

**FINANCIAL STATEMENTS OF  
BESPOKE SUPPORTIVE TENANCIES LIMITED  
FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

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**EXECUTIVE OFFICERS AND ADVISORS OF  
BESPOKE SUPPORTIVE TENANCIES LIMITED FOR THE YEAR ENDED  
30TH SEPTEMBER 2013**

**BOARD OF TRUSTEE DIRECTORS**

C Gore (resigned 04.12.2013)  
S Sadler (resigned 04.12.2013)  
Mrs S L Hobbs (resigned 26.03.2014)  
K Appleby (Chief Executive)  
(resigned as Director 26.03.2014)  
Mrs C Longworth (appointed 26.03.2014)  
D G Poppitt (appointed 26.03.2014)

**REGISTERED OFFICE**

Unit L Hardy Street  
Eccles  
Manchester  
M30 7NB

**CHIEF EXECUTIVE:**

K Appleby

**CHIEF OPERATIONS OFFICER:**

Mrs S L Hobbs

**AUDITORS**

TLL Accountants  
9 Station Road  
Hesketh Bank  
Preston  
PR4 6SN

**BANKERS**

Co-operative Bank PLC  
PO Box 250  
Skelmersdale  
WN8 6WT

**SOLICITORS**

Woodcocks  
11 Manchester Road  
Bury  
Lancashire  
BL9 0DX

Registered Charity Number 1143046

Registered Company Number 07375502

Registered with  
Homes and Communities Agency  
Number L4718

**REPORT OF THE BOARD**  
**BESPOKE SUPPORTIVE TENANCIES LIMITED FOR THE YEAR ENDED**  
**30TH SEPTEMBER 2013**

The Board of Trustee Directors is pleased to present the financial statements for the year ended 30th September 2013.

**PRINCIPAL ACTIVITY**

The principal object of the Association is to provide accommodation for vulnerable adults in partnership with support providers.

**REVIEW OF RESULTS**

The Board is pleased to report that the Association has continued in its controlled growth in both turnover and number of housing units provided. Turnover from social housing lettings increased from £305,830 to £1,247,351. The number of accommodation units under management increased during the year from 101 to 293 units. A surplus of £21,269 was generated for the year.

**STATEMENT OF BOARD OF TRUSTEES' RESPONSIBILITIES**

The Housing and Regeneration Act 2008, Charity law and the Accounting Requirements for Registered Social Landlords General Determination 2006 as amended require the Board of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit for that period. In preparing these financial statements, the Board is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Board of Management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable it to ensure that the financial statements comply with Schedule 1 to the Housing Act 1996 and the Accounting Requirements for Registered Social Landlords General Determination 2006 as amended. It has general responsibility for taking reasonable steps to safeguard the assets of the Registered Social Landlord and to prevent and detect fraud and other irregularities.

**Disclosure of information to Auditors**

At the date of making this report each of the association's Board members, as set out on page 1 confirm the following:

So far as each of them is aware, there is no relevant information needed by the Association's Auditors in connection with preparing their report of which the Association's Auditors are unaware; and

Each of them has taken all the steps that they ought to have taken as a member in order to make themselves aware of any relevant information needed by the Association's Auditors in connection with preparing their report and to establish that the Association's Auditors are aware of that information.

**Auditors**

A proposal to re-appoint TLL Accountants Limited as Auditors for the Association will be put forward at the forthcoming annual general meeting.

**By order of the Board:**

.....  
**Mrs C Longworth**  
**Trustee / Director**

Date: 30<sup>th</sup> May 2014

.....  
**D G Poppitt**  
**Trustee / Director**

Date: 30<sup>th</sup> May 2014

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BESPOKE SUPPORTIVE TENANCIES LIMITED**

We have audited the financial statements of Bespoke Supportive Tenancies Limited for the year ended 30th September 2013 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement on page 2, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Board to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Qualified opinion arising from limitation of scope**

Since the charitable company's financial statements were not audited in the prior year, we have not been able to verify the opening balances and comparative figures.

Except for the effects of such adjustments which might have been determined to be necessary had we been able to satisfy ourselves as to the opening balances, in our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30<sup>th</sup> September 2013 and of its surplus 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 Companies Act 2006, the Housing and Regeneration Act 2008 and the Accounting Direction for Social Housing in England from April 2012.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Boards' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
BESPOKE SUPPORTIVE TENANCIES LIMITED**

**Matters on which we are required to report by exception**

In respect solely of the limitation on our work relating to opening balances, comparatives and the matters described above:

- we have not received all the information and explanations we require for our audit, in that we were unable to determine whether adequate accounting records had been kept (in relation to the audit of opening balances).

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the trustees' report.

Peter Buck ACA, DChA (Senior Statutory Auditor)

**for and on behalf of TLL Accountants Ltd**

**Statutory Auditor**

7-9 Station Road

Hesketh Bank

Preston

Lancashire

PR4 6SN

Date: 30<sup>th</sup> May 2014

**BESPOKE SUPPORTIVE TENANCIES LIMITED**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

	Notes	<u>Year ended 30.09.13</u> £	<u>Year ended 30.09.12</u> £
<b>Turnover</b>	2	1,247,351	305,830
Operating costs	2	(1,226,082)	( 301,156)
<b>Operating surplus</b>	2	<u>21,269</u>	<u>4,674</u>
Interest receivable		-	2
Interest payable		-	-
<b>Surplus for the year</b>		<u>21,269</u>	<u>4,676</u>

All of the amounts in the above financial years derived from continuing operations.

**TOTAL RECOGNISED GAINS AND LOSSES**

All recognised gains and losses are included in the income and expenditure account.

The above surpluses are the historical cost surpluses.

**BESPOKE SUPPORTIVE TENANCIES LIMITED**

**BALANCE SHEET AS AT 30TH SEPTEMBER 2013**

		<u>30.09.2013</u>		<u>30.09.2012</u>	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible Fixed Assets	5		3,477		-
<b>Current assets</b>					
Debtors	6	158,927		30,419	
Cash at bank and in hand		20,502		1,293	
		<u>179,429</u>		<u>31,712</u>	
<b>Creditors: amounts falling due within one year</b>	7	(137,255)		25,353	
<b>Net current assets</b>			<u>42,174</u>		<u>6,359</u>
<b>Total assets less current (liabilities)</b>			<u>45,651</u>		<u>6,359</u>
<b>Creditors: amounts falling due after more than one year</b>			-		-
			<u>45,651</u>		<u>6,359</u>
<b><u>Capital and reserves</u></b>					
Revenue reserves	9		27,628		6,359
Sinking fund			6,078		-
Depreciation reserves			11,945		-
			<u>45,651</u>		<u>6,359</u>

The financial statements on pages 5 to 10 were approved by the Board on 30<sup>th</sup> May 2014 and signed on their behalf

.....  
**Mrs C Longworth**  
Trustee / Director

.....  
**D G Poppitt**  
Trustee / Director

**BESPOKE SUPPORTIVE TENANCIES LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

**1. Accounting Policies**

The Association is a non profit-making company limited by guarantee having no share capital and is registered with the Homes and Communities Agency as a Registered Provider. The Association is also a Registered Charity.

**a Basis of accounting**

The financial statements have been prepared in accordance with applicable Accounting Standards and statements of recommended practice of the United Kingdom. The accounts comply with the Housing and Regeneration Act 2008, the Statement of Recommended Practice published by the National Housing Federation in 2010 "Accounting by Registered Social Housing Providers" and the Accounting Direction for Social Housing in England from April 2012 (issued September 2012).

The accounts have been prepared on an accruals basis, in accordance with the historical cost convention.

**b Turnover**

Turnover represents net rental income and service charges receivable plus donations, net of rent and service charge loss from voids.

**c Accumulated funds**

All accumulated funds are unrestricted. As at the year end there were no restricted funds.

**d Fixed assets**

All fixed assets are initially recorded at cost, with an annual charge to the Income and Expenditure Account for depreciation on the following basis:

Computer equipment – 25% on cost

Plant and equipment – 20% on cost

**2. Turnover, Operating costs and operating surplus**

**Housing Lettings**

	<u>2013</u>	<u>2012</u>
	£	£
Social housing	1,247,351	305,830
Social housing operating costs	(1,226,082)	(301,156)
Social housing operating surplus	21,269	4,674
<b>Other activities</b>		
Donation income	-	-
<b>Total operating surplus</b>	21,269	4,674



**BESPOKE SUPPORTIVE TENANCIES LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

**3. Income and expenditure from lettings**

<b><u>Income from Lettings</u></b>	<b><u>Supported Housing</u></b>	<b><u>Total 2013</u></b>	<b><u>Total 2012</u></b>
	£	£	£
Rents	662,171	662,171	193,008
Service charges	585,180	585,180	112,822
Rents receivable	<u>1,247,351</u>	<u>1,247,351</u>	<u>305,830</u>
<b><u>Expenditure on letting activities</u></b>			
Leased property costs	840,699	840,699	212,318
Services	120,432	120,432	17,619
Management	143,450	143,450	55,524
Routine maintenance	121,501	121,501	15,695
Total expenditure on letting activities	<u>1,226,082</u>	<u>1,226,082</u>	<u>301,156</u>
Operating surplus on letting activities	<u>21,269</u>	<u>21,269</u>	<u>4,674</u>

**4. Directors' Emoluments**

The directors, as set out in the Accounting Direction for Social Housing in England from April 2012 issued by the HCA are defined as the members of the Board of Trustee Directors, the Chief Executive and other Senior Management.

The Association does not operate a pension scheme or contribute to personal pension schemes and other.

The present Board of Trustee Directors received no remuneration from the Company in the year. The emoluments (including consultancy fees) of the Senior Staff were as follows:

	<b>2013</b>	<b>2012</b>
	£	£
Chief Executive	48,518	32,166
Chief Operations Officer	34,857	-
	<u>83,375</u>	<u>32,166</u>
Other staff – gross salary	55,579	3,598
Social Security	13,884	-
	<u>152,838</u>	<u>35,764</u>
	=====	=====

The average full time equivalent staff members for the year were as follows:

	<b>2013</b>	<b>2012</b>
	£	£
Management	2	1
Administration	4	-
	<u>6</u>	<u>1</u>
	=====	=====

**BESPOKE SUPPORTIVE TENANCIES LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

**5. Fixed Assets**

	Plant & Equipment £	Computer Equipment £	Total £
<b>Cost</b>			
As at 1st October 2012	-	-	-
Additions	2,290	1,520	3,810
Disposals	-	-	-
	2,290	1,520	3,810
	2,290	1,520	3,810
<b>Depreciation</b>			
As at 1st October 2012	-	-	-
Elim on disposal	-	-	-
Charge for year	450	380	830
	450	380	830
	450	380	830
<b>NBV</b>			
<b>As at 30th September 2013</b>	<b>1,840</b>	<b>1,140</b>	<b>2,980</b>
	-	-	-
As at 30th September 2012	-	-	-
	-	-	-

**6. Debtors**

Amounts receivable within one year

	2013 £	2012 £
Arrears of rent and service charges	158,927	28,512
Other debtors	-	1,907
	158,927	30,419
	158,927	30,419

**7. Creditors – amounts falling due within one year**

	2013 £	2012 £
Trade and rent payable creditors	100,460	-
Deferred income – rents in advance	14,702	-
Other taxes and social security	4,231	1,176
Accrued expenses	5,910	24,177
Other creditors	11,952	-
	137,255	25,353
	137,255	25,353

**8. Housing units in management**

	2013	2012
Units in management:		
Supported housing	293	101
	293	101
	293	101

**BESPOKE SUPPORTIVE TENANCIES LIMITED**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

**9. Reserves**

<b>Profit and Loss</b>	<b><u>Unrestricted</u> <u>Reserves</u> <u>2013</u> £</b>	<b><u>Unrestricted</u> <u>Reserves</u> <u>2012</u> £</b>
Opening reserve	6,359	1,683
Surplus for the year	21,269	4,676
	27,628	6,359
<b>Sinking Fund</b>	<b><u>2013</u> £</b>	<b><u>2012</u> £</b>
Opening reserve	-	-
Movement in year	6,078	-
	6,078	-

The sinking fund is made up of contribution made by tenants of their funder towards future repair works which may arise. No amounts have yet been expended against this fund.

**Depreciation reserves**

	<b><u>2013</u> £</b>	<b><u>2012</u> £</b>
Opening reserves	-	-
Depreciation contribution 1	4,486	-
Depreciation contribution 2	7,459	-
	11,945	-

The depreciation reserve is made up of contributions made by tenants or their funder towards maintenance and repairs arising from wear and tear of premises over a longer period of time. No amounts have yet been expended against this fund.

**10. Ultimate Controlling Party**

The Company is limited by guarantee and as such has no shares. The members who are the ultimate controlling party are the Board of Trustee Directors.

**11. Related Party Transactions**

Directors' emoluments are shown in note 4 to the Accounts.

Units let by Bespoke Supportive Tenancies Limited (BEST) are owned by a number of third parties, including SNAP Co. Limited, an overseas company, to whom rents are paid via Fairhome Properties Limited in the UK. Fairhome Properties Limited is owned 100% by Fairhome Investments Limited of which Mrs C Longworth is a Director. All transactions between BEST and Fairhome Properties Limited are carried out on an arms-length basis in accordance with the roles of the tenancy agreements in place.

**BESPOKE SUPPORTIVE TENANCIES LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

	2013		2012	
	£	£	£	£
<b>Income from Lettings</b>				
Rent		662,171		193,008
Service Charges		585,180		112,822
<b>Rents Receivable</b>		1,247,351		305,830
<b>Expenditure on letting activities</b>				
<b>Leased Property Costs</b>		840,699		212,318
<b>Services:</b>				
Property Utilities	290		288	
Property TV Licenses	291		-	
Motor and Travelling Expenses	10,464		4,354	
Office Running Costs	19,324		4,721	
Insurance	1,083		382	
Phone	1,038		1,984	
Postage, Printing and Stationery	2,496		995	
Professional Fees	6,546		681	
IT Running Costs	4,532		1,175	
Accountancy Support	5,012		420	
Audit and Accountancy Year End	4,000		-	
Sundry	69		4	
Training	-		105	
Bank Charges	429		306	
UK Entertainment and Subsistence	122		-	
Charity Sponsorship	220		-	
Deprecation	830		-	
Council Tax Re-charge	10,447		2,204	
Equipment	4,762		-	
Execution of Lease Charges	900		-	
Administrative Salaries	27,263		-	
Accounts Salaries	6,195		-	
Apprentice Salaries	235		-	
Employers' NI	13,884		-	
		120,432		17,619
<b>Management:</b>				
Consultancy Fees	38,189		16,760	
Directors Salaries	79,133		35,764	
Management Salaries	26,128		-	
Apportioned office costs	-		3,000	
		143,450		55,524
Costs carried forward		1,104,581		285,461

**BESPOKE SUPPORTIVE TENANCIES LIMITED**

**DETAILED INCOME AND EXPENDITURE ACCOUNT (Continued .....**

**FOR THE YEAR ENDED 30TH SEPTEMBER 2013**

	2013		2012	
	£	£	£	£
<b>Routine Maintenance:</b>				
Property Maintenance	96,320		16,806	
Reimbursement of Service Charge	25,181		-	
Maintenance Collection	-		(1,111)	
	-----	121,501	-----	15,695
<b>Total Expenditure on Letting Activities</b>		-----		-----
		1,226,082		301,156
<b>Operating Surplus on Letting Activities</b>		-----		-----
		21,269		4,674
		=====		=====

**BESPOKE SUPPORTIVE TENANCIES LIMITED**  
**(RP NO: L4718)**

**COMPANY NUMBER 07375502 (England & Wales)**

**CHARITY NUMBER 1143046**

**FINANCIAL STATEMENTS**  
**YEAR ENDED**  
**30 SEPTEMBER 2013**