- Complete all the anticipated property investment programme that is included in the 2017/18 budget
- Be on target to spend £4.4m by March 2018 on planned property improvements
- Fully utilise the Cx Planned and Servicing module to assist with operating our plans, and keep the information required for future planning in this area up to date.

**New housing provision – to build new affordable homes to meet housing need, providing they contribute to the financial health of Prospect**

- Actively investigate development opportunities by:
  - Meeting with local elected members
  - Meeting with Council staff, both locally and centrally
  - Keeping up to date with planning decisions locally
  - Contacting private developers who are active in our area
- Keep Committee of Management up to date each month with any opportunities that we are pursuing
- Regularly discuss development opportunities with our lenders, and discuss with them the potential funding sources for new developments

**Affordable rents – achieve a maximum of inflation (RPI) only rent increases from April 2016**

- Through budget process, ensure that costs are contained so that rent increase does not have to be above RPI
- Start sensitivity work with Management Team and Committee regarding the impact of CPI increases, whether this is realistic, and the steps we would need to put in place to achieve this
- Following from above, consider what aim we should have for rent increases in our next business plan in 2018

**Customer service – improve tenant satisfaction (to be measured by the survey results from the next tenant survey)**

- Fully utilise the Cx system to improve communication and service to tenants
- Rollout of Tenant Scrutiny
- Achieve improvements in tenant satisfaction, measured by the 2016 tenant survey

**Community Projects – develop new community projects, and ensure current projects are reshaped appropriately, in partnership with other agencies that meet local priorities**

- Work towards the aims set out in the Community Action Plan
- Work with partners more strategically to develop projects to reflect the community priorities arising from the Open Space events
- Commitment to being connected to our community in as many ways as possible (e.g. voluntary sector forum, Community Council, liaison with local agencies, participation in local events)

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REPORT OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

In order to ensure that the above priorities are progressed, they have been broken down into tasks and allocated to appropriate staff members, through agreed work plans with regularly reviewed performance targets, throughout the organisation.

**Progress towards achieving Strategic Objectives**

This table indicates the progress made towards achieving these objectives as detailed at 31 March 2018.

OBJECTIVE	ACHIEVEMENTS
<b>Independence</b>	<ul style="list-style-type: none"> <li>· Improved financial position</li> <li>· Member of Housemark to access benchmarking information</li> <li>· Housing Management and Maintenance costs are now around the Scottish average, which is a position that has improved since the start of the Business Plan</li> <li>· High levels of customer satisfaction</li> </ul>
<b>Planned property improvements</b>	<ul style="list-style-type: none"> <li>· Spent £3.7m over the period of the Business Plan, which is a very significant level of expenditure. The spend was lower than anticipated due to procurement efficiencies and lower take up for some of the works.</li> <li>· 94% of tenants satisfied with the quality of their home</li> <li>· We now either have compliance with or abeyance from EESSH for 100% of our properties (abeyances are where we have attempted but not had access to carry out the work)</li> </ul>
<b>New housing provision</b>	<ul style="list-style-type: none"> <li>· Local opportunities being explored</li> <li>· Involvement in Affordable Housing Partnership to explore options for development</li> <li>· Strong links with City of Edinburgh Council</li> <li>· Partnership arrangement with Port of Leith Housing Association to provide development services</li> <li>· Further work on financial assessments</li> </ul>
<b>Affordable rents</b>	<ul style="list-style-type: none"> <li>· RPI only rent increase applied in April 2016</li> <li>· Below RPI rent increase applied in April 2017 and April 2018</li> <li>· Detailed work was carried out last year on cost base in 2017/18 to inform future rent increases</li> </ul>
<b>Customer service</b>	<ul style="list-style-type: none"> <li>· Implementation of new website and tenant portal provides additional options for customers to communicate with us</li> <li>· Overall tenant satisfaction improved from 89% in 2013 to 93% in 2016.</li> <li>· Improved satisfaction levels in the majority of other areas of the tenant's survey</li> </ul>
<b>Community projects</b>	<ul style="list-style-type: none"> <li>· Involvement in Open Space event in 2015, with the outcomes of this informing the focus of our community work</li> <li>· Founding partner in the Wester Hailes Community Trust</li> <li>· Increased local strategic partnership working</li> <li>· Collaborative working taken to a new level with the Tasting Change project</li> </ul>

**Statement of Committee of Management Responsibilities**

The Co-operative and Community Benefit Societies Act 2014 requires the Committee of Management to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of Prospect and of the surplus or deficit of Prospect for that period. In preparing these Financial Statements, the Committee of Management is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that Prospect will continue in business.

**PROSPECT COMMUNITY HOUSING LIMITED  
REPORT OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

The Committee of Management is responsible for keeping proper accounting records, which disclose with reasonable accuracy, at any time, the financial position of Prospect and to enable them to ensure that the Financial Statements comply with the Co-operative and Community Benefit Societies Act 2014, the Housing (Scotland) Act 2014 and the Registered Housing Associations Determination of Accounting Requirements 2014. They are also responsible for safeguarding the assets of Prospect and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. It has general responsibility for taking reasonable steps to safeguard the assets of Prospect and to prevent and detect fraud and other irregularities.

### Results for the Period

The attached Financial Statements on pages 12 to 36 are for the period of twelve months to 31 March 2018.

### Credit Payment Policy

Prospect's policy concerning the payment of its trade creditors complies with the Confederation of British Industry guidelines. The average payment period is 22 days (2017: 22 days).

### Employee Involvement and Health & Safety

Prospect Community Housing encourages employee involvement in all major initiatives. Staff have opportunities to discuss and contribute to strategic objectives through Working Groups, Departmental and Staff Meetings. Working Groups that met over the year to March 2018 on which staff are represented include:

- Health and Safety working group
- Equalities working group
- Budget working group
- IT working group
- Business Plan working group

A Health and Safety Committee, which comprises staff and Committee members, meets quarterly to review health and safety issues. Each department has a representative on this Committee who raises health and safety issues on behalf of their colleagues.

### Tenant Involvement

Prospect Community Housing actively involves tenants to help direct and improve what we do. We recognise that tenants will want to engage in different ways, so we provide a variety of mechanisms for tenants to be involved. This includes:

- the Tenant Forum
- Tenant scrutiny panel
- tenant Management Committee members
- learning from tenant comments or complaints
- full scale tenant surveys
- ongoing surveys relating to specific areas of our work
- annual rent consultation

### Committee of Management members:

* Milind Kolhatkar	<b>Chairperson</b>	* Shulah Allan
* Mo Connolly	<b>Secretary</b>	* Alan Gee
* Sheila Bunt	<b>Vice Chairperson</b>	* Gary Marchbank
* Naomi MacKenzie	<b>Treasurer</b>	* Chuks Ododo
* Mary MacRaid		
* Peter Matthews		
* Keith Noble		
* Neeru Bhatnagar co-opted from 25 April 2018		



**PROSPECT COMMUNITY HOUSING LIMITED  
REPORT OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

**Disclosure of Information to Auditors**

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

**Auditor**

Following the expiry of the existing external audit contract, a tendering exercise will be undertaken and a resolution will be put to the Annual General Meeting proposing the appointment of the successful organisation.

By   
Mo Connolly, Secretary  
6 Westburn Avenue, Edinburgh, EH14 2TH

**PROSPECT COMMUNITY HOUSING LIMITED**  
**COMMITTEE OF MANAGEMENT STATEMENT ON INTERNAL FINANCIAL CONTROLS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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

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

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

- Formal policies and procedures are in place, including the ongoing documentation of key systems and rules relating to the delegation of authorities, which allow the monitoring of controls and restrict the unauthorised use of the Association's assets;
- 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 of Management 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;
- Regulatory returns are prepared, authorised and submitted promptly to the relevant regulatory bodies;
- All significant new initiatives, major commitments and investment projects are subject to formal authorisation procedures, through relevant sub-committees comprising Committee of Management members and others;
- The Committee of Management reviews reports from management, from directors, staff and from the external 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 Association; and
- Formal procedures have been established for instituting appropriate action to correct weaknesses identified from the above reports.

The Committee of Management has reviewed the system of internal financial control in the Association during the year ended 31 March 2018. No weaknesses were found in internal financial controls which could result in material losses, contingencies, or uncertainties which require disclosure in the financial statements or in the auditors' report on the financial statements.

The above arrangements are considered appropriate to the scale and range of the Association's activities, and comply with the requirements contained in the Scottish Housing Regulator's Guidance.

**By order of the Committee of Management**

  
M  
Secretary

## **REPORT BY THE AUDITORS TO THE MEMBERS OF PROSPECT COMMUNITY HOUSING LIMITED ON CORPORATE GOVERNANCE MATTERS**

In addition to our audit of the Financial Statements, we have reviewed your statement on page 7 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 through enquiry of certain members of the Management Committee and Officers of the Association and examination of relevant documents. 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 8 has provided the disclosures required by the relevant Regulatory Standards within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes issued by the Scottish Housing Regulator in respect of internal financial controls and is consistent with the information which came to our attention as a result of our audit work on the Financial Statements.



RSM UK AUDIT LLP  
Statutory Auditor  
Chartered Accountants  
Third Floor  
Centenary House  
69 Wellington Street  
G2 6HG

Date

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
PROSPECT COMMUNITY HOUSING LIMITED**

**Opinion**

We have audited the financial statements of Prospect Community Housing Limited (the 'Association') for the year ended 31 March 2018 which comprise the Statement of Comprehensive Income, Statement of Financial Position and Statement of Cashflows and notes to the financial statements, 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 FRS 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 affairs as at 31 March 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been 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 – December 2014.

**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 FRC'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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Committee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Committee is responsible for the other information. Our opinion on the financial statements does not cover the other information and, 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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
PROSPECT COMMUNITY HOUSING LIMITED (continued)**

**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 we require for our audit.

**Responsibilities of the Committee**

As explained more fully in the Committee's responsibilities statement set out on pages 5-6, the Committee is 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 Committee 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 Committee is responsible for assessing 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 Committee either intends to liquidate the Association or to cease operations, or have 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://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.



RSM UK Audit LLP  
Statutory Auditor  
Chartered Accountants  
Third Floor  
Centenary House  
69 Wellington Street  
Glasgow  
G2 6HG

Date 

**PROSPECT COMMUNITY HOUSING LIMITED**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	2018 £	2017 £
<b>TURNOVER</b>	<b>2</b>	4,785,981	4,653,771
Operating expenditure	2	(3,361,818)	(3,353,626)
Remeasurement of pension past service deficit provision	3(a),16	6,000	896,000
<b>OPERATING SURPLUS</b>	<b>2</b>	1,430,163	2,196,145
(Loss) on disposal of property plant and equipment		(7,116)	(2,405)
Interest receivable		25,176	32,441
Interest and financing costs	5	(306,082)	(356,588)
<b>SURPLUS FOR THE YEAR</b>		<u>1,142,141</u>	<u>1,869,593</u>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>1,142,141</u>	<u>1,869,593</u>

The results relate wholly to continuing activities.

The accompanying notes form part of these financial statements.

**PROSPECT COMMUNITY HOUSING LIMITED**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2018**

	Notes	2018	2017
		£	£
<b>FIXED ASSETS</b>			
Intangible assets	8	95,325	166,493
Housing properties	9a	41,325,044	41,728,876
Other fixed assets	9b	808,249	787,216
		42,228,618	42,682,585
<b>CURRENT ASSETS</b>			
Trade and other debtors	10	336,378	320,677
Cash and cash equivalents		3,647,255	3,218,327
		3,983,633	3,539,004
<b>CURRENT LIABILITIES:</b>			
Creditors: Amounts falling due within one year	11	(1,380,239)	(1,276,677)
<b>NET CURRENT ASSETS</b>		2,603,394	2,262,328
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		44,832,012	44,944,913
Creditors: Amounts falling due after more than one year	12	(37,430,013)	(38,514,885)
Provisions for liabilities:			
Pension Liability	16	(704,832)	(875,000)
<b>TOTAL NET ASSETS</b>		6,697,167	5,555,028
<b>RESERVES</b>			
Share Capital	17	57	59
Income and expenditure reserves		6,697,110	5,554,969
<b>TOTAL RESERVES</b>		6,697,167	5,555,028

Approved by the Management Committee and authorised for issue on 27 June 2018 and signed on their behalf by:

**S Bunt**

Vice Chairperson

**M Connolly**

S

**N MacKenzie**

Treasurer

**PROSPECT COMMUNITY HOUSING LIMITED**  
**STATEMENT OF CHANGES IN RESERVES**  
**AS AT 31 MARCH 2018**

	Income and expenditure reserve £	Total £
<b>Balance as at 31 March 2017</b>	5,554,969	5,554,969
Surplus for the year	1,142,141	1,097,843
<b>Balance at 31 March 2018</b>	<u>6,697,110</u>	<u>6,652,812</u>



## PROSPECT COMMUNITY HOUSING LIMITED

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 £	2017 £
<b>Net cash generated from operating activities</b>	19	1,937,384	1,723,539
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Purchase of tangible fixed assets		(500,602)	(936,926)
Purchase of intangible fixed assets		(8,472)	(70,424)
Proceeds from sale of tangible fixed assets		2,598	101,841
HAG Received		-	78,403
HAG repaid		-	(53,003)
Interest received		25,176	32,441
<b>NET CASH FROM/(USED IN) INVESTING ACTIVITIES</b>		<u>(481,300)</u>	<u>(847,668)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Interest paid		(298,082)	(315,568)
Interest element of finance lease rental payments		(733)	(733)
Repayment of borrowings		(550,663)	(547,618)
Issue of Share Capital		1	4
Capital element of finance lease rental payments		(5,511)	(5,511)
Contributions to the past service deficit		(172,168)	(160,020)
<b>NET CASH FROM/(USED IN) FINANCING ACTIVITIES</b>		<u>(1,027,156)</u>	<u>(1,029,446)</u>
<b>NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS</b>		<u>428,928</u>	<u>(153,575)</u>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>		<u>3,218,327</u>	<u>3,371,902</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	19	<u>3,647,255</u>	<u>3,218,327</u>

**PROSPECT COMMUNITY HOUSING LIMITED  
NOTES TO THE FINANCIAL STATEMENTS  
AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES**

**a. Legal Status**

The Association is registered under the Co-operative and Community Benefit Societies Act 2014 and is registered with the Scottish Housing Regulator under the Housing (Scotland) Act 2010.

The address of the Company's registered office and principal place of business is 6 Westburn Avenue, Edinburgh, EH14 2TH.

The Association's principal activities are the provision of Social Rented Housing.

Prospect Community Housing is a Public Benefit Entity.

**b. Basis of Accounting**

The Financial Statements are prepared on the historical cost basis of accounting. Prospect Community Projects Limited has not been consolidated due to the highly immaterial nature of amounts involved. These financial statements have been prepared in accordance with UK Generally Accepted Accounting Practice (UK GAAP) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), the Housing SORP 2014 "Statement of Recommended Practice for Registered Housing Providers" and the comply with the Determination of Accounting Requirements 2014, and under the historical cost convention.

The financial statements are prepared in Sterling (£).

**c. Critical Accounting Estimates and Areas of Judgement**

Preparation of the financial statements requires management to make critical judgements and estimates concerning the future. Estimates and judgements are continually evaluated and are based on historical experience, advice from qualified experts and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are included below.

*Critical accounting estimates*

Management reviews its estimate of the useful lives of depreciable assets at each reporting date based on the asset management projections and reactive repairs expenditure.

The rate used to discount the past service deficit defined benefit obligations to their present value is based upon market yields for high quality corporate bonds with terms consistent with those of the benefit obligations. Our commitment to the SHAPS of £726,000 for the next 3.9 years has been discounted at a rate of 1.51% amounting to a net present value of £705,000 at 31 March 2018.

*Critical areas of judgement*

Management have determined that given the immaterial number of shared ownership properties held there is no value added by separating these properties from the social housing stock held for let.

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**d. Going Concern**

The Management Committee have regularly reviewed the detailed financial projections included in the Business Plan 2018-21 and beyond with particular focus on the cash flow position and believe that it is appropriate to prepare the financial statements on a going concern basis.

The Association generated a surplus in the year of £1,097,843, had year-end cash balances of £3,647,255, net current assets of £2,559,096 and net assets of £6,652,869.

On that basis, the Management Committee, has a reasonable expectation that Prospect 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 the financial statements.

**e. Turnover**

The results represent those of Prospect Community Housing Limited only. Turnover represents rental and service charge income receivable, fees receivable and revenue grants receivable from Scottish Housing Regulator, local authorities and other agencies provided at the invoice value (excluding VAT). Tenant service charges are levied on a basis intended to cover appropriate service costs each year.

**f. Mortgage Loans**

Mortgage loans are advanced by private lenders under the terms of individual mortgage deeds in respect of each housing scheme.

**g. Government Grants**

Government grants include grants receivable from the Scottish Government, local authorities and other government bodies. Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

Government grants received for housing properties are recognised in income over the useful economic life of the structure of the asset (excluding land) under the accruals model.

On disposal of an asset for which government grant was received, if there is no obligation to repay the grant, then any unamortised grant remaining is derecognised as a liability and recognised as income. Where there is a requirement to repay a grant a liability is included in the Statement of Financial Position to recognise this obligation.

**PROSPECT COMMUNITY HOUSING LIMITED  
NOTES TO THE FINANCIAL STATEMENTS  
AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**h. Other Grants**

Grants received from non-government sources are recognised using the performance model. Grants are recognised as income when the associated performance conditions are met.

**i. Fixed Assets – Housing Land And Buildings**

Housing Properties are properties for the provision of social housing or to otherwise provide social benefit and are principally properties available for rent and shared ownership. Housing properties and shared ownership properties are stated at cost less accumulated depreciation.

Works to existing properties will generally be capitalised under the following circumstances:

- (i) Where a component of the housing property that has been treated separately for depreciation purposes and depreciated over its useful economic life is replaced or restored; or
- (ii) Where the subsequent expenditure provides an enhancement of the economic benefits of the tangible fixed assets in excess of the previously assessed standard of performance. 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 Statement of Comprehensive Income.

The major components of housing properties are land, structure, roofs, kitchens, windows/doors, boilers, radiators, electrics and showers. Each component has a substantially different economic life and is depreciated over this individual life. Depreciation rates are shown in Note m(i). The accounting policy is compliant with FRS 102 and the Housing SORP 2014.

All invoices and Architects' certificates relating to capital expenditure incurred in the year at gross value before retention's are included in the accounts, provided the dates of issue or valuation are prior to the year-end. Related HAG advances receivable are also included.

**j. Capitalised Development and Development Interest**

Costs which are directly attributable to bringing housing properties into working condition are included in housing properties cost. Directly attributable costs include direct labour cost of the Association and incremental costs which would have been avoided only if the property had not been constructed or acquired. All other development costs are written off to the Statement of Comprehensive Income in the period in which it occurs.

**k. Impairment of Fixed Assets**

An assessment is made at each reporting date of whether there are indications that a fixed asset (including housing properties) may be impaired or that an impairment loss previously recognised has fully or partially reversed. If such indications exist, Prospect Community Housing Limited estimates the recoverable amount of the asset.

Shortfalls between the carrying value of fixed assets and their recoverable amounts, being the higher value less costs to sell and value-in-use of the asset based on its service potential, are recognised as impairment losses in the Statement of Comprehensive Income.

**PROSPECT COMMUNITY HOUSING LIMITED  
NOTES TO THE FINANCIAL STATEMENTS  
AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**I. Sale of Housing Properties**

Properties are disposed of under the appropriate legislation and guidance. All costs and grants relating to the share of property sold are removed from the financial statements at the date of sale, except for first tranche sales. Any grants received that cannot be repaid from the proceeds of sale are abated and the grants removed from the financial statements.

**m. Depreciation**

**(i) Housing Properties**

Depreciation is charged on a straight line basis over the expected economic useful lives of each major component, to its estimated residual value, that makes up the housing property as follows:

Land	not depreciated
Structure	80 years
Roofs	70 years
Kitchens	15 years
Windows/doors	35 years
Boilers	15 years
Radiators	40 years
Electrics	40 years
Showers	15 years

**(ii) Other Fixed Assets**

Expenditure incurred is written-off at the following annual percentages of cost on a straight line basis: -

Office equipment	15%
Computer equipment	25%
Office accommodation	2%
Office Kitchen	5%
Estate Assets	25%
Vehicles	12.5%

Depreciation is charged for each month that the asset is in use.

**PROSPECT COMMUNITY HOUSING LIMITED  
NOTES TO THE FINANCIAL STATEMENTS  
AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

***n. Intangibles***

All intangible assets shall be considered to have a finite useful life of 4 years on a straight line basis. The useful life of an intangible asset that arises from contractual or other legal rights shall not exceed the period of the contractual or other legal rights, but maybe shorter depending on the period over which the entity expects to use the asset. Amortisation of intangible assets is shown within operating costs.

***o. Leases***

The annual rentals in relation to operating leases are charged to the Statement of Comprehensive Income on a straight line basis over the lease term.

***p. Cash and cash equivalents***

Cash includes all short-term bank deposits maturing within one year, which the Committee regards as part of the Association's bank balances.

***q. Value Added Tax***

The Association deregistered for VAT on 28 September 2017 as a large proportion of its income is exempt for VAT purposes. Expenditure is therefore shown inclusive of VAT. Any VAT recovered is included in Miscellaneous Income.

***r. Pensions***

On 1<sup>st</sup> April 2014, the Association closed the Final Salary and Care Related schemes in the centralised Scottish Housing Association's Pension Scheme (SHAPS), and now only operates a Defined Contribution Scheme in respect of staff. The pension cost charged in the financial statements represents the contribution payable by Prospect Community Housing Ltd during the year.

For the SHAPS, contributions are recognised in the Statement of Comprehensive Income in the period to which they relate as there is insufficient information available to use defined benefit accounting. A liability is recognised for contributions arising from an agreement with the multi-employer plan that determines how the RSL will fund a deficit. Contributions are discounted when they are not expected to be settled wholly within 12 months of the period end.

***s. Taxation***

The Association has charitable status and is therefore not required to account for tax on its exempt activities.

***t. Allocation of Office Costs***

Office costs are allocated to Major Repairs, Componentised Assets and Maintenance at 13%, 7% and 30% respectively based on staff time profiles. (2016/17: 12%, 12% and 25%).

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

***u. Financial Instruments***

The Association has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102, in full, to all of its financial instruments.

Financial assets and financial liabilities are recognised when the Association becomes a party to the contractual provisions of the instrument, and are offset only when the Association currently has a legally enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

*Financial assets*

*Debtors*

Debtors which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price. Trade debtors are subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

Where the arrangement with a trade debtor constitutes a financing transaction, the debtor is initially and subsequently measured at the present value of future payments discounted at a market rate of interest for a similar debt instrument.

A provision for impairment of debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in the Statement of Comprehensive Income.

*Financial liabilities*

*Trade creditors*

Trade creditors payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

Where the arrangement with a trade creditor constitutes a financing transaction, the creditor is initially and subsequently measured at the present value of future payments discounted at a market rate of interest for a similar instrument.

*Borrowings*

Borrowings are initially recognised at the transaction price, including transaction costs, and subsequently measured at amortised cost using the effective interest method. Interest expense is recognised on the basis of the effective interest method and is included in interest payable and other similar charges.

*Derecognition of financial assets and liabilities*

A financial asset is derecognised only when the contractual rights to cash flows expire or are settled, or substantially all the risks and rewards of ownership are transferred to another party, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party. A financial liability (or part thereof) is derecognised when the obligation specified in the contract is discharged, cancelled or expires.

**PROSPECT COMMUNITY HOUSING LIMITED  
NOTES TO THE FINANCIAL STATEMENTS  
AS AT 31 MARCH 2018**

**1. ACCOUNTING POLICIES (continued)**

**v. Provisions**

Provisions are recognised when the RSL has an obligation at the reporting date as a result of a past event which it is probable will result in the transfer of economic benefits and that obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.



**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**2. ANALYSIS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS OR DEFICIT**

	Turnover	Operating Costs	Operating Surplus/(Deficit)	Operating Surplus/ (Deficit) 2017
	£	£	£	£
<b>Social Lettings</b> (note 3a)	4,582,884	(3,134,223)	1,448,661	2,265,028
<b>Other Activities</b> (note 3b)	203,097	(221,595)	(18,498)	(68,883)
<b>2018 Total</b>	<u><b>4,785,981</b></u>	<u><b>(3,355,818)</b></u>	<u><b>1,430,163</b></u>	<u><b>2,196,145</b></u>
<b>2017 Total</b>	<u><b>4,653,771</b></u>	<u><b>(2,457,626)</b></u>	<u><b>2,196,145</b></u>	

PROSPECT COMMUNITY HOUSING LIMITED  
 NOTES TO THE FINANCIAL STATEMENTS  
 AS AT 31 MARCH 2018

(Continued)

3(a) PARTICULARS OF TURNOVER, OPERATING COSTS AND OPERATING SURPLUS OR DEFICIT FROM AFFORDABLE LETTING ACTIVITIES

	2018 General Needs Housing £	2018 Shared Ownership £	2018 Total £	2017 Total £
Rent Receivable net of Service Charges	3,882,029	31,443	3,913,472	3,839,872
Service Charges	183,086	-	183,086	174,348
Gross income from rents and service charges	4,065,115	31,443	4,096,558	4,014,220
Less Voids	(20,182)	-	(20,182)	(17,981)
<b>Net income from rents &amp; service charges</b>	<b>4,044,933</b>	<b>31,443</b>	<b>4,076,376</b>	<b>3,996,239</b>
Grants released from deferred income	497,417	-	497,417	497,600
Revenue grants from Scottish Ministers	9,091	-	9,091	-
Other revenue grants	-	-	-	-
<b>Total turnover from affordable letting activities</b>	<b>4,551,441</b>	<b>31,443</b>	<b>4,582,884</b>	<b>4,493,839</b>
Management/Maintenance Administration Costs	1,112,212	13,731	1,125,943	1,104,612
Service Costs	178,809	-	178,809	184,344
Planned & Cyclical Maintenance including Major Repair Costs	531,851	-	531,851	534,153
Reactive Maintenance Costs	433,871	-	433,871	411,035
Bad Debts-Rents & Service Charges	11,187	-	11,187	30,920
Depreciation of affordable let properties	858,562	-	858,562	859,747
Remeasurement of past service deficit provision	(6,000)	-	(6,000)	(896,000)
<b>Operating costs for affordable letting activities</b>	<b>3,120,492</b>	<b>13,731</b>	<b>3,134,223</b>	<b>2,228,811</b>
<b>Operating surplus for affordable letting activities</b>	<b>1,430,949</b>	<b>17,712</b>	<b>1,448,661</b>	<b>2,265,028</b>
Operating surplus for affordable lettings activities for 2017	<b>2,246,873</b>	<b>18,155</b>	<b>2,265,028</b>	

The amount of service charges receivable on housing accommodation not eligible for Housing Benefit was £Nil (2017 – £Nil)

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**  
(Continued)

**3(b) TURNOVER, OPERATING COSTS AND OPERATING SURPLUS OR DEFICITS FROM OTHER ACTIVITIES**

	Grants from Scottish Ministers	Other Revenue Grants	Other Income	Total Turnover	Operating Costs – BadDebts	Other Operating Costs	Total Operating Costs	Operating (Deficit)/ Surplus 2018	Operating (Deficit)/ Surplus 2017
	£	£	£	£	£	£	£	£	£
Wider Role Activities undertaken to support the community, other than the provision, construction, improvement and management of housing	-	-	-	-	-	(44,349)	(44,349)	(44,349)	(45,263)
Factoring	-	-	20,851	20,851	-	(20,761)	(20,761)	90	402
Other Agency (SLAB/Big Lottery/Scottish Government and Wester Hailes Community Trust)	-	148,499	-	148,499	-	(119,706)	(119,706)	28,793	-
Other Activities	-	-	33,747	33,747	(12,389)	(24,390)	(36,779)	(3,032)	(24,022)
<b>Total from other Activities</b>	-	<b>148,499</b>	<b>54,598</b>	<b>203,097</b>	<b>(12,389)</b>	<b>(209,206)</b>	<b>(221,595)</b>	<b>(18,498)</b>	<b>(68,883)</b>
Total from other activities – 2017	-	<b>100,012</b>	<b>59,920</b>	<b>159,932</b>	<b>(16,906)</b>	<b>(211,909)</b>	<b>(228,815)</b>	<b>(68,883)</b>	

During the year Prospect, as the agent, received Big Lottery grant of £49,845 (2017: £49,352) and Scottish Government grant of £71,381 (2017: £Nil). Included in debtors is £20,000 from Wester Hailes Community Trust for Tasting Change project.

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**4. HOUSING STOCK**

	<b>2018</b>	<b>2017</b>
	<b>No.</b>	<b>No.</b>
The number of units in Management at 31 March was as follows:		
General Needs	882	882
Supported Housing	4	4
Shared Ownership	11	11
	<u>897</u>	<u>897</u>

**5. INTEREST PAYABLE AND FINANCING COSTS**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Total interest incurred on loans	298,082	315,568
Net cost on pension (note 21)	<u>8,000</u>	<u>41,020</u>
Total	<u>306,082</u>	<u>356,588</u>

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**6. EMPLOYEES**

	<b>2018</b>	<b>2017</b>
<b>Staff costs (including key management personnel) during year</b>	<b>£</b>	<b>£</b>
Wages and Salaries	987,532	987,735
Social Security Costs	95,857	99,752
Other Pension Costs (Including Past Service Deficit)	263,615	258,941
	<u>1,347,004</u>	<u>1,346,428</u>
The average full time equivalent number of persons employed by the Association during the year were as follows:	<b>No.</b>	<b>No.</b>
Corporate and Finance	6	6
Property Services	16	16
Housing Management	8	8
	<u>30</u>	<u>30</u>

The key management personnel (KMP) are defined as the members of the Committee of Management, the Director and any other person reporting directly to the Directors or the Committee of Management

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Aggregate Emoluments payable to key management personnel (excluding pensions contributions)	276,613	271,765
Pensions payable for key management personnel	29,770	29,042
Emoluments payable to the Director (excluding pension contributions)	<u>79,060</u>	<u>76,502</u>

Emoluments paid to KMP including pensions can be analysed as:	<b>2018</b>	<b>2017</b>
£60,001 - £70,000	-	-
£70,001 - £80,000	3	3
£80,001 - £90,000	<u>1</u>	<u>1</u>

The Association's contributions to the pension scheme for the Director amounted to £8,464 (2017: £8,154). The employer's contribution is currently 12% of salary, plus an additional cost of 11.36% Past Service Deficit on relevant September 2009 salaries.

The Director is an ordinary member of the SHAPS Pension Scheme, with no enhanced/special terms. No additional contributions are made by Prospect Community Housing for any individual pension arrangements for the highest paid Director.

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Total expenses reimbursed insofar as not chargeable to UK Income Tax	<u>1,260</u>	<u>1,305</u>

Expenses are incurred wholly, exclusively and necessarily on behalf of the Association.

No member of the Committee of Management received emoluments in respect of their services to the Association.

In addition to the above, operating surplus for the year ending 31 March 2018 includes a remeasurement of the SHAPS past service deficit provision of £6,000. Further notes are provided in notes 16 and 21.

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**7. OPERATING SURPLUS OR DEFICIT**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Operating surplus is stated after charging/(crediting):		
Depreciation of housing properties (note 9(a))	858,572	859,747
Depreciation of other tangible fixed assets (note 9(b))	61,079	69,107
Amortisation of intangible assets (note 8)	44,845	50,158
Deficit on disposals of tangible fixed assets	7,116	2,405

Fees payable to RSM UK Audit LLP and its associates in respect of both audit and non-audit services are as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Audit services - statutory audit of the Association	11,040	11,900
All other non-audit services	-	-

**8. INTANGIBLE ASSETS**

	<b>IT Software</b>
	<b>2018</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2017	218,706
Additions	8,472
At 31 March 2018	227,178
<b>Amortisation</b>	
At 1 April 2017	52,213
Transfer from Computer Equipment	45,964
Amortisation adjustment	(11,169)
Charge for Year	44,845
At 31 March 2018	131,853
<b>Net Book Value at 31 March 2018</b>	<b>95,325</b>
<b>Net Book Value at 31 March 2017</b>	<b>166,493</b>

The intangible assets relate to IT Software, including the Civica CX system.

As part of the reclassification of computer software to intangible assets on transition to FRS102 in 2015/16, an error was made to the Fixed Asset Register in relation to part of the cost of computer software, such that over the last 2 years the depreciation and amortisation in fixed and intangible assets has been incorrect. Given it's value (net £11,169) this has been corrected in the current year as per above and in note 9b.

**PROSPECT COMMUNITY HOUSING LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 MARCH 2018**

**9. TANGIBLE FIXED ASSETS**

<b>a) Housing Properties Including Shared Ownership Properties</b>	<b>2018 Held For Letting</b>
	<b>£</b>
<b>COST</b>	
At start of period	54,568,867
Additions during period	463,220
Disposals	(235,208)
At end of period	<u>54,796,879</u>
<b>DEPRECIATION</b>	
At start of period	12,839,991
Charged during period	858,572
Disposals	(226,728)
At end of period	<u>13,471,835</u>
<b>NET BOOK VALUE NET</b>	
At 31 March 2018	<u>41,325,044</u>
At 31 March 2017	<u>41,728,876</u>

Included within housing properties is land of £10,742,250 that is not depreciated. (2017: £10,742,250)

The shared ownership properties (11 units out of 897 units held for letting) are not disclosed separately as the amounts are not considered material.

At 31 March 2018, none of the cost of the properties included in letting properties were held under a lease (2017: none).

During the year £463,220 (2017: £811,177) out of a total planned, cyclical and major repairs spend of £995,071 (2017: £1,345,280) was capitalised. All amounts capitalised related to component replacements and no expenditure was incurred during 2017/18 (2017: £Nil) on capitalised improvement works.

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**9b) Other Fixed Assets**

	Office Accommodation £	Estate Assets £	Office Equipment £	Computer Equipment £	Total £
<b>COST</b>					
At start of period	1,104,549	51,107	60,009	264,364	1,480,029
Additions during period	-	15,336	-	22,046	37,382
Disposals during period	-	(23,889)	(4,200)	(168,901)	(196,990)
At end of period	1,104,549	42,554	55,809	117,509	1,320,421
<b>AGGREGATE DEPRECIATION</b>					
At start of period	339,059	51,107	50,584	252,063	692,813
Transfer to Intangible Assets	-	-	-	(45,964)	(45,964)
Charge for period	23,327	958	2,771	34,023	61,079
Disposals during period	-	(23,889)	(4,200)	(167,667)	(195,756)
At end of period	362,386	28,176	49,155	72,455	512,172
<b>NET BOOK VALUE</b>					
At 31 March 2018	742,163	14,378	6,654	45,054	808,249
At 31 March 2017	765,490	-	9,425	12,301	787,216

**10. DEBTORS**

	<b>2018</b>	<b>2017</b>
	£	£
Rental arrears	168,511	183,272
Less: Bad debt provision	(58,645)	(74,214)
	<u>109,866</u>	<u>109,058</u>
Accrued income	62,275	35,549
Prepaid expenses	94,698	97,336
Other debtors	69,539	78,333
Other taxation and social security	-	401
	<u>336,378</u>	<u>320,677</u>

**11. CREDITORS: Amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	£	£
Debt (note 14)	586,640	549,665
Trade creditors	90,203	56,023
Other creditors	4,941	43,100
Other taxation and social security	24,643	24,719
Rent received in advance	93,386	86,142
Accruals and retentions unpaid	83,010	19,428
Deferred capital grant (note 13)	497,416	497,600
	<u>1,380,239</u>	<u>1,276,677</u>



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**12. CREDITORS:** Amounts falling due after more than one year

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Debt (Note 14)	7,951,254	8,538,893
Deferred capital grant (Note 13)	29,478,759	29,975,992
	<u>37,430,013</u>	<u>38,514,885</u>

**13. DEFERRED CAPITAL GRANT**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
As at 1 April	30,473,592	30,968,076
Capital grant released	(497,417)	(497,600)
Capital grant received	-	78,403
Capital grant repaid	-	(53,003)
Capital grant abated	-	(22,284)
As at 31 March	<u>29,976,175</u>	<u>30,473,592</u>
Amounts to be released within one year (note 11)	497,416	497,600
Amounts to be released in more than one year (note 12)	<u>29,478,759</u>	<u>29,975,992</u>
	<u>29,976,175</u>	<u>30,473,592</u>

**14. DEBT ANALYSIS: Borrowings**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Housing Loans	<u>8,537,894</u>	<u>9,088,558</u>
Housing Loans are secured by a standard security on the Association's properties. They are repayable at a rates of interest of between 0.37% over LIBOR and 3.565% in instalments due as follows: -		
Due within 1 year	586,640	549,665
Between 1 – 2 years	699,337	887,310
Between two and five years	2,108,791	1,997,395
After five years	<u>5,143,126</u>	<u>5,654,188</u>
	8,537,894	9,088,558
Included in creditors: amounts falling due within one year (note 11)	<u>(586,640)</u>	<u>(549,665)</u>
	<u>7,951,254</u>	<u>8,538,893</u>

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**15. COMMITMENTS UNDER OPERATING LEASE**

	2018 £	2017 £
At the year end, the total future minimum lease payments under non-cancellable operating leases were as follows:-		
No later than one year	11,239	22,478
Later than one year and not later than five years	-	11,239
Later than five years		
	<u>11,239</u>	<u>33,717</u>

**16. PROVISIONS**

	<b>SHAPS Pension £</b>
As at 1 April 2017	875,000
Utilised in the year	(172,168)
Unwinding of discount	8,000
Decrease due to remeasurement	(6,000)
As at 31 March 2018	<u>704,832</u>

The SHAPS provision represents the net present value of the commitment to the multiemployer pension scheme in respect of the past deficits. Further information on the provision is contained in Note 21.

**17. SHARE CAPITAL**

	2018 £	2017 £
<b>Shares of £1 each fully paid and issued</b>		
At start of period	59	60
Issued during period	1	4
Cancelled during period	(3)	(5)
At end of period	<u>57</u>	<u>59</u>

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

**18. CONTINGENT LIABILITIES**

Prospect Community Housing Limited has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the scheme based on the financial position of the scheme as at 30<sup>th</sup> September 2017. As of this date the estimated employer debt for Prospect Community Housing Limited was £5,412,485.

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**19. NOTES TO STATEMENT OF CASH FLOWS**

	2018	2017
<b>Reconciliation of operating surplus to net cash inflow from activities</b>		
	£	£
Surplus for the year	1,142,141	1,869,593
Lapsed Membership	(3)	(5)
Depreciation of tangible fixed assets	858,572	859,747
Depreciation of other fixed assets	61,079	69,107
Amortisation of intangible assets	44,845	50,158
Amortisation adjustment to intangible assets	(11,169)	-
Amortisation of capital grant	(497,417)	(497,600)
Defined benefit pension schemes	(6,000)	(896,000)
Leases	6,244	6,244
(Gain)/loss on disposal of tangible fixed assets	7,116	2,405
Interest received	(25,176)	(32,441)
Interest payable	306,082	356,588
<b>Operating cash flows before movement in working capital</b>	<b>1,886,314</b>	<b>1,787,795</b>
Decrease/(increase) in stock		
(Increase)/decrease in trade and other debtors	(15,701)	(40,087)
Increase/(decrease) in trade and other creditors	66,771	(24,170)
<b>Cash generated from operations</b>	<b>1,937,384</b>	<b>1,723,539</b>
<b>Cash and cash equivalents</b>	<b>2018</b>	<b>2017</b>
	£	£
Cash and cash equivalents represents:		
Cash at bank	637,255	468,327
Short-term deposits	3,010,000	2,750,000
	<b>3,647,255</b>	<b>3,218,327</b>
<b>Reconciliation of net cash flow to movement in net debt</b>	<b>2018</b>	<b>2017</b>
	£	£
Increase/(Decrease) in cash in the period	428,928	(153,575)
Cash flow from movement in debt	550,664	547,618
<b>Movement in net debt in the year</b>	<b>979,592</b>	<b>394,043</b>
Increase in loans during year	-	-
Net Debt at 1 April	(5,870,231)	(6,264,274)
Net Debt at 31 March	(4,890,639)	(5,870,231)

	2017	Cash flows	Other non Cash changes	2018
	£	£	£	£
Cash at bank and in hand	3,218,327	428,928	-	3,647,255
Debt due within one year (note 14)	(549,665)	549,665	(586,640)	(586,640)
Debt due after one year (note 14)	(8,538,893)	999	586,640	(7,951,254)
	(5,870,231)	979,592	-	(4,890,639)

**PROSPECT COMMUNITY HOUSING LIMITED**  
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**20. SECURE TENANCY RENTS**

	2018	2017
	£	£
Annual average secure tenancy rent for housing accommodation	4,590	4,306
	4,590	4,306

The basic rent increase for 2018 was 2%.

**21. RETIREMENT BENEFITS**

**SHAPS Defined Benefit Scheme**

Prospect Community Housing Association participates in the scheme, a multi-employer scheme which provides benefits to over 150 non-associated employers. The scheme is a defined benefit scheme in the UK. It is not possible for the Association to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2012. This actuarial valuation showed assets of £394m, liabilities of £698m and a deficit of £304m.

A full actuarial valuation for the scheme was carried out at 30 September 2015. This actuarial valuation showed assets of £616m, liabilities of £814m and a deficit of £198m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

**Deficit contributions**

From 1 April 2017 to 28 February 2022:	£25,735,092 per annum (payable monthly, increasing by 3% each 1st April)
From 1 April 2017 to 30 June 2025:	£727,217 per annum (payable monthly, increasing by 3% each 1st April)
From 1 April 2017 to 31 October 2026:	£1,239,033 per annum (payable monthly, increasing by 3% each 1st April)

Unless a concession has been agreed with the Trustee the term to 28 February 2022 applies.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

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**21. RETIREMENT BENEFITS (continued)**

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

**PRESENT VALUES OF PROVISION**

**RECONCILIATION OF OPENING AND CLOSING PROVISIONS**

	Period Ending 31 March 2018 (£000s)	Period Ending 31 March 2017 (£000s)
Provision at start of period	875	1,890
Unwinding of the discount factor (interest expense)	8	41
Deficit contribution paid	(172)	(160)
Remeasurements - impact of any change in assumptions	(6)	25
Remeasurements - amendments to the contribution schedule	-	(921)
Provision at end of period	705	875

**INCOME AND EXPENDITURE IMPACT**

	Period Ending 31 March 2018 (£000s)	Period Ending 31 March 2017 (£000s)
Interest expense	8	41
Remeasurements – impact of any change in assumptions	(6)	25
Remeasurements – amendments to the contribution schedule	-	(921)
Contributions paid in respect of future service*	*	*
Costs recognised in income and expenditure account	*	*

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes.

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**21. RETIREMENT BENEFITS (continued)**

**ASSUMPTIONS**

	31 March 2018 % per annum	31 March 2017 % per annum	31 March 2016 % per annum
<b>Rate of discount</b>	1.51	1.06	2.29

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

**SHAPS Defined Contribution Scheme**

Defined Contribution pension arrangements have been put in place since April 2014 with The Pensions Trust. These arrangements are open to all employees.

Employer contributions vary with the level of contributions chosen by the individual employee member, and range from 1% to 15% for employees. Employer contributions are capped at 12%.

**22. SUBSIDIARY DISCLOSURE**

The Association has a subsidiary company, Prospect Community Projects Limited. This is a wholly owned subsidiary of the Association having a share capital of £1. The company is dormant.

The objective of this subsidiary is to carry out appropriate non-charitable activities.

The net assets of the company as at 31 March 2018 were £1.

Prospect Community Projects Limited has not been consolidated in the accounts of Prospect Community Housing Limited, for the year ended 31 March 2018, due to the immateriality of the amounts involved.

Prospect Community Housing Limited is considered to be the ultimate parent undertaking of the group. Separate Group accounts are not required as the Group has been exempted from this requirement by the Financial Conduct Authority.

**23. RELATED PARTY TRANSACTIONS**

The following members of the Committee of Management hold tenancies with the Association:

Sheila Bunt  
Naomi Mackenzie  
Alan Gee  
Mo Connolly  
Gary Marchbank  
Milind Kolhatkar  
Chuks Ododo

All tenancies were granted under the Association's allocations policy, with rent under normal terms.

Total rent charged in the year was £36,063, with arrears of £161 at the year end (2017: £41,819, arrears £210).