



Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

Society name:

Self Help Community Housing Association Limited

Important information you should read before completing this form

You must use this form if you are a:

- registered society (previously referred to as an 'industrial and provident society')
- co-operative society
- community benefit society

registered under the Co-operative and Community Benefit Societies Act 2014.

You must submit this form and the society's accounts within 7 months of the end of your financial year. Failure to submit is an offence for which the society may be prosecuted.

Please note:

- we have an information note that may assist you in completing this application
- any personal details you give on the form will be placed on the society's public file.
- it is important you give accurate and complete information and disclose all relevant information. If you do not, it may take us longer to process your annual return.

Please keep a copy of the form and supporting documents for future reference.

Terms in this form

'FCA', 'PRA', 'us' and 'we' refer to the Financial Conduct Authority or Prudential Regulation Authority.

'You' refers to the person signing the form on behalf of the society.

'The 2014 Act' is the Co-operative and Community Benefit Societies Act 2014



Mutual Societies Annual Return Form (AR30)

For societies registered under the Co-operative and Community Benefit Societies Act 2014

Filling in the form

1 If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print the completed form and arrange for it to be signed by all relevant individuals.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed and dated by all relevant individuals.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you:

- leave a question blank;
- do not get the form signed; or
- do not attach the required supporting information

without telling us why, we will treat the application as incomplete. This will increase the time taken to assess your application.

5 If there is not enough space on the form, you may use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatories to the form.

6 **Email a scanned copy of the signed form and supporting documents to**

mutualsannrts@fca.org.uk

or send it by post to:

Mutuals Team
Financial Conduct Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5HS

7. Please make sure you include:

- this form
- a set of printed accounts – signed by two members and the secretary (3 signatures in total)
- an audit report or accountant's report where required; and
- any supporting documents.

1 Details of society

1.1 Details of the society

Register number	21283R
Registered office address	12 King Square Avenue Stokes Croft Bristol
Postcode	BS2 8HU

1.2 Year end date (dd/mm/yyyy)

See Note 1.2

3	1	/	0	3	/	2	0	1	8
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Committee of management

If you are a club you do not need to give a year of birth in questions 1.3-1.6.

The names of the members of the Committee at the date on which the return is signed should be entered below in BLOCK CAPITALS.

1.3 Details of Chairman

Name	Shaun Fitzpatrick
Address	21 Coombe Road Bristol
Postcode	BS48 2HH
Year of birth	1952
Business occupation and other directorships	Retired

1.4 Details of Treasurer

Name	Joe Gordon
Address	269 Muller Road Horfield Bristol
Postcode	BS7 9NE
Year of birth	1963
Business occupation and other directorships	Asset Manager

1.5 Details of Secretary

Name	Helen Razdan
Address	15 Bishop Road Bishopston Bristol
Postcode	BS7 8LS
Year of birth	1968
Business occupation and other directorships	Chief Executive

1.6 Details of Members of the Committee

Name	Address	Year of birth	Business occupation and other directorships
David Gronback	Fircroft, Winters Lane, Redhill North Somerset BS40 5SH	1966	Development Director
Barry Wallen	1 Conham Hill Bristol BS15 3AP	1964	Development Manager
Lou Lerway	60 Champs Sur Marne Bradley Stoke BS32 9BJ	1971	Project Manager
		yyyy	
		yyyy	
		yyyy	

Please use separate sheets of paper if you need more space, following the instructions provided in section 5 above.

Please indicate how many separate sheets of paper you have used

Please continue, answering all questions.

1.7 Are any members of the society's committee disqualified as directors under the Company Director Disqualification Act 1986?

- No
 Yes

1.8 Does the society carry out any activity which is regulated under the Financial Services and Markets Act 2000? (e.g. accepting deposits in a form other than withdrawable shares; offering insurance products; undertaking residential mortgage business). If 'yes' please state the society's Financial Services Register firm reference number

- No
 Yes

Financial Services Register firm reference number

1.9 Is the society a subsidiary of another society?

- No
 Yes

1.10 Does the society have one or more subsidiaries?

- No
 Yes

1.11 Is the society currently accepted by the HM Revenue and Customs as a charity for tax purposes?

- No
 Yes

Please confirm you have attached a copy of the letter from HM Revenue and Customs confirming charitable tax status:

- Yes

1.12 Is this society a charity registered with the Office of the Scottish Charity Regulator (OSCR)?

- No
 Yes ▶ provide your Scottish Charity number below

1.13 Is the society registered with one of the following (please tick)?

- Homes and Communities Agency
 The Welsh Ministers
 Scottish Housing Regulator

If so, please provide your register number

All societies must answer the following questions:

- if a **bona fide co-operative society** go to question 1.14
- if **existing for the benefit of the community** go to question 1.19

Bona fide co-operative society

1.14 How did members benefit from the business, industry or trade of the society during the year?

1.15 Is membership of the society required to obtain the benefits offered by it?

- Yes
 No

1.16 In what way did members participate in an ongoing basis in the society's primary business during the year?

1.17 How did members democratically control the society?

1.18 How did the society use any surplus/profit?

If the society distributed the surplus/profit to members please explain how this was done.

Please use separate sheets of paper if you need more space (see section 5 above)

Please indicate how many separate sheets of paper you have used.

Continue to 2.1

Community benefit society**1.19 Who are the community the society benefited?**

Self Help continued to house single homeless and homeless families in Bristol.

1.20 How did the society benefit that community during the year?

The society provided accommodation and support to 160 homeless people.
We worked with people to draw up support plans to address the issues that led to their homelessness.
We worked with people to secure move on accommodation.

1.21 How did the society use any surplus/profit?

There was no surplus in the year.

Please use separate sheets of paper if you need more space (see section 5 above).
Please indicate how many separate sheets of paper you have used.

Continue to 2.1

2 Statistics

Account details

2.1 You must enter the figures below

See notes for help on items E-T. Enter NIL where applicable

A	Members at beginning of year	5
B	Members ceased during year	2
C	Members admitted during year	3
D	Members at end of year	6
E	Turnover for year	759,888
F	Total of income and expenditure (receipts and payments added together)	1,546,519
G	Net surplus/(deficit) for year	(26,509)
H	Fixed assets	4,750,366
I	Current assets	504,167
J	Total assets (equal to amount in row O, below)	5,254,533
K	Current liabilities	135,325
L	Share capital	11
M	Long-term liabilities	696,201
N	Reserves	4,422,996
O	Total liabilities, share capital & reserves (K+L+M+N) (equal to amount in J above)	5,254,533

All societies (excluding clubs) must complete boxes P-T

P	Investments in other registered societies	0
Q	Loans from members	0
R	Loans from Employees' Superannuation Schemes	0
S	Dividends on sales	0
T	Share interest	0

2.2 Names of subsidiaries as defined in sections 100 and 101 of the Co-operative and Community Benefit Societies Act 2014

2.3 Names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions (as approved by the FCA)

The society must have written authority from us to exclude a subsidiary from group accounts

3 The audit

3.1 Type of audit used for the attached accounts.

If the society has used a full professional audit or an accountant's report then the report must be prepared by a registered auditor.

- Full professional audit ▶ Continue to section 4
- Accountant's report ▶ Complete questions 3.2 and 3.3
- Lay audit ▶ Complete questions 3.2 and 3.3
- Unaudited ▶ Complete questions 3.2 and 3.3

3.2 Do the society's registered rules allow the society not to undertake a full professional audit?

- No
- Yes

3.3 Has the membership passed at a general meeting a resolution allowing the society not to undertake a full professional audit for the year of account in question? (In accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014)

- No
- Yes

4 Accounts and signature

Accounts

- 4.1 Date on which the accounts and balance sheet will be/were laid before the AGM (dd/mm/yyyy)

1	8	/	0	9	/	2	0	1	8
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- 4.2 Has your society produced accounts to the minimum standard required?

Yes ▶ you must confirm that you have attached the accounts and the audit/accountant's report bearing the original signatures of the auditor (if required by law), the secretary and the two committee members. Attached

No ▶ you must produce accounts to the minimum standard required, see notes for details.

Signature – all societies to complete

- 4.3 The Secretary of the society must sign and date below

I certify that the information in this form is correct to the best of my knowledge and belief.

Name	Helen Razdan
Signature	
Phone number	0117 970 5421
Email	hrazdan@selfhelpha.co.uk
Date	30/10/18



Self Help Community Housing Association Limited
Financial Statements
Year Ended 31 March 2018

Financial Conduct Agency registration number: 21283R

Self Help Community Housing Association Limited

Financial Statements

Year Ended 31 March 2018

Contents

	Page
Association Information	3
Board Report	4-10
Independent Auditor's Report	11-12
Statement of Comprehensive Income	13
Balance Sheet	14
Statement of Changes in Equity	15
Statement of Cash Flows	16
Notes to the Financial Statements	17-25

**Self Help Community Housing Association Limited
Association Information**

Year Ended 31 March 2018

Financial Conduct Agency Registration Number: 21283R

Members of the Board

S Fitzpatrick- Chair
J Gordon – Treasurer
B Wallen
L Lerway
J Griffiths – Resigned March 2018
T Sutherland – Resigned March 2018
H Razdan
D Gronback

Secretary

H Razdan

Registered Office

12 King Square Avenue
Stokes Croft
Bristol
BS2 8HU

Auditor

Haines Watts Bristol Limited
Bath House
6-8 Bath Street
Bristol
BS1 6HL

Bankers

National Westminster Bank Plc
778 Fishponds Road
Fishponds
Bristol
BS16 3TX

Self Help Community Housing Association Limited

Board Report

Year Ended 31 March 2018

The board present their report with the financial statements of the company for the year ended 31 March 2018.

Overview

Self Help Community Housing Association has been committed to addressing homelessness for over 44 years. It was formed in 1973-4 by a group of homeless people concerned about the number of empty and wasted properties in the city and the high levels of homelessness that existed. The objects of the Association are to carry on for the benefit of the community the business of providing housing, accommodation, and assistance to help house people from disadvantaged and vulnerable client groups in housing need. We are a charitable housing association classed as a Registered Society under the Co –Operative and Community Benefit Societies Act 2014. We are run by a voluntary board and day to day running is delegated to paid staff. The exception to this is the CEO and the Development Director who are Board members and are paid staff.

All our tenants have been previously homeless and many with a long history of repeat homelessness and associated complex needs such as mental health, drug and alcohol issues. We aim to provide a safe and stable place to live together with the time and support to overcome the issues that led to their homelessness.

We have a clear understanding of how to manage our contracts to demonstrate to commissioners that we are meeting their outcomes.

Although we are a small organisation we have continued to be recognised for the good work that we do with clients and this is demonstrated by the fact we have consistently obtained funding through the Local Authority since 2002 despite fierce competition from much larger local and national providers.

Our vision is **“Offering homeless people the chance of a future through housing, support and advice”**

And our mission is: -

“To provide a high quality service to homeless people and help them to overcome the issues that led to their homelessness”

Values

In support of the vision SHCHA has developed a set of core values. These are:

- Everyone should have the opportunity to make the transition from homelessness to a sustainable home.
- There should be equal opportunities for our diverse mix of clients and staff.
- Our staff will act with respect, integrity and openness.
- Our staff will be creative, innovative and inspiring.
- We will focus on outcomes, efficiency, excellent performance and continuous improvement.
- We will listen, involve, and deliver on needs.
- We will understand the background of our clients and make changes to our services to accommodate these differing backgrounds.

Ensuring our work delivers our aims

We review our aims, objectives and activities on a regular basis. This review looks at what we have achieved and the outcomes of our work in the previous 12 months together with the success of each key activity and the benefits they have brought to the people we are set up to help.

The review also helps us to ensure our aims, objectives and activities remain focused on our stated purpose.

Self Help Community Housing Association Limited

Board Report

Year Ended 31 March 2018

The focus of our work

Our main objectives for the year continued to be the provision of accommodation and support to homeless people. We are funded to provide temporary accommodation and support with a target of moving the majority of our clients onto secure and appropriate housing within 9 months for single people and 4 months for families. Meeting these targets remains a challenge due to wider shortages in the supply of affordable housing and growing numbers of complex needs cases being referred into the service. The majority of our single clients move-on in a planned way within 18 months and this is broadly typical of length of stay with comparable service providers in the sector.

How our activities provide community benefit

Our main activities and who we try to help are described below. All our activities focus on providing Supported Accommodation to homeless people so as to prevent a return to homelessness and are undertaken to further our social purpose.

We contribute to the regeneration of neighbourhoods by investing in properties that would be otherwise empty. We also contribute to the local economy by purchasing goods and services locally when possible and by accessing local, regional and national funding opportunities as they arise.

Our Strategic Direction

Our objectives for the current business plan are as follows: -

- 1. Have effective financial arrangements that support our vision and objectives**
- 2. Work in partnership with private, public and charity sectors to provide housing services and solutions**
- 3. Offer responsive, innovative services that are flexible to adapt to the changing needs of customers and partners**
- 4. Manage a viable, flexible asset management strategy**
- 5. Support, develop and value our staff**

Everyone in the Organisation contributes to these objectives and they act as a framework for our activities.

Review and performance in the Year

1 Have effective financial arrangements that support our vision and objectives

At the beginning of 2017 Bristol City Council announced their commissioning intentions for the next five years. They made the decision to enter into negotiation with existing providers for 4 separate homeless pathways.

SHCHA were part of Pathway 1 – Men's Services and over the course of 6 months worked with the Salvation Army (the lead partner). Knightstone Housing, Second Step, Elim and Places for People to develop a partnership and new model for delivering services within Bristol. In October 2017 BCC announced that the submission was successful and the partnership secured £10 million over 5 years.

SHCHA have secured £940,000 of this funding over the next 5 years of the contract.

Our service for single men provides 68 bed spaces of supported accommodation through dispersed accommodation over the city.

We made the decision to withdraw from the Family Service for supported housing. The contract on our funding for the family service ran through to the end of March 2017. After much consideration the Board made the decision not to apply to go onto Bristol City Council's open framework. The contract was not recovering all our costs. There were increasing issues with the cost of re-lets and levels of arrears and we did not feel that the service was sustainable to us.

We are reviewing our stock and making decisions on whether it is suitable to our clients' needs and looking at how we can grow our stock base. This is very challenging as property prices in Bristol are very high and there are restrictions on rents and service charges.

We have completed a review of all our rents and service charges to ensure that the charges cover the cost of the services we provide. We have to ensure that our charges are aligned to our cost base.

Self Help Community Housing Association Limited Board Report Year Ended 31 March 2018

We have seen an increase in both current and former arrears as well as bad debts and this will be a primary area of activity in the forthcoming year. It is vital that we maximise our income. Maximising income and minimising or avoiding deficits continues to be a key issue for us to ensure our business is viable in the long term and allows us to deliver our social objectives.

We continued to improve our performance on voids in the year. This is vitally important as there are penalties within the Homeless Pathway's funding if we exceed void targets.

2. Work in partnership with private, public and charity sectors to provide housing services and solutions

We are part of the new men's pathway for Bristol, which is collaboration between Salvation Army, Second Step, Elim, and Places for People and Liverty. This is an exciting partnership, which aims to improve services to men in Bristol over the next 5 years.

We continue to work with Alderman Stevens Charity managing housing on their behalf.

We use the services of Elim to provide our finance function, which benefits both Organisations.

3. Offer responsive, innovative services that are flexible to adapt to the changing needs of customers and partners

We are constantly looking at how we can improve our services and during the year we have reviewed our risk management process for clients. We have worked with the Pathway to identify where shared approaches can improve the service to clients. Part of this work will result in reduced assessments for clients and more sharing of key information.

4. Manage a viable, flexible asset management strategy

Due to the nature of our service we spend a considerable amount of time dealing with day-to-day maintenance and re lets. Our re- let costs were particularly high in the year we are looking at whether our properties are best suited to our clients needs.

During the forthcoming year we plan to look at how we can better utilise our stock and utilise cash in the bank to offer a better return on investment.

5. Support, develop and value our staff

Our team is crucial to the success of our work. It is vital that staff feel valued and supported.

All staff receive regular supervision. They have reflective practice with a qualified practitioner, which offers them the opportunity to reflect on their work and to explore new ways of working.

During the year the team received training on working with people with Drugs and Alcohol issues,

As part of the pathway we are reviewing Induction and training and it expected that the partnership will be able to facilitate more joint training and staff will benefit from on line training on a range of topics.

Staff received a cost of living pay rise during the year and this was the first time in many years they had received an increase in their pay. The Board are very conscious of the need to reward staff for their hard work.

Self Help Community Housing Association Limited

Board Report

Year Ended 31 March 2018

Who used and benefited from our service

The Association has continued to respond positively to many challenges of our client group despite drops in real terms to service funding, rent caps and the impact of housing increasing numbers of people with more complex needs.

From a snapshot of our clients at the end of the financial year 93% of our clients have mental health needs and currently 47% are engaged in mental health services. 56% of clients have drug and alcohol issues and 24% are engaged in appropriate services. Over 30% of clients are engaged in meaningful activities including volunteering, employment and education and training.

Securing Funds for our tenants

Support Workers work alongside tenants to access funds for essential household items when they move on to permanent housing. We secured over £7000 in the year.

This is quite a substantial reduction from the previous year due and reflects a reduced reliance on charitable organisations to help service users equip their homes. This can be explained in part by increasing numbers of families entering the service with their own personal possessions and a Local Crisis and Prevention Fund set up by Bristol City Council which has been providing eligible clients with essential items required to run a home.

Support team staffing

Due to the uncertainty over funding in the year it was a difficult year for the service. We had to rely on temporary staff throughout much of the year and there was a new Manager of the service in post. When the contract was confirmed in October we were in a position to recruit on a permanent basis.

The new team has a wide range of experience with backgrounds in Domestic Abuse, Mental Health, Hostel work and Family Support.

Our client needs profile has increased with higher number of clients experiencing multiple issues including, mental health issues, drug and/or alcohol misuse, contact with the criminal justice system and physical health issues. This often means that a greater emphasis is placed on joint working with other housing providers and specialist support services.

Austerity and welfare reform has resulted in a greater emphasis around client income. This work tries to ensure income is maximized and they are receiving the most appropriate welfare benefits for their circumstances. This is a vital activity to ensure that our clients avoid financial crisis and maintain the stability they need to progress through the service.

Future Plans

Looking ahead to 2018/2019 we will continue to focus on the objectives of our strategy and business plan. We will continue to work to improve our accommodation to ensure that it is the right accommodation for our clients. We will look at new models of financing our work e.g. crowd funding and making the best use of our funds. We will be upgrading our server and looking at rolling out mobile working to frontline staff and looking at how technology can help improve our work.

Use of Volunteers

Our Management Board is made up of suitably skilled and experienced volunteers who give their time and energy for free and help to guide the strategic direction of the Organisation. The exception to this is the CEO and the Development Director who are Board members and are paid staff.

In past years we have engaged residents and former residents to perform voluntary work for the association. This provides the Association with much needed help and the client with an opportunity to gain skills and confidence and to provide their valuable insights into how the serve could be improved. These initiatives depend on interest and motivation from residents and the resources internally to set up and manage the placements. One former resident volunteer left to take up full time employment in the period. Currently there are no other resident volunteers; this is something we hope will change in the coming year.

Self Help Community Housing Association Limited

Board Report

Year Ended 31 March 2018

Principal Funding Services

Our main income is Contract income from Homeless Contracts at Bristol City Council and management agreements and rent and service charges from accommodation. We also fundraise for specific projects and for money to help our tenants in their quest to make a home. Our funding to deliver supported housing in Bristol represents 30% of our total income with the remainder coming from rents and service charges.

As we enter 2018 we will be completing a complete review of our rents and services charges to ensure that the Association is covering the costs of providing the service.

Investment Policy

Aside from retaining a prudent amount in reserves each year funds are invested in provision of accommodation. Return on capital deposits remains poor due to a sustained period of low Bank of England base rates. Due to the risk involved and the value of our reserves the Board have not made any investments that involve risk. The Association has identified some development and refurbishment opportunities that could provide a better rate of return on dormant capital and an additional benefit of furthering our social objectives. These plans will be explored in more detail in the coming year.

Reserves Policy

The Board has reviewed the Association's requirements for reserves in light of the main risks to the Organisation. It has an established policy where the unrestricted funds not committed or invested in tangible assets should be the equivalent to 6 months running costs in general reserves. The Board have agreed that reserves are required to meeting the working capital of the Association and they are confident that they would be able to continue its activities in the short term.

Loan Finance for properties

We hold a loan with Santander for 17 freehold properties with a covenant to produce a surplus of 1.10 to the amount of interest paid in the year. We have a good working relationship with Santander as they understand the operating environment for supported housing. We remain in regular contact and provide our management accounts quarterly so that they are kept informed of operational performance throughout the year.

Strategically we recognise that responsible financial performance and maintaining excellent banking relationships are crucial to our long term growth objectives.

We need to look after our assets and, ensuring that we have enough income left over each year to keep our properties in good condition for the future.

Organisational Structure

The Association has a Board, which meets on 8 weekly bases and is responsible for strategic direction and policy.

The day to day operations of the Association are delegated to CEO and other staff. The staff team of 12 have a wide variety of experience and qualifications and overall a commitment to preventing homelessness.

Recruitment and Appointment of the Board

The Management Board is the governing body and is legally responsible for the Association. It makes the key strategic decisions and monitors operational performance to ensure that its decisions are implemented effectively. It operates to the NHF Model rules 2005 and is working towards adopting the NHF Code of Governance where practical for an Association of its size and resources.

In the event of the Association being wound up members would be required to contribute an amount not exceeding £1.00.

Under the NHF Model Rules 2005 the responsibilities of the Board are clearly outlined and include:

- define and ensure compliance with the values and objectives of the association and ensure these are set out in each annual report;
- establish policies and plans to achieve those objectives;
- approve each year's accounts prior to publication and approve each year's budget;
- establish and oversee a framework of delegation and systems of control;
- agree policies and make decisions on all matters that create significant financial risk to the association or which affect material issues of principle;
- monitor the association's performance in relation to these plans, budget, controls and decisions;
- appoint (and if necessary remove) the chief executive (if any);
- satisfy itself that the association's affairs are conducted in accordance with generally accepted standards of performance and propriety;
- take appropriate advice

Self Help Community Housing Association Limited

Board Report

Year Ended 31 March 2018

Composition of the board

The board shall consist of five board members, or of such greater number not exceeding twelve (including co-optees).

All members of the Board give their time voluntarily and receive no benefits from the Association except any expenses reclaimed from the Association and these are set out in the accounts. The exception to this is the CEO and the Development Director who are Board members and are paid staff.

The Board aim to have a Board in place that represents a diverse group of people and have a wide range of skills. Current expertise on the Board includes homelessness, supported housing, asset management, Human Resources, business planning, legal matters and development.

Board members are free to come into the office at any time to see our work in action and to familiarise themselves with our staff. We arrange Strategic Planning Days to map out future direction and training is offered where relevant. Board members are kept up to date with major issues that affect the Association through regular communications between staff and the Board.

During the year we have recruited three new members to the Board with a range of skills and experience including homelessness, development, banking and customer service.

Risk Management

This is reviewed at least annually and more frequently when required. Where appropriate, systems and procedures have been established to mitigate risk, internal control risks are minimised by adherence to Financial Standing Orders and other procedures. As part of our Homeless Contracts all our properties are inspected by Bristol City Council. Some of our properties also fall within licensing areas with Bristol City Council and are accredited under the Discretionary Licensing Scheme.

Like all organisations in our sector, we face challenges and great uncertainty in our operating environment. The impact of austerity continues and policy changes around welfare reform would have significant impact on us.

Representation and Membership

We are involved in a wide variety of groups which include Bristol Supported Housing Forum, BSHF Steering Group, Housing and Support Reference Group, BHP Management Sub Group, Practitioners Forum, DWP Advisory Group, Housing Benefit Liaison Group, Heading Home Forum, Refugee Sub Group and the Meaningful Occupation Group. We are also members of NCVO, National Housing Federation and Homeless Link.

Public benefit

The Board has had regard for the Charity Commission's guidance on public benefit. As shown above The Association provides benefit to the local community by providing practical and sensitive support in providing a pathway from homelessness to settled accommodation.

Statement of the Board's responsibilities

The Board are required by Industrial and Provident Society Law to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the association and of its financial position at the end of that year. In preparing those financial statements the Board are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Board are responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to Auditors

Self Help Community Housing Association Limited
Board Report
Year Ended 31 March 2018

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the Association's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

The auditors, Haines Watts Bristol Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

On behalf of the Board:

Helen Razdan



Date:

18/09/18.

Self Help Community Housing Association Limited
Independent Auditor's Report To The Members of Self Help Community Housing
Association Limited
Year Ended 31 March 2018

Opinion

We have audited the financial statements of Self Help Community Housing Association Limited (the 'association') for the year ended 31 March 2018 which comprise the statement of comprehensive income, the balance sheet, the statement of changes in equity, the statement of cash flows 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 Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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; and
- have been prepared in accordance with the requirements of the Co-operative and Community Benefit Societies Act 2014, the Housing and Regeneration Act 2008 and the Accounting Direction for private registered providers of social housing in England 2015.

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 board's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the board 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 board is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and 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.



**Self Help Community Housing Association Limited
Independent Auditor's Report To The Members of Self Help Community Housing
Association Limited
Year Ended 31 March 2018**

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:

- the association has not kept proper books of account, and not maintained a satisfactory system of control over its transactions, in accordance with the requirements of the legislation; or
- the revenue account, any other accounts to which our report relates, and the balance sheet are not in agreement with the association's books of account; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the board

As explained more fully in the board's responsibilities statement set out on page 9, the board 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 board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the board is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the board either intends to liquidate the association or to cease operations, or 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: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of report

This report is made solely to the association's members, as a body, in accordance with section 87 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.



Geoffrey Speirs BSc FCA (Senior Statutory Auditor)
For and on behalf of Haines Watts Bristol Limited, Statutory Auditors
Chartered Accountants and Statutory Auditor
Bath House
6-8 Bath Street
Bristol
BS1 6HL

Date: 21 September 2018

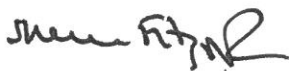
Self Help Community Housing Association Limited
Statement of Comprehensive Income (Including Income and Expenditure Account)
Year Ended 31 March 2018

	Note	2018 £	2017 £
Turnover	2	759,888	741,674
Administrative Expenditure	2	739,829	691,890
Other Operating Income		-	92,297
		<hr/>	<hr/>
Operating surplus		20,059	142,081
Interest receivable	4	117	91
Interest and financing costs	4	(46,685)	(49,412)
(Deficit)/Surplus for Year	5	<hr/> (26,509)	<hr/> 92,760
Revaluation of tangible fixed assets		-	1,984,470
Total comprehensive income for the year		<hr/> (26,509)	<hr/> 2,077,230
		<hr/> <hr/>	<hr/> <hr/>

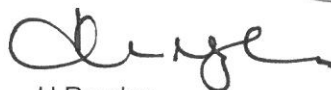
Self Help Community Housing Association Limited (Registered Number 21283R)
Balance Sheet
Year Ended 31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	10	4,750,366	4,831,067
Current assets			
Debtors	11	112,481	156,162
Cash at bank and in hand		391,686	344,514
		504,167	500,676
Creditors amounts falling due within one year	12	(135,325)	(140,009)
Net current assets		368,842	360,667
Total assets less current liabilities		5,119,208	5,191,734
Creditors: Amounts falling due after one year	13	(696,201)	(742,218)
Net assets		4,423,007	4,449,516
Capital and Reserves			
Called up share capital	15	11	11
Income and expenditure reserve	16	896,300	823,426
Revaluation reserve	16	3,301,425	3,396,549
Designated reserves	16	225,271	229,530
		4,423,007	4,449,516

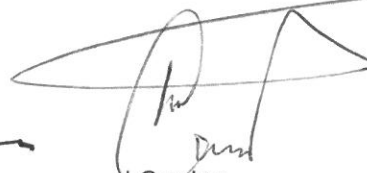
Approved by the Board and signed on its behalf by:



S Fitzpatrick
Chair



H Razdan
Company Secretary



J Gordon
Treasurer

Date:

18/09/18

The accompanying notes form part of these financial statements.

Self Help Community Housing Association Limited
Statement of Changes in Equity
Year Ended 31 March 2018

	Called-up share capital £	Income and expenditure reserve £	Revaluation reserve £	Designated reserve £	Total £
At 1 April 2016	11	719,368	1,412,079	240,828	2,372,286
Surplus for the Year	-	92,760	-	-	92,760
Revaluation of tangible fixed assets			1,984,470		1,984,470
Total comprehensive income	-	92,760	1,984,470	-	2,077,230
Major Repairs Reserve Adjustment	-	11,298		(11,298)	-
At 1 April 2017	11	823,426	3,396,549	229,530	4,449,516
Deficit for the Year	-	(26,509)	-	-	(26,509)
Transfer		95,124	(95,124)		
Total comprehensive income	-			-	
Major Repairs Reserve Adjustment	-	4,259		(4,259)	-
At 31 March 2018	11	896,300	3,301,425	225,271	4,423,007

The accompanying notes for part of the financial statements

Self Help Community Housing Association Limited
Statement of Cash Flows
Year Ended 31 March 2018

	Note	2018 £	2017 £
Cash flow from operating activities	17	143,726	142,251
		<hr/>	<hr/>
Net cash flow from operating activities		143,726	142,251
		<hr/>	<hr/>
Cash flow from investing activities			
Payments to acquire tangible fixed assets per note 10		(6,262)	(12,266)
Interest received		117	91
		<hr/>	<hr/>
Net cash flow from investing activities		(6,145)	(12,175)
		<hr/>	<hr/>
Cash flow from financing activities			
Repayment of long term loans		(43,724)	(29,475)
Shares repaid		-	-
Interest paid		(46,685)	(49,412)
		<hr/>	<hr/>
Net cash flow from financing activities		(90,409)	(78,887)
		<hr/>	<hr/>
Net increase / (decrease) in cash and cash equivalents		47,172	51,189
Cash and cash equivalents at beginning of year		344,514	293,325
		<hr/>	<hr/>
Cash and cash equivalents at end of year		391,686	344,514
		<hr/> <hr/>	<hr/> <hr/>

The accompanying notes form part of the financial statements

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

1. Summary of Significant Accounting Policies

(a) General information and basis of preparation

Self Help Community Housing Association is a provider of social housing in the United Kingdom. The address of the registered office is given in the association information on page 3 of these financial statements.

The association constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with applicable accounting standards including Financial Reporting Standard 102 *The Financial Reporting Standard Applicable in the UK and Republic of Ireland* (FRS 102) and the Statement of Recommended Practice for Social Housing Providers 2014. The financial statements are also prepared under the requirements of the Housing and Regeneration Act 2008 and the Cooperative and Community Benefit Societies Act 2014. The financial statements have been prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Tangible fixed assets

Tangible fixed assets (including social housing properties) are stated at valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended such as the cost of acquiring land and buildings, developments costs, interest charges on loans during the development period and expenditure on improvements. Expenditure on improvements will only be capitalised when it results in incremental future benefits such as increasing rental income, reducing maintenance costs or resulting in a significant extension of the useful economic life of the property.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Housing properties, houses	Over 50 years
Property plant and machinery	25% per annum on cost
Property improvements	5%, 10% or 15% per annum on cost
Office Equipment	25% per annum on cost
Motor vehicles	25% per annum on cost
Computer Equipment	20% - 100% per annum on cost

Housing properties under construction are not depreciated until they are in use.

Major components of housing properties, such as kitchens and bathrooms, have been accounted for and depreciated separately from the connected housing property, over their expected useful economic lives and are included in property plant and equipment, and are depreciated as follows

Structure	Over 80 Years
Roof	Over 50 Years
Kitchen	Over 10 Years
Bathroom	Over 10 Years
Boiler	Over 10 Years
Windows	Over 20 Years

The useful economic lives of all tangible fixed assets are reviewed annually.

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

(c) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of comprehensive income in administrative expenses.

(d) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a financing transaction it is measured at present value.

(e) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date.

If such indication exists, the recoverable amount is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in expenditure through the statement of comprehensive income.

(f) Provisions

Provisions are recognised when the association has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

(g) Leases

Rentals payable and receivable under operating leases are charged to the statement of comprehensive income on a straight line basis over the period of the lease.

(h) Turnover and other income

Turnover is measured at the fair value of the consideration received or receivable net of VAT and trade discounts. The policies adopted for the recognition of turnover are as follows:

Turnover represents rental and service charges income receivable in the year net of rent and service charge losses from voids, revenue grants from the government (local authorities) and the Homes and Communities Agency.

(i) Holiday pay accrual

A liability is recognised to the extent of any unused holiday pay entitlement which has accrued at the year end.

(j) Repairs and equipment reserve

The Association has designated reserves for future major repairs of properties leased and owned by the Association and equipment and repairs expenditure.

(k) Revaluation reserve

This reserve represents the amount by which the value of properties owned by the Association exceed their historical cost.

(l) Pension contributions

The Association participates in a defined contribution money purchase pension scheme. The Association contributes 7.5% of employees' gross salary into the employee's private personal pension scheme or the group pension scheme.

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

2 Particulars of Turnover and Administrative Expenditure from Social Housing Lettings

	2018	2017
	£	£
Turnover		
Rent receivable net of identifiable service charges	406,744	394,006
Service charge income	183,968	181,683
Other grants	202,063	210,112
Less Void Costs	<u>(32,887)</u>	<u>(44,127)</u>
Turnover from social housing lettings	<u>759,888</u>	<u>741,674</u>
Other Operating Income	-	92,297
Administrative expenditure		
Management	371,833	364,520
Service charge costs	151,048	147,333
Routine maintenance	110,840	97,164
Bad debts	24,155	11,852
Depreciation of housing properties	78,983	71,021
Loss on disposal of fixed assets	2,970	-
Administrative expenditure on social housing lettings	<u>739,829</u>	<u>691,890</u>
Operating surplus on social housing lettings	<u>20,059</u>	<u>142,081</u>

3 Accommodation Owned and in Management

	2018	2017
Supported housing	77	77
General needs housing	2	2
	<u>79</u>	<u>79</u>
	<u>79</u>	<u>79</u>

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

4 Interest and Other Finance Income and Charge

Interest receivable and similar income

2018	2017
£	£

Bank interest receivable	117	91
	<u> </u>	<u> </u>

Interest payable and similar charges

2018	2017
£	£

Bank loan	46,685	49,412
	<u> </u>	<u> </u>

5 (Deficit)/Surplus for Year

(Deficit)/Surplus for Year is stated after charging

2018	2017
£	£

Auditor's remuneration	6,446	6,444
Depreciation of tangible fixed assets	78,983	71,021
Operating lease rentals	<u>16,562</u>	<u>14,758</u>

6 Board and Key Management Personnel Remuneration

The total remuneration for key management personnel amounted to £74,499 (2017 £72,470).

During the year total pensions of £5,575 (2017 £5,435) were payable to directors.

No remuneration was received by non-executive Board members.

The highest paid director received £38,332 (2017 £37,288) remuneration (excluding pension contributions).

The chief executive is an ordinary member of the scheme. No enhanced or special terms apply. During the period the total amount contributed to the individual pension arrangement was £ 2,868 (2017 - £2,797).

The other salaried director is also an ordinary member of the scheme. No enhanced or special terms apply. During the period the amount contributed to the individual pension arrangement was £2,706 (2017 - £2,639).

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

7 Staff Costs

The aggregate remuneration of such employees was as follows:

	2018	2017
	£	£
Wages and salaries	239,900	250,097
Social security	19,203	18,762
Other pension costs	11,792	12,354
	<hr/>	<hr/>
	270,895	281,213
	<hr/> <hr/>	<hr/> <hr/>

The average number of employees, including members of the executive team, calculated on a full time equivalent was 10 employees (2017 - 10).

There are no employees who received more than £60,000 as their employee package.

8 Tax

Because of its charitable status, the Association is exempt from income tax on its income from investments and corporation tax on revenue account surplus, provided that both are applied for charitable purposes.

9 Operating Leases

Operating leases primarily relate to properties used for supported housing.

Total future minimum lease payments receivable under non-cancellable operating leases are as follows:

	2018	2017
	£	£
Not later than one year	16,562	16,562
Later than one and not later than five years	-	4,178
	<hr/>	<hr/>
	16,562	20,740
	<hr/> <hr/>	<hr/> <hr/>

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

10 Tangible Fixed Assets – Housing Properties

	Property plant and machinery £	Total £
Cost or Valuation: At 1 April 2017	4,917,204	4,917,204
Additions	6,262	6,262
Disposals	(8,310)	8,310
Revaluation of property	-	-
	<hr/>	<hr/>
At 31 March 2018	4,915,156	4,915,156
	<hr/>	<hr/>
Depreciation: At 1 April 2017	86,137	86,317
Charge for year	78,983	78,983
Eliminated on disposal	(330)	(330)
Revaluation	-	-
	<hr/>	<hr/>
At 31 March 2018	164,790	164,790
	<hr/>	<hr/>
Net book value:		
At 31 March 2018	4,750,366	4,750,366
	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2017	4,831,067	4,831,067
	<hr/> <hr/>	<hr/> <hr/>

If freehold property had not been revalued it would have been included at the following historical cost:

	2018 £	2017 £
Cost	1,796,882	1,800,932
Aggregate depreciation	347,941	306,594
	<hr/> <hr/>	<hr/> <hr/>

Freehold land and buildings were subject to independent, professional valuation at 31 March 2017. The valuation as undertaken by Alder King on a part desk-top and part inspection basis. The methods and significant assumptions used to ascertain the fair value of £4,825,000 are as follows:

a) That there is good and unencumbered title to the property, free from onerous covenants, easements, restrictions or other encumbrances or outgoings, (made in the absence of having had sight of the title deeds);

b) That the information provided by the Authorities is correct and complete and that a local search would not reveal any matters that would have an adverse effect upon the value of the property, nor liability to the client or its customer in respect of land contamination;

(c) That the property and any alterations or extensions thereto complies in all respects with current legislation affecting the property and its use, or intended use.

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

11 Debtors

	2018	2017
	£	£
Trade debtors (gross social housing rent arrears)	68,841	34,172
Other debtors	43,640	121,990
	<hr/>	<hr/>
	112,481	156,162
	<hr/> <hr/>	<hr/> <hr/>

12 Creditors: amounts falling due within one year

	2018	2017
	£	£
Bank loan	32,798	30,505
Trade creditors	22,118	14,564
Other creditors	80,409	94,940
	<hr/>	<hr/>
	135,325	140,009
	<hr/> <hr/>	<hr/> <hr/>

13 Creditors: amounts falling due after more than one year

	2018	2017
	£	£
Bank loan	696,201	742,218
	<hr/> <hr/>	<hr/> <hr/>

The bank loan includes aggregate amounts of £543,461 (2017 - £600,194) which fall due after five years and which are payable by instalments.

Bank loans totalling £728,999 (2017 £772,723) are secured on 17 of the Association's properties.

	2018	2017
	£	£
Analysis of loan repayments		
Within one year on demand	32,798	30,505
Between one and two years	34,717	32,543
Between two and five years	118,023	109,481
After five years	543,461	600,194
	<hr/>	<hr/>
	728,999	772,723
	<hr/> <hr/>	<hr/> <hr/>

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

14 Contingent Liabilities

The Association participates in The Pensions Trust's Growth Plan (The Plan). The Plan is a multi-employer pension plan. Contributions to the plan up to September 2001 were converted into defined amounts of pensions payable. After this date and prior to 1 October 2013 contributions were invested in personal fund which have a capital guarantee – Series 3. Funds invested after 1 October 2013 are invested in a defined contribution/ money purchase scheme, no capital guarantee applies to any of these funds – Series 4.

The Trustee of the Plan commissions an actuarial report every three years. The Plan's actuary's preliminary results at 30 September 2016 revealed a shortfall of assets compared with the value of The Plan's liabilities, equivalent to a funding level of 85.8%. The potential liability will crystallise if the Association withdraws from The Plan. At 30 September 2017 the estimated liability for the Association was £54,377 (September 2016 - £55,720)

15 Share Capital

Ordinary shares of £ 1 each

	Number	£
Allotted called up and fully paid At 1 April 2017	11	11
Surrendered during the year	-	-
	<hr/>	<hr/>
At 31 March 2018	11	11
	<hr/> <hr/>	<hr/> <hr/>

16 Reserves

	General reserve £	Revaluation reserve £	Designated reserve £	Total £
At 1 April 2017	823,426	3,396,549	229,530	4,449,505
Surplus for the year	(26,509)	-	-	(26,509)
Major repairs reserve adjustment	4,259	-	(4,259)	-
Transfer	95,124	(95,124)		-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2018	896,300	3,301,425	225,271	4,422,996
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Designated Reserves Comprise:

	At 01.04.17 £	Transfers from £	Transfers to £	At 31.03.2018 £
Major Repairs Reserve	229,530	(4,259)	-	225,271
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Self Help Community Housing Association Limited
Notes to the Financial Statements
Year Ended 31 March 2018

16 Reserves (cont.)

The Board of Management have decided that the Association should hold a minimum of six months' running costs as general reserves. At this level the Board of Management feel that the Association would be able to continue its current activities over the short term, in the event of a drop in funding.

A transfer has been made from the major repairs reserve to account for the capital additions to Freehold Property during the year of £4,259 (2017 £11,298)

17 Reconciliation of (Deficit)/Surplus to Cash Flow from Operating Activities

	2018	2017
	£	£
(Deficit)/Surplus	(26,509)	92,760
Depreciation and impairment of tangible fixed assets	78,983	71,021
Loss on disposal of fixed assets	2,970	-
(Increase)/Decrease in trade and other debtors	43,681	(99,489)
Increase/ (Decrease) in trade and other creditors	(1,967)	28,638
Interest Received	(117)	(91)
Interest Paid	46,685	49,412
	<u>143,726</u>	<u>142,251</u>

18 Pensions and Other Post-Retirement Benefits

a) Defined contribution pension plans

The association operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £11,792 (2017 - £12,354).

