



Greenoak
Community Focus

Annual
Chairs Report
and
Financial Statements

2018

In partnership with

greenoak
housing association

Chair's Report to Annual General Meeting on 17 October 2018

My report covers our activities for the year to 31 March 2018.

The Society made a surplus on its operations for the year of £77,880 (£72,548 in 2017), before donations and grants to local charities. This left a net surplus of £27,254 before tax and £27,210 after tax (£8,328 in 2017).

We provided grants totalling £8,726 for an apprenticeship scheme to Greenoak Housing as well as awards totalling £7,400 to the winners and runners up of our Volunteer and Young Volunteer of the Year Awards 2018, held in Woking in the summer.

As you all know, Greenoak Community Focus owns the freehold of Holmebury House, a retirement leasehold scheme in Hastings plus 10 of the flats. It also owns two flats at the Eastbourne retirement scheme and four street properties in Woking all of which are let at sub market rents. We have a management contract with Greenoak Housing Association for the management of our properties and to handle resales on behalf of leaseholders.

After the huge success of our first two annual events, we held a Volunteer of the Year 2018 to again celebrate and support volunteers in Woking. We had an excellent response with 25 entrants. These awards again contributed £7,400 to local charities to recognise and help support their valuable services. The awards ceremony was held on 13 July at the WWF Living Planet Centre in Woking. Winners and runners up received cash awards for their charities plus small personal awards which were presented by the Mayor, Cllr Forster. We also gave grants of £100 to all the other entrants who attended the event. This received excellent coverage in the local press and all those attending received photographs for their own publicity purposes.

We also provided £1,730 for Greenoak's residents' IT services and the Schoolastic Book Club programme for the children at our housing schemes.



Three of our Committee members, Gill Baker, Vicki March and Ian Phillips retired in rotation in accordance with rule 36a of the Society and stood for re-election to the Board. Rowan Carstairs was elected to the Board during the year.

Thanks to all the Board members and staff for your support during the year.

Gill Baker
Chair
17 October 2018

Registration number: IP024921

Greenoak Community Focus Limited

Unaudited Financial Statements

for the Year Ended 31 March 2018

Stewart & Co
Chartered Accountants
Knoll House
Knoll Road
Camberley
Surrey
GU15 3SY

Greenoak Community Focus Limited

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Independent Accountants' Report to Greenoak Community Focus Limited for the Year Ended 31 March 2018

We report on the financial statements of the society for the year ended 31 March 2018 which comprise the statement of comprehensive income, statement of financial position, statement of changes in equity and the related notes.

Our work has been undertaken so that we might state to the society those matters we are required to state to it in an accountant'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 society for our work, for this report, or for the opinions we have formed.

Respective responsibilities of the management committee and independent accountant

The management committee is responsible for the preparation of the financial statements and they consider that an audit is not required for this year and that an independent accountant's report is needed.

It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis for opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants. Our procedures included a review of the accounting records kept by the society and a comparison of the financial statements presented with those records. It also included consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently we do not express an audit opinion on the view given by the financial statements.

Opinion on financial statements

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the society under section 75 of the Co-operative and Community Benefit Societies Act 2014.
- b) having regard only to, and on the basis of, the information contained in those accounting records, the financial statements comply with the requirements of the Co-operative and Community Benefit Societies Act 2014.
- c) for the preceding year of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.

Stewart & Co.

Stewart & Co
Chartered Accountants
Knoll House
Knoll Road
Camberley
Surrey
GU15 3SY

Date: 22/10/18

Greenoak Community Focus Limited

Statement of Comprehensive Income for the Year Ended 31 March 2018

	Note	2018 £	2017 £
Income			
Rental income from lettings		129,876	128,178
Less: Voids		<u>(1,441)</u>	<u>(3,194)</u>
		128,435	124,984
Property management		39,944	38,971
Sales commissions and admin fees		-	1,390
Ground rent		1,800	1,800
Bank interest		151	553
Building society interest		3	9
National Savings interest		77	237
Property services account:			
Surplus/(deficit) - Holmebury House, Hastings	7	<u>13,661</u>	<u>8,632</u>
Total income		<u><u>184,071</u></u>	<u><u>176,576</u></u>
Expenditure			
Expenses relating to lettings:			
Loan interest		(1,754)	(2,151)
Other costs		<u>(41,783)</u>	<u>(44,107)</u>
		(43,537)	(46,258)
Other expenses:			
Bad debts		373	827
Bank charges and interest		(965)	(871)
Accountancy and taxation		(980)	(1,407)
Admin expenses		(1,120)	(2,239)
Management fees		(50,626)	(50,444)
Meetings		(701)	(668)
Board expenses		(80)	(311)
Subscriptions		(274)	(255)
Sponsorship and donations		(57,476)	(64,060)
Sundry expenses		<u>(1,431)</u>	<u>(2,402)</u>
Total expenditure		<u><u>(156,817)</u></u>	<u><u>(168,088)</u></u>
Surplus before taxation		27,254	8,488
Taxation		<u>(44)</u>	<u>(160)</u>
Surplus for the financial year and total comprehensive income		<u><u>27,210</u></u>	<u><u>8,328</u></u>

The notes on pages 6 to 9 form an integral part of these financial statements.

Greenoak Community Focus Limited

(Registration number: IP024921)

Statement of Financial Position as at 31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	3	794,893	794,894
Current assets			
Debtors	4	13,911	20,894
Cash at bank and in hand		<u>171,828</u>	<u>139,412</u>
		185,739	160,306
Creditors: Amounts falling due within one year	5	<u>(67,411)</u>	<u>(55,952)</u>
Net current assets		<u>118,328</u>	<u>104,354</u>
Total assets less current liabilities		913,221	899,248
Creditors: Amounts falling due after more than one year	5	<u>(36,292)</u>	<u>(49,530)</u>
Net assets		<u>876,929</u>	<u>849,718</u>
Capital and reserves			
Called up share capital		9	8
Designated reserve		121,018	107,357
Estate capital reserve		52,661	52,661
Profit and loss account		<u>703,241</u>	<u>689,692</u>
Members funds		<u>876,929</u>	<u>849,718</u>

The society is satisfied that it is entitled to exemption from the requirement to obtain an audit under section 84 of the Co-operative and Community Benefit Societies Act 2014.

The members have not required the society to obtain an audit of its financial statements for the year in question in accordance with the Act.

The members acknowledge their responsibilities for:

- ensuring that the society keeps proper accounting records which comply with section 75 of the Co-operative and Community Benefit Societies Act 2014 (the Act);
- establishing and maintaining a satisfactory system of its books of accounts, its cash holdings and all its receipts and remittances in order to comply with section 75 of the Act; and
- preparing financial statements which give a true and fair view of the state of affairs of the society as at the end of the financial year and of its income and expenditure for the year in accordance with the requirements of section 80, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the society.

These financial statements have been prepared in accordance with Section 1A FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

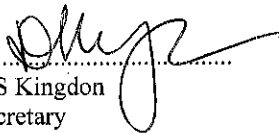
The notes on pages 6 to 9 form an integral part of these financial statements.

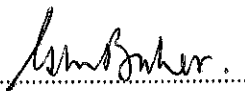
Greenoak Community Focus Limited

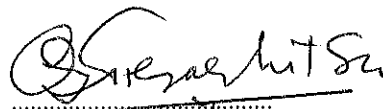
(Registration number: IP024921)

Statement of Financial Position as at 31 March 2018

These financial statements were approved and authorised by the management committee on 17 Oct 2018 and signed on its behalf by:


.....
D S Kingdon
Secretary


.....
Member


.....
Member

Greenoak Community Focus Limited

Statement of Changes in Equity for the Year Ended 31 March 2018

	Share capital £	Estate capital reserve £	Designated reserve £	Profit and loss account £	Total £
At 1 April 2016	8	52,661	98,725	689,996	841,390
Profit for the year	-	-	-	8,328	8,328
Transfers	-	-	8,632	(8,632)	-
At 31 March 2017	<u>8</u>	<u>52,661</u>	<u>107,357</u>	<u>689,692</u>	<u>849,718</u>

	Share capital £	Estate capital reserve £	Designated reserve £	Profit and loss account £	Total £
At 1 April 2017	8	52,661	107,357	689,692	849,718
Profit for the year	-	-	-	27,210	27,210
Share issue during the year	1	-	-	-	1
Transfers	-	-	13,661	(13,661)	-
At 31 March 2018	<u>9</u>	<u>52,661</u>	<u>121,018</u>	<u>703,241</u>	<u>876,929</u>

The notes on pages 6 to 9 form an integral part of these financial statements.

Greenoak Community Focus Limited

Notes to the Financial Statements for the Year Ended 31 March 2018

1 General information

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

The address of its registered office is:

155 Goldsworth Road

Woking

Surrey

GU21 6LS

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Revenue recognition

Income is measured at the fair value of the consideration received in respect of rental income, property management and ground rent. All properties are let as social benefit housing.

The society recognises revenue when:

The amount of revenue can be reliably measured;

it is probable that future economic benefits will flow to the entity;

and specific criteria have been met for each of the society's activities.

Tax

The taxation expense represents the aggregate amount of current tax recognised in the reporting period. Tax is recognised in profit or loss, except to the extent that it relates to items recognised in other comprehensive income or directly in equity. In this case, tax is recognised in other comprehensive income or directly in equity, respectively.

Current tax is recognised on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date. The entity is a mutual benefit society and as such current tax is only calculated on interest received.

Tangible assets

Tangible assets are stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Greenoak Community Focus Limited

Notes to the Financial Statements for the Year Ended 31 March 2018

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Freehold property	Not depreciated
Land and buildings	Not depreciated
Other assets	10% straight line

Contrary to FRS 102, depreciation is not provided in respect of the society's freehold buildings. The members believe that the society fully meets the criteria laid down by FRS 102, and are of the opinion that the ongoing maintenance work undertaken keeps the properties to a high standard of repair. The members also believe the residual value of the properties is not materially less than the value at which the properties are shown in the financial statements. For these reasons any provision for depreciation would be immaterial in the context of the society's financial statements, and such policy would prevent the financial statements from showing a true and fair view as required by Section 80 of the Co-operative and Community Benefit Societies Act 2014.

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

Property services account

The surplus arising from service charges and related costs of Holmebury House is transferred to designated reserves.

Greenoak Community Focus Limited

Notes to the Financial Statements for the Year Ended 31 March 2018

3 Tangible assets

	Freehold property £	Land and buildings £	Other assets £	Total £
Cost or valuation				
At 1 April 2017	729,601	73,905	10,195	813,701
Disposals	-	-	(1,019)	(1,019)
At 31 March 2018	<u>729,601</u>	<u>73,905</u>	<u>9,176</u>	<u>812,682</u>
Depreciation				
At 1 April 2017	-	8,613	10,194	18,807
Eliminated on disposal	-	-	(1,018)	(1,018)
At 31 March 2018	<u>-</u>	<u>8,613</u>	<u>9,176</u>	<u>17,789</u>
Carrying amount				
At 31 March 2018	<u>729,601</u>	<u>65,292</u>	<u>-</u>	<u>794,893</u>
At 31 March 2017	<u>729,601</u>	<u>65,292</u>	<u>1</u>	<u>794,894</u>

4 Debtors

	2018 £	2017 £
Trade debtors	1,270	693
Prepayments	5,612	13,335
Accrued income	3,329	-
Other debtors	<u>3,700</u>	<u>6,866</u>
	<u>13,911</u>	<u>20,894</u>

5 Creditors

Creditors: amounts falling due within one year

	Note	2018 £	2017 £
Bank loans and overdrafts		13,267	12,793
Trade creditors		16,364	10,333
Taxation and social security		1,187	1,149
Accruals and deferred income		7,127	6,445
Other creditors		<u>29,466</u>	<u>25,232</u>
		<u>67,411</u>	<u>55,952</u>

Greenoak Community Focus Limited

Notes to the Financial Statements for the Year Ended 31 March 2018

Creditors: amounts falling due after more than one year

	2018	2017
Note	£	£
Loans and borrowings	<u>36,292</u>	<u>49,530</u>

The loan is repayable by equal instalments of principal and interest and is for a term of 23 years at a variable interest rate, the last of which falls to be repaid in 2021. The loan is secured by a charge on property of the society.

6 Designated reserves

	Planned repairs	Major works	2018
	£	£	£
At 1 April 2017	57,577	49,780	107,357
Transfer from revenue account (see note 7)	<u>6,830</u>	<u>6,831</u>	<u>13,661</u>
At 31 March 2018	<u>64,407</u>	<u>56,611</u>	<u>121,018</u>

7 Property services account - Holmebury House, Hastings

	2018	2017
	£	£
Receipts		
Service charges	85,290	83,281
Interest received	<u>694</u>	<u>790</u>
	<u>85,984</u>	<u>84,071</u>
Expenses		
Warden and service staff	(21,528)	(21,220)
Gardens	(1,775)	(1,678)
Light, heat & water	(5,178)	(6,031)
Current maintenance and service contracts	(15,581)	(19,537)
Insurance	(3,564)	(3,786)
Accountancy and taxation services	(1,900)	(1,490)
Management charges	(18,843)	(18,383)
Window cleaning	(1,030)	(875)
Sundries	(218)	(149)
Furniture, carpets and equipment	(520)	-
Computer costs	(443)	(573)
Lifeline running costs	<u>(1,743)</u>	<u>(1,717)</u>
	<u>(72,323)</u>	<u>(75,439)</u>
Surplus for the year	<u>13,661</u>	<u>8,632</u>

Surplus for the year transferred to designated reserves.