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

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2019
for
Housing Options Scotland

Housing Options Scotland

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Report of the Trustees for the Year Ended 31 March 2019

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 2019. 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 advance education and for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage and, in particular, 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 Scotlish 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 2019 we worked with 640 clients, 451 of them new to the service. That represented a 9.2% increase in new clients on the prior year. Of the total, 376 were elderly or disabled people and 75 were veterans assisted through our Military Matters programme. In the past 10 years, the organisation has seen an increase in demand for the service of more than 525%.

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 all 32 local authorities.

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 continue to be the main method of contact for clients and professionals which account for approximately a third of our referrals. We continue to be a trusted referral pathway from other charities and third sector organisations. These referrals make up more than a quarter of new clients. Word of mouth referrals from satisfied clients have likewise continued to increase together with referrals from medical and social care staff and partner organisations who support veterans, older people and those with disabilities.

In 2018/2019, HOS had a record year increasing the amount of home visits by 42% and the amount of overall engagement by 70%.

Report of the Trustees for the Year Ended 31 March 2019

OBJECTIVES AND ACTIVITIES

Events provide a significant opportunity to promote the work we do and, in the course of 2018-2019, HOS attended and organised a wide variety of events across Scotland and beyond: a week long Parliamentary exhibition; the HOS on Wheels tour which took in ten locations over two months; Military Matters housing briefs on Scotlish armed forces bases throughout Scotland; collaborations with Stirling University, EHRC, Age Scotland, 51 Brigade, EAC-HOOP and VIAS; a fundraising tea with Nancy Birthwhistle; Housing information sessions for West Lothian, Aberdeen and North Ayrshire councils; and a presentation given at an MND event. HOS remains actively involved in a range of cross-party groups for Housing, Ageing, Veterans and Disability.

We continue to engage disabled people and residents from remote communities through our fully accessible and informative website and traffic to the website has continued to build year on year. The website has also been developed to enable mobile access and more than 35% of viewers now access the site that way. Our Twitter and Facebook accounts continue to be an important means to connect with existing and new clients and to update supporters on current activities and events as they happen. Our Twitter account has 1,408 followers as of April 2019, a 15% increase on last year, and our Facebook followers have increased by nearly 100%, with an increase of 75% in overall engagement.

Partnership at every level remains key to our strategy. Our CEO sits on the boards of both the Glasgow Homelessness Network and Veterans Scotland. HOS is a member of the Scottish Accessible Housing Network.

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.

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.

STRATEGIC REPORT

Financial review

Our chief source of funding comes from the Scottish Government's Housing Voluntary Grant Scheme. In the current year we received funds of £257,431. In addition, we received grant funding from The Veterans Foundation and The Royal Navy and Royal Marines Charity in support of our Military Matters work. Grant funding was also received from the Bank of Scotland and the Nationwide. We supplemented that grant income with income from consultancy.

Total income for the financial year 2018-2019 was £347,088 (2018: £272,563) and expenditure was £291,956 (2018: £246,284). Reserves at 31 March 2019 stood at £81,568 (2018: £26,436) comprising unrestricted reserves of £24,893 (2018: £23,936) and restricted reserves of £56,675 (2018: £2,500).

The policy of the trustees is to hold reserves sufficient for three months' operating costs to cover times when further funding is being sought. Three months' operating costs are currently estimated at £58,000, and while the trustees acknowledge that there is some way to go to reach this position, they are pleased to report a healthier unrestricted reserves position at the year end.

Report of the Trustees for the Year Ended 31 March 2019

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. Trustees are appointed by the membership at a general meeting. At each Annual General Meeting one third of the Trustees must retire by rotation but can stand for re-election. The Trustees may appoint a member to act as a director at any time. 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.

Key management remuneration

Total amount of employee benefits paid to Key Management Personnel in the year to 31 March 2019 was £47,031 (2018 :£45,214).

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Company number
SC180581 (Scotland)

Registered Charity number SC027335

Report of the Trustees for the Year Ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

The Melting Pot

Thorn House

5 Rose Street

Edinburgh

EH2 2PR

Trustees

G MacDonald

T Pogson

W Gray MBE

M Follon

K McGill

- resigned 25.10.18

U Ali

J Evans

A Palmer

- resigned 30.10.18

R MacDonald

P McHugh

- appointed 8.6.18

S Simpson

- appointed 8.6.18

L Speed

C Jackson

- appointed 27.2.19

A M Penman

- appointed 27.2.19

Independent examiner

Stanley Wynd ACIS FCIE

122 Giles Street

Edinburgh

EH6 6BZ

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, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 21 August 2019 and signed on the board's behalf by:

C Jackson - Trustee

Christmedactor

I report on the accounts for the year ended 31 March 2019 set out on pages six to sixteen.

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.

Stanley Wynd ACIS FCIE 122 Giles Street Edinburgh EH6 6BZ

28 August 2019

Housing Options Scotland

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2019

	Unrestricted fund £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	257,431	-	257,431	248,000
Charitable activities Consultancy and training Project grants	8,924	79,797	8,924 79,797	5,959 17,500
Other income	936		936	1,104
Total	267,291	79,797	347,088	272,563
EXPENDITURE ON Charitable activities Running costs Staff costs Support costs	98,983 166,369 <u>982</u>	25,622 	98,983 191,991 <u>982</u>	83,221 161,913 1,150
Total	266,334	25,622	291,956	246,284
NET INCOME	957	54,175	55,132	26,279
RECONCILIATION OF FUNDS				
Total funds brought forward	23,936	2,500	26,436	157
TOTAL FUNDS CARRIED FORWARD	24,893	56,675	81,568	26,436

Balance Sheet At 31 March 2019

		Unrestricted fund £	Restricted funds	31.3.19 Total funds £	31.3.18 Total funds £
FIXED ASSETS Tangible assets	7	1,048	-	1,048	2,748
CURRENT ASSETS Debtors Cash at bank	8	1,753 30,466 32,219	56,675 56,675	1,753 87,141 88,894	4,382 26,483 30,865
CREDITORS Amounts falling due within one year	9	(8,374)	_	(8,374)	(7,177)
NET CURRENT ASSETS		23,845	56,675	80,520	23,688
TOTAL ASSETS LESS CURRENT LIABILITIES		24,893	56,675	81,568	26,436
NET ASSETS		24,893	56,675	81,568	26,436
FUNDS Unrestricted funds Restricted funds	10			24,893 56,675	23,936 2,500
TOTAL FUNDS				81,568	26,436

Balance Sheet - continued At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 21 August 2019 and were signed on its behalf by:

Christine Lackson

C Jackson -Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment

- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES - continued

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 operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis in preparing these financial statements.

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.

2. NET INCOME/(EXPENDITURE)

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

	31.3.19 £	31.3.18 £
Independent examiner's fees	780	780
Depreciation - owned assets	1,700	1,700
Surplus on disposal of fixed asset		<u>(1,104</u>)

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

Travel and accommodation expenses totalling £202 were paid on behalf of two trustees (2018: £370 on behalf of four trustees).

4. STAFF COSTS

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

Management Brokers	31.3.19 2 4	31.3.18 2 <u>3</u>
	6	5

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds 31.3.18
INCOME AND ENDOMMENTS FROM	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies	248,000	-	248,000
Charitable activities Consultancy and training Project grants	5,959 -	17,500	5,959 17,500
Other income	1,104		1,104
Total	255,063	17,500	272,563
EXPENDITURE ON Charitable activities Running costs Staff costs	73,257 156,877	9,964 5,036	83,221 161,913
Support costs	1,150		1,150
Total	231,284	15,000	246,284
NET INCOME	23,779	2,500	26,279
RECONCILIATION OF FUNDS			
Total funds brought forward	157	-	157
			22000 2007 12
TOTAL FUNDS CARRIED FORWARD	23,936	2,500	26,436

6. VOLUNTEERS

Our volunteers, supported by our Development Manager, provide valuable peer support to our clients. In addition, many aspects of our work, particularly our promotional activities, are enriched by our internship programme.

GIBLE FIXED ASSETS		Computer and office equipment £
April 2018 and 31 March 2019		33,480
RECIATION April 2018 rge for year 1 March 2019		30,732 1,700 32,432
BOOK VALUE 1 March 2019		1,048
1 March 2018		2,748
TORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
e debtors	£ -	31.3.18 £ 2,700 _1,682
<u>_1</u>	,753	4,382
DITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
e creditors 1 al security and other taxes 4 ued expenses 2	£ 1,505 1,498 2,371	31.3.18 £ 1,149 4,008 2,020
	RECIATION April 2018 and 31 March 2019 RECIATION April 2018 Toge for year 1 March 2019 BOOK VALUE 1 March 2019 1 March 2018 TORS: AMOUNTS FALLING DUE WITHIN ONE YEAR 21.	### RECIATION April 2018 and 31 March 2019 ###################################

10. MOVEMENT IN FUNDS

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
Unrestricted funds General funds	23,936	957	24,893
Restricted funds Poppyscotland - Military Matters Awards For All Veterans Foundation Bank of Scotland	2,500	(2,500) 9,900 22,032 24,743	9,900 22,032 24,743
	2,500	54,175	56,675
TOTAL FUNDS	26,436	55,132	81,568
Net movement in funds, included in the above are as	s follows:		
Unrestricted funds	Incoming resources £	Resources expended £	Movement in funds £
General funds	267,291	(266,334)	957
Restricted funds			

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds			
	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted Funds General funds	157	23,779	23,936
Restricted Funds Poppyscotland - Military Matters	-	2,500	2,500
TOTAL FUNDS	157	26,279	26,436
Comparative not may amont in funds, included in the	a a lancara	6 11	
Comparative net movement in funds, included in the	e above are as	follows:	
Comparative net movement in funds, included in the	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds General funds	Incoming resources	Resources expended	in funds
Unrestricted funds	Incoming resources £	Resources expended £	in funds £
Unrestricted funds General funds Restricted funds Poppyscotland - Military Matters	Incoming resources £ 255,063	Resources expended £ (231,284)	in funds £ 23,779
Unrestricted funds General funds Restricted funds Poppyscotland - Military Matters	Incoming resources £ 255,063 2,500 15,000	Resources expended £ (231,284)	in funds £ 23,779 2,500

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	At 31.3.19 £
Unrestricted funds General funds	157	24,736	24,893
Restricted funds Awards For All Veterans Foundation Bank of Scotland		9,900 22,032 24,743	9,900 22,032 24,743
		56,675	_56,675
TOTAL FUNDS	157	81,411	81,568

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds	~	~	~
General funds	522,354	(497,618)	24,736
Restricted funds			
Poppyscotland - Military Matters	2,500	(2,500)	_
Awards For All	9,900	-	9,900
ABF The Soldiers' Charity	15,000	(15,000)	-
Veterans Foundation	23,154	(1,122)	22,032
Nationwide Community Award	20,250	(20,250)	-
RN & RM Charity	1,750	(1,750)	-
Bank of Scotland	24,743		24,743
	97,297	_(40,622)	_56,675
TOTAL FUNDS	619,651	(538,240)	81,411

10. MOVEMENT IN FUNDS - continued

Restricted funds in the year had the following purposes:

ABF The Soldiers' Charity - grant funding in support of Military Matters.

PoppyScotland - grant funding in support of Military Matters.

Nationwide HOOP Award - grant funding supporting HOS caseworker.

Bank of Scotland - grant funding for volunteer coordinator post.

Veterans Foundation - grant funding for Military Matters broker.

Awards for All - grant funding in support of promotional activity.

The Royal Navy & Royal Marines Charity - grant funding in support of Military Matters activity.

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	31.3.19 £	31.3.18 £
INCOME AND ENDOWMENTS		
Donations and legacies Core grant	257,431	248,000
Charitable activities Grants Consultancy and training	79,797 8,924 88,721	17,500 5,959 23,459
Other income Gain on sale of tangible fixed assets Miscellaneous income	936	1,104
Total incoming resources	936 347,088	<u>1,104</u> 272,563
EXPENDITURE		
Charitable activities Wages Social security Pensions Professional and associate fees Insurance Premises costs Office costs Travel and subsistence Event and promotional costs IT services Conferences & training Agile working costs Volunteer expenses Memberships Payroll Bank charges Depreciation	174,340 14,350 3,301 31,599 3,655 11,680 10,794 20,253 6,961 3,164 1,254 6,853 - 380 640 50 1,700	148,525 11,899 1,489 26,014 3,721 6,534 7,665 18,571 5,663 2,779 1,810 7,104 42 1,003 615 1,700

Support costs

Housing Options Scotland

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	31.3.19 £	31.3.18 £
Management Board costs	202	370
Governance costs Independent examiner's fees	780	780
Total resources expended	291,956	246,284
Net income	55,132	26,279