

Larkfield Housing Association Annual Report 2007

Our Vision and Aims

Larkfield Housing Association provides quality housing services and aims to improve the range of affordable housing for all sectors of the community through new building, conversions or acquisitions for rent and ownership.

Larkfield Housing Association's main objectives are to:

- ❑ Improve the range of housing within the area of operation;
- ❑ Continue to improve the quality of the management and maintenance services to all of our customers;
- ❑ Consolidate tenant/resident control of and involvement in the organisation;
- ❑ Provide accessible local offices which enable quality services to be delivered to all of our customers;
- ❑ Contribute to meeting the needs of people living in the Inverclyde Council area, through the Association's allocations policy, and a negotiated nominations agreement;
- ❑ Provide housing at affordable and sustainable rent levels;
- ❑ Develop through new building and conversions other types of barrier free housing, such as for the elderly and disabled; and single people, and for those seeking low cost home ownership;
- ❑ Adapt existing stock to meet the needs of customers;
- ❑ Develop initiatives including Building for Sale, Low Cost Home Ownership and housing for single people;
- ❑ Make Larkfield a safer place in which to live;
- ❑ Contribute to the wider action agenda on social inclusion by pursuing community and health initiatives which may result in improvement in health, employment and training opportunities within the area.

Chairperson's Statement

It gives me great pleasure to present this our eleventh Annual Report in this diary format, which I hope you find of interest and value. It has been a very full and rewarding year in which we saw considerable progress on many areas of activity.

The development of our ongoing succession strategy dominated our activities during the last year in response to the planned retirement of our former Director, Jim Pollock and our proposals to become a subsidiary in the Link Group. After many months of planning and discussion we successfully concluded our succession strategy and were delighted to announce in January 2007 that we were now a subsidiary of the Link Group. This unique partnership is the only one of its kind in Scotland. We have retained our assets, our landlord status, our name and our identity. At the same time we have successfully developed partnership agreements with Link in order to share information and expertise across the group and to achieve economies of scale in procurement. We are already seeing benefits from becoming part of the Link Group in terms of financial savings and access to resources.

Throughout the important changes that have taken place we have not stopped working for the community along with our partners in the Larkfield Community Safety Group. This group continues to bring together tenants and residents to work to create a better Larkfield and the support from each agency and community group involved continues to grow each year. We have continued to work with our consultants to identify possible sites to allow for a full Business Plan to be drawn up for an Off Road Bike facility for the young people in the area. We also ran our 5th Environmental Arts Schools Project and exhibition with our local Primary Schools, with the help of Impact Arts and sponsorship from other agencies within the Community Safety Group. We have also worked in partnership with Lower Clyde Greenspace and successfully secured funding to develop a safe play area for parents and children to play within the local area. All of the hard work of the group resulted in the Larkfield Fun Day, with something for everyone, it was a fun filled community event.

Following on from this introductory section you will find a Fact File that sets out various aspects of our performance over the past year and compares these with the previous year and thereafter extracts from the Audited Accounts for the 2006/2007 period are given. I do hope you find all of this information helpful and thank you for your support over the year.

FACT FILE

	2006/2007	2005/2006
Our Houses	412 (8 of which were buy backs) houses in management and provide a common landscaped area management service to 536 owner occupiers.	424 (8 of which were buy backs) houses in management and provide a common landscaped area management service to 523 owner occupiers.
Performance	We hold a 'B' Performance grade from Communities Scotland Registration and Inspection, which means we are an Above Average organisation.	We hold a 'B' Performance grade from Communities Scotland Registration and Inspection, which means we are an Above Average organisation.
Waiting List	There were 290 Applicants on our list in March 2007	There were 234 Applicants on our list in March 2006
Allocations	We re-let 39 houses during the year. £48,585 was spent on repairs to these houses. We achieved a 0.52% rent loss.	We re-let 21 houses during the year. £18,238 was spent on repairs to these houses. We achieved a 0.26% rent loss.
Reactive Repairs	The Association carried out 1,510 repairs ó 463 Emergencies, 457 Urgent, 590 Routine, 363 Void houses, at a cost of £131,009. Medical Adaptations cost £21,117. 97% of all repairs were completed on target. There was a 99.6% Satisfaction level on repairs completed.	The Association carried out 2,014 repairs ó 388 Emergencies, 860 Urgent, 583 Routine, 183 Void houses, at a cost of £123,503. Medical Adaptations cost £21,357. 99% of all repairs were completed on target. There was a 100% Satisfaction level on repairs completed.
Cyclical Maintenance	Gas Appliance Maintenance and Open Space Maintenance cost £78,225.	Gas Appliance Maintenance and Open Space Maintenance cost £114,040.
Major Repairs	£483,455 was spent on electrical rewiring, gas boiler replacements and internal and external improvements to the Banff Road/Place flats - including window and door replacements, cladding upgrades and environmental improvements to the courtyards.	£376,577 was spent on the UPVC Window and Door Renewals, Electrical Rewiring contracts, Drainage works.
Rents	These were increased by 3.84%	These were increased by 4.5%
Rent Arrears	We achieved 5.1% compared with the target set of 1.8%.	We achieved 6.1% compared with the target set of 1.8%.

Contact with the Association	We received 14,173 enquiries over the year covering Allocations, Repairs, Tenancy matters and General Enquiries. Of these 10,684 were by telephone and 3,489 at the counter.	We received 11,271 enquiries over the year covering Allocations, Repairs, Tenancy matters and General Enquiries. Of these 8,756 were by telephone and 2,515 at the counter.
Equality Statistics	<p>1 temporary job was advertised during the year for which there were 7 applicants: All 7 applicants were British/white, none of the applicants had disabilities and 1 was male and 6 were female.</p> <p>We had 12 staff at the end of the year, 11 of whom were Scottish/white and 1 was Irish/white ; none had disabilities and 2 were male and 10 female.</p> <p>The Committee had 10 Members at the end of the year, 8 of whom were Scottish/white and 2 were Irish/white; 1 had a disability and 5 were male and 5 were female.</p>	<p>1 temporary job and 1 permanent job were advertised during the year for which there were 14 applicants: 11 applicants were British/white, 1 European/white, 1 Asian and 1 was Other/White ; none of the applicants had disabilities and 3 were male and 11 female</p> <p>We had 11 staff at the end of the year, 10 of whom were Scottish/white and 1 was Irish/white ; none had disabilities and 3 were male and 8 female.</p> <p>The Committee had 13 Members at the end of the year, 11 of whom were Scottish/white and 2 were Irish/white; 2 had a disability and 6 were male and 7 were female.</p>
Equality Statistics	The Association had 290 Applicants on the Housing Waiting List of which 13 were British/white; 215 Scottish/white, 1 Scottish/British Asian, 1 Scottish/British Black, 3 other ethnic background and 56 declined to give this data; 41 had a disability and 104 were male and 186 female.	The Association had 234 Applicants on the Housing Waiting List of which 18 were British/white; 171 Scottish/white, 3 other ethnic background and 42 declined to give this data; 37 had a disability and 76 were male and 158 female.

Inverclyde Housing Associations' Forum

The Association has continued to work with the other housing associations within the Inverclyde area on matters of common purpose. This has involved our other partners ó Inverclyde Council and Communities Scotland ó with whom we seek to develop solutions to housing and related matters for the benefit of the communities in this area.

Other Key Players.

Bankers: Bank of Scotland, Greenock
Funders: Britannia Building Society, Staffordshire
Auditors: Baker Tilly, Glasgow
Lawyers: Patten and Prentice, Greenock
Financial Services: The Link Group, Edinburgh

Committee Members during the year

Danny McMillan	Chairperson	Marion Jones
Agnes McMillan	Vice Chair	Gordon Ritchie
Jim Canning	Secretary	Margaret Bell
Denis Flannery		Margaret Grant
Elizabeth Bradley		
Allan McIntyre		

Staff Members during the year

Jim Pollock	Director (to 30 September 2006)
Sheena Lawson	Finance Manager
Lynne Griffin	Area Manager
Kevin Conneely	Technical Officer
Sharon Rowatt	Housing Officer
Maria Durning	Housing Assistant
Alison McCullough	Finance Assistant
Jackie Inglis	Clerical Assistant
Evelyn Lowles	Clerical Assistant (from January 2007)
Tricia O'Connor	Temporary Clerical Assistant (from March 2006)
Cathy Logan	Office Cleaner
William Duncan	Clerk of Works

LARKFIELD HOUSING ASSOCIATION LIMITED

INCOME & EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2007

	2007	2006
	£	£
Turnover	1,338,377	1,316,028
Less: Operating costs		<u>1,318,468</u>
		<u>1,194,369</u>
Operating surplus	19,909	121,659
Gain / (Loss) on sale of fixed assets	49,443	(4,055)
Interest receivable	8,988	4,020
Interest payable		<u>(393,363)</u>
		<u>(399,040)</u>
Deficit on ordinary activities before tax	(315,023)	(277,415)
Taxation on surplus on ordinary activities	————— -	————— -
Deficit for year	<u>(315,023)</u>	<u>(277,415)</u>

All activities relate to continuing activities within the year.

There are no other gains or losses in 2006 or 2007 other than the deficits as above.

LARKFIELD HOUSING ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 MARCH 2007

	2007 £	2006 £
Tangible Fixed Assets		
Housing properties		
- gross cost less depreciation	6,786,302	7,136,742
Other	<u>231,089</u>	<u>156,546</u>
	7,017,391	7,293,288
Debtors		
106,923	179,349	
Cash at hand and in bank	<u>242,867</u>	<u>27,081</u>
	349,790	206,430
Current Liabilities		
Creditors due within one year	<u>(380,341)</u>	<u>(328,292)</u>
Net current liabilities	<u>(30,551)</u>	<u>(121,862)</u>
Total assets less current liabilities	6,986,840	7,171,426
Creditors due after one year	<u>(5,936,027)</u>	<u>(5,805,595)</u>
Net Assets	<u>1,050,813</u>	<u>1,365,831</u>
Capital and Reserves		
Share capital	206	201
Revenue reserve	<u>1,050,607</u>	<u>1,365,630</u>
Total shareholders' funds	<u>1,050,813</u>	<u>1,365,831</u>

LARKFIELD HOUSING ASSOCIATION LIMITED

Independent Auditors' report to the members of

Larkfield Housing Association Limited

This report is made solely to the Association's members, as a body, in accordance with section 9 of the Friendly and Industrial and Provident Societies Act 1968. 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 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 opinion we have formed.

Respective responsibilities of Committee of Management and auditors

The Management Committee's responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Management Committee's Responsibilities on page 7 of the Financial Statements.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Industrial and Provident Societies Acts 1965 to 2002, the Housing (Scotland) Act 2001 and the Registered Housing Associations (Accounting Requirements) (Scotland) Order 1999. We also report to you if, in our opinion, the Management Committee's Report is not consistent with the financial statements, if the Association has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding director's remuneration and other transactions with the Association is not disclosed.

We read the Management Committee's Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Committee of Management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or error or other irregularity. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Association's affairs as at 31 March 2007 and of its deficit for the year then ended and have been properly prepared in accordance with the Industrial and Provident Societies Acts 1965 to 2002, the Housing (Scotland) Act 2001 and the Registered Housing Associations (Accounting Requirements)(Scotland) Order 1999.

Baker Tilly UK Audit LLP
Registered Auditors

Chartered Accountants
Glasgow

Date: 19 June 2007

LARKFIELD HOUSING ASSOCIATION LIMITED

Auditors' Report on Corporate Governance Matters

Corporate Governance

In addition to our audit of the accounts, we have reviewed the Committee of Management's statement on pages 8 and 9 of the Financial Statements concerning the Association's compliance with the information required by the section on Internal Financial Control within SFHA's publication "Raising Standards in Housing".

Basis of Opinion

We carried out our review having regard to Bulletin 1999/5 issued by the Auditing Practices Board. 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 reasons given for non-compliance.

Opinion

In our opinion the statement on internal financial control on pages 8 and 9 of the Financial Statements has provided the disclosures required by the section on Internal Financial Control within SFHA's publication "Raising Standards in Housing" and is consistent with the information which came to our attention as a result of our audit work on the financial statements.

Baker Tilly UK Audit LLP
Registered Auditors
Chartered Accountants
Glasgow

Date: 19 June 2007