

CLYDEBANK HOUSING ASSOCIATION LTD.

TO: MANAGEMENT COMMITTEE

REF: /LL

FROM: CHIEF EXECUTIVE

DATE: 20.08.24

SUBJECT: **AUDITED FINANCIAL STATEMENTS (AFS) RETURN
TO SHR – 2023/24**

Purpose of Report

The purpose of the report is for the Management Committee to review and consider information in order to approve the required annual 2023/24 Audited Financial Statements (AFS) Return which is required to be submitted to the Scottish Housing Regulator portal.

Potential impact on tenants and service users/Tenant Consultation requirements

There is no adverse impact on tenants and other service users as a result of information and decisions required in this report. Tenant/community consultation is not required.

Value for Money

CHA considers Value for Money in all aspect of its business including: -

- Managing our resources to provide quality services and homes to meet the needs of customers and the local community.
- Delivering the right service at the right time at the right cost.
- Planning for and delivering year on year improvements on our services based on customer priorities.
- Getting the most out of our assets and staff by operating efficiently and effectively.

Risk

There is no risk, financial or otherwise associated with any of the recommendations contained within this report.

Legal/constitutional Implications (Reference to Model Rules)

There are no adverse legal or constitutional implications as a result of this report and/or any decision required.

Relevant CHA Objectives:

- To provide quality, affordable housing that meets the changing needs of our customers and to ensure fair access to housing within our area.
- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.

- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.

Relevant SHR Regulatory Standards of Governance and Financial Management

- The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.
- The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- The governing body and senior officers have the skills and knowledge they need to be effective.
- The RSL ensures that any organisational changes or disposals it makes safeguard the interests of, and benefit, current and future tenants.

The Management Committee will require confirming that the contents of this report and decisions required do not constitute a breach, material or otherwise, of the above Standards.

Equalities

- No protected group is adversely affected by the proposals, recommendations or updates within this report. Our commitment to equal opportunities and fairness applies irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

Please find attached the Association's completed Audited Financial Statements Return (AFS).

The information contained therein is wholly derived from our audited Statutory Financial Statements to 31 March 2024.

Once approved by the Committee, it will be submitted online on the Scottish Housing Regulator portal by the due date of 30th September 2024.

I can also confirm that the following information has been uploaded to the SHR portal (as in prior years):

- Signed PDF versions of the financial statements (CHA and CHA Power subsidiary accounts)
- Redacted signed PDF version of the financial statements (CHA only) – this is for GDPR requirements as these will be published on the RSL Directory
- PDF versions of the management letter and management response

Landlord Name:	Clydebank Housing Association Ltd
RSL Reg No.:	86
Report generated date:	09/08/2024 11:21:01

Approval

A1.1	Date approved	
A1.2	Approver	
A1.3	Approver job title	

STATEMENT OF COMPREHENSIVE INCOME

	Current Year	Prior Year
	£'000	£'000
Turnover	6,038.4	5,975.3
Operating costs	(5,709.6)	(4,922.5)
Gain/(loss) on disposal of property, plant and equipment	57.1	49.0
Exceptional items	0.0	0.0
Operating surplus/(deficit)	385.9	1,101.8
Share of operating surplus/(deficit) in joint ventures and associates	(60.7)	(101.2)
Interest receivable	244.1	107.3
Interest payable	(455.7)	(218.3)
Other financing (costs)/income	(11.0)	(4.0)
Release of negative goodwill	0.0	0.0
Movement in fair value of financial instruments	0.0	0.0
Decrease in valuation of housing properties	0.0	0.0
Reversal of previous decrease in valuation of housing properties	0.0	0.0
Total	(283.3)	(216.2)
Surplus/(deficit) before tax	102.6	885.6
Tax (payable)/recoverable	0.0	0.0
Surplus/(deficit) for the year	102.6	885.6
Actuarial (loss)/gain in respect of pension schemes	(221.0)	(205.0)
Change in fair value of hedged financial instruments	0.0	0.0
Total comprehensive income for the year	(118.4)	680.6

STATEMENT OF CHANGES IN EQUITY

	Share capital	Revenue reserve Restricted fund	Revenue reserve Unrestricted fund	Restricted reserve	Revaluation reserve
	£'000	£'000	£'000	£'000	£'000
Balance at end of the previous year	0.2	0.0	24,290.2	(124.0)	0.0
Opening balance adjustments	0.0	0.0	0.0	0.0	0.0
Issue of shares	0.0	0.0	0.0	0.0	0.0
Cancellation of shares	0.0	0.0	0.0	0.0	0.0
Surplus/(deficit) from statement of comprehensive income	0.0	0.0	(118.4)	0.0	0.0
Transfer from revaluation reserve to revenue reserve	0.0	0.0	0.0	0.0	0.0
Transfer of restricted expenditure from unrestricted reserve	0.0	0.0	(124.0)	124.0	0.0
Balance at end of the current year	0.2	0.0	24,047.8	0.0	0.0

	Total excluding non-controlling interest	Non-controlling interest	Total including non-controlling interest
	£'000	£'000	£'000
Balance at end of the previous year	24,166.4	0.0	24,166.4
Opening balance adjustments	0.0	0.0	0.0
Issue of shares	0.0	0.0	0.0
Cancellation of shares	0.0	0.0	0.0
Surplus/(deficit) from statement of comprehensive income	(118.4)	0.0	(118.4)
Transfer from revaluation reserve to revenue reserve	0.0	0.0	0.0
Transfer of restricted expenditure from unrestricted reserve	0.0	0.0	0.0
Balance at end of the current year	24,048.0	0.0	24,048.0

STATEMENT OF FINANCIAL POSITION

	Current Year	Prior Year
	£'000	£'000
<u>Non-current assets</u>		
Intangible assets and goodwill	0.0	0.0
Housing properties - NBV	45,266.6	42,546.5
Negative goodwill	0.0	0.0
Net housing assets	45,266.6	42,546.5
Non-current investments	359.2	419.9
Other plant, property and equipment	2,989.6	3,049.3
Investments in joint ventures and associates	0.0	0.0
Total non-current assets	48,615.4	46,015.7
Receivables due after more than one year	0.0	0.0
<u>Current assets</u>		
Investments	0.0	0.0
Stock and work in progress	0.0	0.0
Trade and other receivables due within one year	392.6	226.3
Cash and cash equivalents	6,339.3	9,234.5
Total current assets	6,731.9	9,460.8
Payables: amounts falling due within one year	(1,906.1)	(1,856.6)
<u>Deferred income: amounts falling due within one year</u>		
Scottish housing grants (SHG)	(594.7)	(672.2)
Other grants	0.0	0.0
Total deferred income: amounts falling due within one year	(594.7)	(672.2)
Net current assets/(liabilities)	4,231.1	6,932.0
Total assets less current liabilities	52,846.5	52,947.7
Payables: amounts falling due after more than one year	(6,609.3)	(6,720.5)
Provisions	0.0	0.0
Pension asset/(liability)	(351.0)	(124.0)
<u>Deferred income: amounts falling due after more than one year</u>		
Scottish housing grants (SHG)	(20,138.4)	(20,168.0)
Other grants	(1,699.8)	(1,768.8)
Total deferred income: amounts falling due after more than one year	(21,838.2)	(21,936.8)
Total long term liabilities	(28,798.5)	(28,781.3)
Net assets	24,048.0	24,166.4
<u>Capital and reserves</u>		
Share capital	0.2	0.2
Revaluation reserves	0.0	0.0
Restricted reserves	0.0	(124.0)
Revenue reserves	24,047.8	24,290.2
Total reserves	24,048.0	24,166.4

STATEMENT OF CASH FLOWS

	Current Year	Prior Year
	£'000	£'000
Net cash inflow/(outflow) from operating activities	1,353.9	2,078.0
Tax (paid)/refunded	0.0	0.0
<u>Cash flow from investing activities</u>		
Acquisition and construction of properties	(4,369.9)	(6,019.2)
Purchase of other non-current assets	(56.7)	(22.9)
Sales of properties	58.5	52.5
Sales of other non-current assets	0.0	0.0
Capital grants received	434.0	1,886.8
Capital grants repaid	(15.9)	0.0
Interest received	244.1	107.3
Net cash inflow/(outflow) from investing activities	(3,705.9)	(3,995.5)
<u>Cash flow from financing activities</u>		
Interest paid	(455.7)	(218.3)
Interest element of finance lease rental payment	0.0	0.0
Share capital received/(repaid)	0.0	0.0
Funding drawn down	246.9	2,930.1
Funding repaid	(334.4)	(337.7)
Early repayment and associated charges	0.0	0.0
Capital element of finance lease rental payments	0.0	0.0
Withdrawal from deposits	0.0	0.0
Net cash inflow/(outflow) from financing activities	(543.2)	2,374.1
Net change in cash and cash equivalents	(2,895.2)	456.6
Cash and cash equivalents at end of the previous year	9,234.5	8,777.9
Cash and cash equivalents Opening balance adjustment	0.0	0.0
Cash and cash equivalents at end of the current year	6,339.3	9,234.5

Particulars of turnover, operating costs and operating surplus or deficit – Current Year

	Turnover	Operating Costs	Operating Surplus/(Deficit)
	£'000	£'000	£'000
Affordable letting activities	5,641.6	(5,102.3)	539.3
Other activities	396.8	(607.3)	(210.5)
Total	6,038.4	(5,709.6)	328.8

Particulars of turnover, operating costs and operating surplus or deficit – Prior Year

	Turnover	Operating Costs	Operating Surplus/(Deficit)
	£'000	£'000	£'000
Affordable letting activities	5,546.7	(4,318.2)	1,228.5
Other activities	428.6	(604.3)	(175.7)
Total	5,975.3	(4,922.5)	1,052.8

Particulars of turnover, operating costs and operating surplus or deficit from affordable letting activities

	General Needs Social Housing	Supported Social Housing Accommodation	Shared Ownership Housing	Other	Current Year Total	Prior Year Total
	£'000	£'000	£'000	£'000	£'000	£'000
Rent receivable	4,774.9	0.0	91.7	0.0	4,866.6	4,745.4
Service charges	187.4	0.0	2.9	0.0	190.3	138.7
Gross income	4,962.3	0.0	94.6	0.0	5,056.9	4,884.1
Voids	(9.9)	0.0	0.0	0.0	(9.9)	(9.6)
Net income	4,952.4	0.0	94.6	0.0	5,047.0	4,874.5
Grants released from deferred income	573.3	0.0	21.3	0.0	594.6	672.2
Revenue grants from Scottish Ministers	0.0	0.0	0.0	0.0	0.0	0.0
Other revenue grants	0.0	0.0	0.0	0.0	0.0	0.0
Total turnover: letting	5,525.7	0.0	115.9	0.0	5,641.6	5,546.7
Management and maintenance administration costs	(1,797.5)	0.0	(52.0)	0.0	(1,849.5)	(1,654.0)
Service costs	(184.5)	0.0	(2.9)	0.0	(187.4)	(135.9)
Planned maintenance	(697.2)	0.0	0.0	0.0	(697.2)	(585.5)
Reactive maintenance	(745.4)	0.0	0.0	0.0	(745.4)	(629.0)
Bad debts written (off)/back	9.8	0.0	0.0	0.0	9.8	(46.1)
Depreciation: housing	(1,608.5)	0.0	(24.1)	0.0	(1,632.6)	(1,267.7)
Impairment	0.0	0.0	0.0	0.0	0.0	0.0
Operating costs	(5,023.3)	0.0	(79.0)	0.0	(5,102.3)	(4,318.2)
Operating surplus/(deficit)	502.4	0.0	36.9	0.0	539.3	1,228.5

Prior Year

Total turnover: letting	5,428.6	0.0	118.1	0.0
Operating costs	(4,242.8)	0.0	(75.4)	0.0
Operating surplus/(deficit)	1,185.8	0.0	42.7	0.0

Particulars of turnover, operating costs and operating surplus or deficit from other activities

	Grants from Scottish Ministers	Other revenue grants	Supporting people income	Other income	Total turnover	Other operating costs	Current Year Operating surplus/(deficit)	Prior Year Operating surplus/(deficit)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Wider role	208.3	0.0	0.0	129.3	337.6	(515.7)	(178.1)	(151.1)
Care and repair	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Investment property activities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Factoring	0.0	0.0	0.0	12.3	12.3	(13.3)	(1.0)	(0.1)
Support activities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Care activities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Contracted out services undertaken for RSLs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Contracted out services undertaken for others	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Developments for sale to RSLs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Developments for sale to non-RSLs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Uncapitalised development administration costs	0.0	0.0	0.0	2.5	2.5	(25.8)	(23.3)	(31.0)
Other activities	0.0	0.0	0.0	44.4	44.4	(52.5)	(8.1)	6.5
Current Year Total	208.3	0.0	0.0	188.5	396.8	(607.3)	(210.5)	
Prior Year Total	237.0	0.0	0.0	191.6	428.6	(604.3)	(175.7)	

ANALYSIS - UNITS

	General Needs Social Housing	Supported Social Housing Accommodation	Shared Ownership Housing	Other	Current Year Total	Prior Year Total
Units owned and managed at year end	1,213	0	34	0	1,247	1,248
Units managed, not owned at year end	0	0	0	0	0	0
Units owned, not managed at year end	0	0	0	0	0	0
Units held for demolition at year end	0	0		0	0	0
Total units owned / managed	1,213	0	34	0	1,247	1,248

COST PER UNIT - Current Year

	General Needs Social Housing	Supported Social Housing Accommodation	Shared Ownership Housing	Other	Total
Management & maintenance administration	£1,482	-	£1,529	-	£1,483
Planned maintenance	£575	-	£0	-	£559
Reactive maintenance	£615	-	£0	-	£598
Total direct maintenance	£1,189	-	£0	-	£1,157
Total management & maintenance	£2,671	-	£1,529	-	£2,640

COST PER UNIT - Prior Year

	General Needs Social Housing	Supported Social Housing Accommodation	Shared Ownership Housing	Other	Total
Management & maintenance administration	£1,326	-	£1,308	-	£1,325
Planned maintenance	£483	-	£0	-	£469
Reactive maintenance	£519	-	£0	-	£504
Total direct maintenance	£1,002	-	£0	-	£973
Total management & maintenance	£2,328	-	£1,308	-	£2,298

SUPPLEMENTARY ITEMS

	Current Year	Prior Year
	£'000	£'000
Chief Executive emoluments excluding pension contributions	83.0	75.9
Total key management personnel emoluments	336.7	332.8
Total staff costs	1,390.1	1,226.8
External auditors' fees – audit	11.2	10.4
External auditors' fees – other	0.0	0.0
Capitalised maintenance costs	4,396.9	1,693.6
Capitalised development administration costs	0.0	0.0
Capitalised interest costs	0.0	0.0
Accumulated depreciation	18,964.5	17,530.1
Receivables - gross rental	163.4	
Receivables – bad debt provision	(136.1)	(155.9)
Receivables - net rental	27.3	27.1
Total Pension deficit recovery payments due	0.0	0.0
Housing loans due within one year	488.7	470.8
Housing loans due after more than one year	6,578.0	6,711.8
Other loans due within one year	12.0	6.2
Other loans due after more than one year	31.3	8.7
Overdraft / bridging finance	0.0	0.0
Intra-group loans due within one year	0.0	0.0
Intra-group loans due after more than one year	0.0	0.0
Intra-group lending	0.0	0.0
Intra-group receivables (trading)	0.0	0.0
Other intra-group payables (trading)	0.0	0.0

CONTEXTUAL INFORMATION

Accounting year end	March		
Date financial statements authorised	25/06/2024		
Are the financial statements qualified?	No		
Were there any emphasis of matter points raised in the audit report?	No		
External auditors' name	Alexander Sloan		
Number of years since a full procurement exercise was undertaken for the external auditor	5		
Internal auditors' name	Wylie & Bisset		
Number of years since a full procurement exercise was undertaken for the internal auditor	5		
Do you have an Audit Committee?	No		
Do you have a Treasury Management Strategy?	Yes		
How do you account for capital grant income?	Accruals method		
Calendar year of last housing asset revaluation	-		
Contingent liabilities	Legal action		<input type="checkbox"/>
	LSVT contract compliance		<input type="checkbox"/>
	Pension		<input checked="" type="checkbox"/>
	Repayment of SHG		<input type="checkbox"/>
	Other		<input type="checkbox"/>
	None		<input type="checkbox"/>
SHAPS financial assessment risk rating	Low		
Are you appealing this risk rating?	No		
How many staff members not currently contributing to any scheme?	3		
Staff Pension Schemes			
Which scheme(s) are you members of?	How many participating members in each scheme?		
SHAPS DC	32		

SUBSIDIARIES AND CONNECTED ORGANISATIONS - SUBSIDIARIES

Subsidiary name	Subsidiary status during Financial year	Accounts status	Company Turnover £'000	Company Operating surplus/(deficit) £'000	Company Net assets £'000
Radnor Park Homes Ltd	Dormant	Unaudited	0.0	0.0	0.0
Activities					
Other business activities					
CHA Power Ltd	Active	Audited	290.2	(72.0)	359.2
Activities					
Other business activities					
Activities					
Activities					

SUBSIDIARIES AND CONNECTED ORGANISATIONS - SUBSIDIARIES

Subsidiary name	Subsidiary status during Financial year	Accounts status	Company Turnover £'000	Company Operating surplus/(deficit) £'000	Company Net assets £'000
Activities					
Activities					
Activities					
Activities					

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Activities					
Activities					
Activities					
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Activities					
Activities					
Activities					
Activities					

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Subsidiary name	Subsidiary status during Financial year	Accounts status	Company Turnover £'000	Company Operating surplus/(deficit) £'000	Company Net assets £'000
Activities					
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CONNECTED ORGANISATIONS

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RATIOS

	Current Year	Prior Year	Prior Year Sector Median
Financial capacity			
Interest cover	350.7%	1,001.1%	425.2%
Gearing	3.2%	(8.4%)	44.8%
Efficiency			
Voids	0.2%	0.2%	0.8%
Gross arrears	3.2%	3.8%	3.9%
Net arrears	0.5%	0.6%	1.9%
Bad debts	(0.2%)	0.9%	0.5%
Staff costs / turnover	23.0%	20.5%	21.0%
Key management personnel / staff costs	24.2%	27.1%	16.7%
Turnover per unit	£4,842	£4,788	£5,571
Responsive repairs to planned maintenance ratio	6.8	3.6	1.6
Liquidity			
Current ratio	2.7	3.7	1.9
Profitability			
Gross surplus / (deficit)	6.4%	18.4%	16.2%
Net surplus / (deficit)	1.7%	14.8%	11.1%
EBITDA / revenue	(39.4%)	11.3%	28.8%
EBITDA exc. deferred grant	(49.2%)	0.1%	16.1%
Financing			
Debt burden ratio	1.2	1.2	1.7
Net debt per unit	£618	(£1,632)	£7,062
Debt per unit	£5,702	£5,767	£10,190
Diversification			
Income from non-rental activities-	16.4%	18.4%	17.4%

Comments

Page	Field	Comment
SOCI	Operating costs	Operating costs to 31.03.24, including £607k for Other Activities.
SOCI	Share of operating surplus/(deficit) in joint ventures and associates	Movement in fair value of investment in subsidiary company. Loss as result of high gas prices from April 2022.
SOCI	Interest receivable	Interest received on bank balances and term deposit accounts to 31.03.24. Correct amount per audited accounts.
SOCI	Interest payable	Interest paid on variable rate loan balances to 31.03.24. Correct amount per audited accounts.
SOCI	Other financing (costs)/income	Net interest on pension obligations per TPT report as at 31.03.24.
SOCI	Actuarial (loss)/gain in respect of pension schemes	Actuarial loss on DB scheme per TPT results as at 31.03.24.
SOCE	Transfer of restricted expenditure from unrestricted reserve - Funds & Reserves	Actuarial loss adjustment on DB scheme per TPT results as at 31.03.2024.
SOCE	Surplus/(deficit) from statement of comprehensive income - Non-controlling interest & Totals	Deficit reported due to £221k actuarial loss on TPT DC scheme.
SOFP	Non-current investments	Investment in subsidiary company, CHA Power Limited. Reported a loss in CY.
SOFP	Pension asset/(liability)	Actuarial loss adjustment on pension scheme per TPT results as at 31.03.2024.
SOCF	Acquisition and construction of properties	£4.4m of housing property additions consisting of investments costs including window replacements at 400 multi-storey flats, kitchen replacements and expansion of district heating scheme.
SOCF	Purchase of other non-current assets	Includes £53k on purchase of new electric transit van of which a £35k Interest-free loan from Energy Saving Trust was received towards the purchase.
SOCF	Sales of properties	Proceeds on sale of shared ownership property

Page	Field	Comment
		where 1 owner tranced up to 100%
SOCF	Interest received	£244k received on average cash deposits of £7.8m in CY. Average return of 3.1% received.
SOCF	Interest paid	£456k interest paid on loan balances in CY. Average variable rate payable of 6.94%.
SOCF	Funding drawn down	£212k of final development funding drawn down and £35k of interest free loan received for electric van.
Analysis - Affordable Lettings	Rent receivable	3.0% rent increase across the stock for 2023/24 alongside some property acquisitions and harmonised rent charges once void.
Analysis - Affordable Lettings	Service charges	3.0% rent increase across the stock for 2023/24 alongside some property acquisitions and harmonised rent charges once void.
Analysis - Affordable Lettings	Voids	Days to let were maintained at 12.6 days on average (2023: 12.6 days), with void loss sitting at 0.19% (2023: 0.21%).
Analysis - Affordable Lettings	Service costs	Additional costs in the year for communal electricity and landscaping.
Analysis - Affordable Lettings	Planned maintenance	Additional amounts in year for ad-hoc/non-contracted major repairs replacements and major repairs for void properties. Based on cyclical repair budgets and life cycle costing programmes. Amounts will be varied each year.
Analysis - Affordable Lettings	Reactive maintenance	Additional amounts in year for void properties reactive repairs.
Analysis - Affordable Lettings	Bad debts written (off)/back	Decrease of £9.8k required to provision of bad and doubtful debts required this year.
Analysis - Affordable Lettings	Depreciation: housing	Additional depreciation amounts required for new developments acquired over past 18 months.
Analysis - Other Activities	Wider role	Based on actual project income and costs for the year relating to our Centre81 facility. Funding for wider role activities received in the year from the Scottish Government was £208,330 (2023: £237,033). Corresponding operating costs relating to

Page	Field	Comment
		this income was £208,330 (2023: £237,033).
Analysis - Other Activities	Factoring	Small deficit of £1k on factoring services reported in the year. Based on actual factoring income and costs for the CY based on repairs required.
Analysis - Other Activities	Uncapitalised development administration costs	£2.5k income received for Social Work Adaptation allowances and £25.8k costs for development activities (staff allocation) and non-claimable development professional costs.
Analysis - Other Activities	Other activities	Deficit of £8k on other activities due to repairs and decoration costs required for Social Economy Centre which is let out to 3rd sector organisations.
Analysis - Units	Units owned and managed at year end	1 shared ownership buy back completed in the year and 1 shared ownership tranche to full ownership.
Supplementary Items	Capitalised maintenance costs	Capitalised costs include major repairs programmes carried out for kitchen replacements, expansion of district heating system and window replacement at 7 blocks of Multi Storey flats.
Supplementary Items	Receivables - bad debt provision	Based on actual amount required to cover bad and doubtful debts. Verified in audit process.
Supplementary Items	Housing loans due after more than one year	Additional amounts due for loans drawn down for new housing developments.
Supplementary Items	Other loans due within one year	EST Electric Vehicles Interest free loans.
Supplementary Items	Other loans due after more than one year	EST Electric Vehicles Interest free loans.
Contextual Information	How many staff members not currently contributing to a pension scheme?	3 staff members have opted out of SHAPS DC auto enrolment.