

REGISTERED COMPANY NUMBER: SC180581 (Scotland)
REGISTERED CHARITY NUMBER: SC027335

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2017
for
Housing Options Scotland**

Housing Options Scotland

Contents of the Financial Statements for the Year Ended 31 March 2017

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 14
Detailed Statement of Financial Activities	15 to 16

Housing Options Scotland (Registered number: SC180581)

Report of the Trustees for the Year Ended 31 March 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Housing Options Scotland was established to promote the welfare of people and advance the education of people with learning difficulty, physical disability or special needs.

Re-named Housing Options Scotland in 2012, it continues as a unique Scottish housing charity providing free and independent housing advice and information to all disabled people and their families. No one is ever turned away. This Scotland-wide service is a valued resource for professionals in health, housing, social work and the voluntary sector. Our housing brokerage service ensures that disabled people are assisted to find 'The Right House, in the Right Place'. We help reduce and prevent homelessness; speed up hospital discharge; and enhance the employment and training opportunities for disabled people. Our Social Return on Investment study in 2010 demonstrated that for every £1 invested in casework there was a social return of £10.72.

Until the financial downturn we concentrated on helping disabled people into home ownership. Obtaining mortgage finance continues to be difficult and now requires large deposits. Disabled people are often in low paid jobs or reliant on benefits and so their range of housing options is limited. The introduction of Welfare Reform measures and the spare room subsidy may compound these choice limitations. We now have a more diversified service which can provide detailed advice on social and private renting options; help with aids and adaptations; and help for disabled clients or families with a disabled child to access home ownership.

Demand for our services remains strong. In the year to 31 March 2017 we worked with 581 clients, 375 of them new to the service. That represented a 21% increase in new clients on the prior year. Of the total, 504 were elderly or disabled people and 104 were veterans assisted through our Military Matters programme.

We serve clients from throughout Scotland, as well as others from the UK and abroad who want to move to Scotland. While many of our referrals come from clients in the Central Belt, in the course of the year we assisted clients from 30 of the 32 local authorities, as well as clients from as far afield as South Africa and the USA.

Our increasing client base reflects our continual efforts to reach out to those who could benefit from our services.

Our website and social media presence continues to be the main method of contact for clients and professionals. Word of mouth referrals from satisfied clients have continued to increase together with referrals from partner organisations who support veterans, older people and those with disabilities.

**Report of the Trustees
for the Year Ended 31 March 2017**

OBJECTIVES AND ACTIVITIES

Events and conferences provide a significant opportunity to promote the work we do and, in the course of 2016-2017, HOS attended and organised a wide variety of events across Scotland and beyond: the HOS on Wheels tour took in ten locations in four local authorities; we delivered eight Military Matters housing briefs on Scottish armed forces bases; and we provided housing information sessions for the PDRU and for carers groups and other third sector organisations. We provided information and advice and/or delivered workshops and presentations at the following conferences among others: Independent Living Scotland conference; the Kidz to Adultz conference; Disability Housing conference; Scottish Housing and Support conference, STUC Disabled Workers conference; ILS Housing Summit.

We continue to engage disabled people and residents from remote communities through our fully accessible and informative website. In the course of the year we recorded 13,172 website visits. The website has also been developed to enable mobile access and more than 40% of viewers now access the site that way. Our Emag has grown in popularity since its launch and has been another way of keeping people informed about our work. The Emag now has 1,035 subscribers which is an increase of 21% on last year.

Partnership at every level remains key to our strategy. Our CEO is an active member of the Association of Chief Officers of Scottish Voluntary Organisations. HOS is a member of the Scottish Accessible Housing Network. In 2016-2017, HOS staff attended meetings with the Scottish Government, parliamentary cross-party groups on housing and veterans, and with the European Disability Forum in Brussels. They attended partnership meetings with Horizon HA and the wider Link group, and event planning meetings with ILS, VIAS, LCIL and Kindred among others.

Our CEO continues her work in promoting and developing HOS and places a high premium on promoting strong team-working and a continuous learning environment, the benefits of which are evident in the quality of our casework and the strong demand for our services. This year saw our senior broker, Ryan MacDonald, attending Emerging Leaders training at Windsor and our development manager, Fraser Gilmore, attending the European Disability Forum conference in Bratislava.

Agile working practices and cloud technologies continue to enhance both our responsiveness to clients and the value for money we can demonstrate to our funders. Secure information can be accessed online as and when required, leveraging cloud technologies makes the best use of staff time while scaling back on expense and the organisation's carbon footprint.

As detailed below, we are pleased to note that at a time where other organisations are facing funding cuts, the Scottish Government has recognised our value to the sector with a modest increase in 2017-2018 funding confirmed.

STRATEGIC REPORT

Financial review

Our chief source of funding comes from the Scottish Government's Housing Voluntary Grant Scheme as a Proven Service. In the current year, we received funds of £242,000. In addition, we received a grant of £10,000 from the Big Lottery to support our HOS on Wheels project and, and £8,000 and £2,500 from Veterans Scotland and Poppy Scotland respectively in support our Military Matters work. We also received the final tranche of our grant from the Thomas Pocklington Trust to assist with providing support, advice and

brokerage to clients with a visual impairment.

Total income for the financial year 2016-2017 was £268,553 and expenditure was £291,440. Reserves at 31 March 2017 stand at £157.

**Report of the Trustees
for the Year Ended 31 March 2017**

**STRATEGIC REPORT
Financial review**

The policy of the trustees is to hold reserves sufficient for three months' operating costs to cover for when further funding is being sought. The reserves at 31 March 2017 obviously fall short of this and this is being addressed in the current year. Staffing is the organisation's largest cost and when two members of staff left at the end of the financial year, a decision was taken to fill only one of the two posts. At time of writing a modest increase to our core funding has been received from the Scottish Government for the financial year 2017-2018 and a grant of £15,000 has been awarded to the organisation from ABF The Soldiers' Charity in support of our Military Matters work.

**STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document**

Housing Options Scotland is a Scottish charity and a company limited by guarantee. The company was incorporated on 13th November 1997 with the name Ownership Options in Scotland and is registered as a charity. The company is governed by its Articles of Association. On 1 March 2012, the company changed its name to Housing Options Scotland.

The governing body is the Board of Directors, also known as the Board of Trustees. The Memorandum and Articles of Association require that the majority of Trustees shall be comprised of disabled people or people who are nominated by organisations of disabled people. At each Annual General Meeting one third of the Trustees must retire by rotation but can stand for re-election. The Board meets at least four times a year.

Members of the Board are responsible for setting the direction, strategies and policies of the organisation and for ensuring that these are implemented. Authority to conduct the day to day operations is delegated to the Chief Executive, who is not a member of the Board. The Chief Executive attends all Board meetings in an advisory capacity and has the responsibility for the day to day running of the organisation, fundraising and staff management.

The names of members of the Board of Trustees during the year are shown on page 3 together with other reference and administrative information.

Recruitment and appointment of new trustees

The Board appoints all new members based on selection criteria that ensure that collectively it maintains a broad range of relevant skills and experience. Our current Trustees bring skills and experience in equalities issues, advice services, human resources, business planning and training, housing management, development and commissioning, tendering and legal matters. Many of the Trustees also have direct experience of the housing problems faced by disabled people, are themselves disabled.

Induction and training of new trustees

All new Trustees receive an induction pack and an induction briefing to ensure they are informed about the charity's objectives, strategies and activities. The induction pack includes the Memorandum and Articles of Association, Standing Orders, and policies and procedures on equal opportunities, recruitment, financial rules, delegated authorities, health and safety, data protection, conflicts of interest and other guidance. Trustees receive regular briefings on governance, funding and financial updates, and matters affecting the organisation and are encouraged to attend external training and events related to these issues.

Housing Options Scotland (Registered number: SC180581)

**Report of the Trustees
for the Year Ended 31 March 2017**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC180581 (Scotland)

Registered Charity number

SC027335

Registered office

The Melting Pot
Thorn House
5 Rose Street
Edinburgh
EH2 2PR

Trustees

L Gillies	
G MacDonald	
T Pogson	
W Gray MBE	
I Hughes	
M Follon	
D McDonald	- resigned 14.11.16
C Hall	- resigned 5.9.16
J W Dewar	- resigned 14.11.16
K McGill	
S Perez	
U Ali	- appointed 18.5.16
J Evans	- appointed 18.5.16
A Palmer	- appointed 15.9.16
R MacDonald	- appointed 16.5.17

Company Secretary

Independent examiner

Stanley Wynd ACIS FCIE
Bonnington Mill
72 Newhaven Road
Edinburgh
EH6 5QG

**Report of the Trustees
for the Year Ended 31 March 2017**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

Bank of Scotland
The Mound
Edinburgh
EH61 1YZ

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Report of the trustees approved by order of the board of trustees, as the company directors, on 23 August 2017 and signed on the board's behalf by:

A handwritten signature in black ink, appearing to read "Margaret Allan". The signature is written in a cursive style with a large initial 'M'.

M Follon - Trustee

**Independent Examiner's Report to the Trustees of
Housing Options Scotland (Registered number: SC180581)**

I report on the accounts for the year ended 31 March 2017 set out on pages seven to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

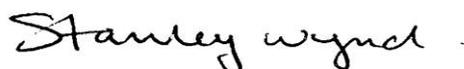
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stanley Wynd ACIS FCIE
Bonnington Mill
72 Newhaven Road
Edinburgh
EH6 5QG

5th September 2017

Housing Options Scotland

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2017

	Note	Unrestricted fund £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		242,005	-	242,005	243,459
Charitable activities					
Project grants		-	26,500	26,500	39,500
Investment income	2	<u>48</u>	<u>-</u>	<u>48</u>	<u>73</u>
Total		242,053	26,500	268,553	283,032
 EXPENDITURE ON					
Raising funds		144	-	144	216
Charitable activities					
Running costs		92,736	14,500	107,236	100,177
Staff costs		155,303	27,690	182,993	160,439
Support costs		<u>1,067</u>	<u>-</u>	<u>1,067</u>	<u>1,563</u>
Total		249,250	42,190	291,440	262,395
NET INCOME/(EXPENDITURE)		(7,197)	(15,690)	(22,887)	20,637
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>7,354</u>	<u>15,690</u>	<u>23,044</u>	<u>2,407</u>
TOTAL FUNDS CARRIED FORWARD		<u>157</u>	<u>-</u>	<u>157</u>	<u>23,044</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Housing Options Scotland (Registered number: SC180581)

Balance Sheet
At 31 March 2017

	Note	Unrestricted fund £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
FIXED ASSETS					
Tangible assets	8	1,917	-	1,917	3,385
CURRENT ASSETS					
Cash at bank		5,597	-	5,597	26,197
CREDITORS					
Amounts falling due within one year	9	(7,357)	-	(7,357)	(6,538)
NET CURRENT ASSETS/(LIABILITIES)					
		<u>(1,760)</u>	<u>-</u>	<u>(1,760)</u>	<u>19,659</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>157</u>	<u>-</u>	<u>157</u>	<u>23,044</u>
NET ASSETS					
		<u>157</u>	<u>-</u>	<u>157</u>	<u>23,044</u>
FUNDS					
Unrestricted funds	10			157	7,354
Restricted funds				<u>-</u>	<u>15,690</u>
TOTAL FUNDS					
				<u>157</u>	<u>23,044</u>

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 23 August 2017 and were signed on its behalf by:



M Follon -Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention and in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (referred to as 'the Charities SORP'), the 'Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015. The charity constitutes a public benefit entity as defined by FRS 102. The charity has applied the exemption for smaller charities not to prepare a cash flow statement. This is the first year in which the financial statements have been prepared under FRS 102 and the Charities SORP (FRS 102) and the directors considered whether any restatement of comparative figures was required under these standards. In the event, no restatement was required. Some reallocations have been made to the figures.

Going concern

The financial statements have been prepared on a going concern basis. The directors have

assessed the charitable company's ability to continue as a going concern and have

reasonable expectation that the company has adequate resources to continue in existence for the foreseeable future. Therefore, they continue to adopt the going concern

basis of accounting in preparing these financial statements.

Accounting estimates

The directors do not consider that there are any areas of the financial statements where

significant judgements are being carried out.

Income

Income is recognised in the Statement of Financial Activities once the charity is entitled to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

All expenditure is accounted for on an accruals basis.

Tangible fixed assets

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life: Computer equipment – 25% on cost.

Debtors

Debtors are recognised at the settlement amount due.

Creditors and provisions

Creditors and provisions are recognised, at settlement amount, where the charity

has a

Present obligation resulting from a past event, which is likely to result in the transfer

of funds

to a third party, and the amount due can be measured or estimated reliably.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds are to be used for specific purposes as laid down by the donor or funder. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Housing Options Scotland

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

2. INVESTMENT INCOME

	31.3.17	31.3.16
	£	£
Deposit account interest	<u>48</u>	<u>73</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.17	31.3.16
	£	£
Independent examiner's fees	780	780
Depreciation - owned assets	<u>1,468</u>	<u>3,232</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

Travel expenses of £287 were paid on behalf of two trustees (2015: £783 on behalf of four).

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.17	31.3.16
Management	2	2
Brokers	<u>4</u>	<u>3</u>
	<u>6</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

The amount of employee benefits received by key management personnel was £46,544.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR TO 31 MARCH 2016

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	243,459	-	243,459
Charitable activities			
Project grants	-	39,500	39,500
Investment income	73	-	73

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted funds £	Total funds £
Total	243,532	39,500	283,032
EXPENDITURE ON			
Raising funds	216	-	216
Charitable activities			
Running costs	89,178	10,999	100,177
Staff costs	147,628	12,811	160,439
Support costs	<u>1,563</u>	<u>-</u>	<u>1,563</u>
Total	<u>238,585</u>	<u>23,810</u>	<u>262,395</u>
NET INCOME/(EXPENDITURE)	4,947	15,690	20,637
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>2,407</u>	<u>-</u>	<u>2,407</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>7,354</u></u>	<u><u>15,690</u></u>	<u><u>23,044</u></u>

7. VOLUNTEERS

Our eight volunteer HOSmates, supported by our Development Manager, provide valuable peer support to our clients throughout 2016-2017. In addition, many aspects of our work, particularly our promotional activities, are enriched by our internship programme.

Housing Options Scotland

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

8. TANGIBLE FIXED ASSETS

	£	Computer equipment
COST		
At 1 April 2016 and 31 March 2017		<u>30,949</u>
DEPRECIATION		
At 1 April 2016		27,564
Charge for year		<u>1,468</u>
At 31 March 2017		<u>29,032</u>
NET BOOK VALUE		
At 31 March 2017		<u>1,917</u>
At 31 March 2016		<u>3,385</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade creditors	1,062	1,375
Social security and other taxes	4,112	3,903
Accrued expenses	<u>2,183</u>	<u>1,260</u>
	<u>7,357</u>	<u>6,538</u>

10. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General funds	7,354	(7,197)	157
Restricted funds			
Ministry of Defence	15,690	(15,690)	-
TOTAL FUNDS	<u>23,044</u>	<u>(22,887)</u>	<u>157</u>

Housing Options Scotland

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General funds	242,053	(249,250)	(7,197)
Restricted funds			
Poppyscotland - Military Matters	2,500	(2,500)	-
Ministry of Defence	-	(15,690)	(15,690)
Thomas Pocklington Trust	6,000	(6,000)	-
Veterans Scotland	8,000	(8,000)	-
Big Lottery	<u>10,000</u>	<u>(10,000)</u>	<u>-</u>
	26,500	(42,190)	(15,690)
	<u>268,553</u>	<u>(291,440)</u>	<u>(22,887)</u>

Restricted funds in the year had the following purposes:

Ministry of Defence - grant funding in support of Military Matters;

PoppyScotland - grant for Military Matters promotional materials;

Veterans Scotland - grant funding in support of Military Matters;

Thomas Pocklington Trust - grant funding to support clients with a visual impairment;

Big Lottery - grant funding to support the HOS on Wheels promotional tour.

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

Housing Options Scotland

Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	31.3.17 £	31.3.16 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	5	1,459
Core grant	<u>242,000</u>	<u>242,000</u>
	242,005	243,459
Investment income		
Deposit account interest	48	73
Charitable activities		
Grants	<u>26,500</u>	<u>39,500</u>
Total incoming resources	268,553	283,032
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	144	216
Charitable activities		
Wages	166,991	144,211
Social security	13,459	11,908
Pensions	2,543	4,320
Professional and associate fees	43,994	46,963
Insurance	1,853	3,032
Premises costs	5,044	5,244
Office costs	9,853	8,116
Travel and subsistence	15,466	14,561
Event and promotional costs	12,968	3,718
IT services	5,516	2,743
Conferences & training	4,082	5,343
Agile working costs	5,059	4,940
Volunteer expenses	729	458
Memberships	478	1,225
Payroll	616	552
Bank charges	110	50
Depreciation	<u>1,468</u>	<u>3,232</u>
	290,229	260,616
Support costs		

This page does not form part of the statutory financial statements

Housing Options Scotland

Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	31.3.17 £	31.3.16 £
Management		
Board costs	287	783
Governance costs		
Independent examiner's fees	<u>780</u>	<u>780</u>
Total resources expended	291,440	262,395
	<hr/>	<hr/>
Net (expenditure)/income	<u>(22,887)</u>	<u>20,637</u>

This page does not form part of the statutory financial statements