

**KEYMOVES - SUPPORT FOR HOMELESS
WOMEN IN EDINBURGH**

REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2016

**Company No SC232726
Charity No SC010239**

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**WHITELAW WELLS
Chartered Accountants & Statutory Auditors
9 Ainslie Place
Edinburgh
EH3 6AT**

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

FINANCIAL STATEMENTS

year ended 31 March 2016

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KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

THE BOARD OF KEYMOVES REPORT

for the year ended 31 March 2016

The Board, who are directors of the purpose of Company law and trustees for the purpose of Charity Law, have pleasure in presenting their report for the year ended 31 March 2016.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

The object of the company is set out in its Memorandum of Association. The objects for which Keymoves is established are to relieve the needs of homeless women in Edinburgh. In furtherance thereof but not otherwise Keymoves shall seek:

- a) To maintain the existing women's hostel at 2 Cranston Street, Edinburgh which offers temporary, emergency accommodation to vulnerable homeless women over 18 years;
- b) To promote the independence of the women using the facilities provided by Keymoves, through support and advice, in order to enable them to move on to secure and permanent accommodation;
- c) To establish and maintain other facilities in Edinburgh for the provision of appropriate accommodation for the homeless and such other assistance to or for the homeless as Keymoves considers appropriate; and
- d) To relieve poverty and improve the conditions of life of homeless women as Keymoves considers appropriate.

The temporary, emergency accommodation is provided in premises leased from Castle Rock Edinvar Housing Association.

Vision

Our vision is that women affected by homelessness should have the opportunity to reach their full potential and a place to call home.

Mission

Our mission is to provide women affected by homelessness with safety and shelter in temporary accommodation, seeking to prevent homelessness in the future.

Our strategic aims:-

- To support more people
- Generate more independent income
- Investing in our people and infrastructure
- Focussing on our outcomes

These aims are achieved by the activities noted in the Achievements and performance section.

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

THE BOARD OF KEYMOVES REPORT

for the year ended 31 March 2016

ACHIEVEMENTS AND PERFORMANCE

During 2015/2016 occupancy stood at 97.5% (previous year 99.0%) demonstrating a consistent high demand for the service. Overall 106 women were accommodated within the hostel which was a slight increase from the previous year of 101. The number of women accommodated has stabilised due to a number of environmental elements which contribute to women being able to access appropriate sustainable safe housing. Some women are limited in their housing options due to complex needs resulting in a number of failed tenancies, inability to police and keep safe and secure their homes. Keymoves promotes independence through support and advice enabling women to realise their potential and move on to a safe and secure permanent accommodation.

During the year under review, Keymoves successfully moved 51.0% (2015: 49.5%) of its residents onto suitable and sustainable long term accommodation with a specific focus on meeting the unique needs and circumstance of each individual woman.

A number of donations were received from community and corporate groups to put towards support of the services and work with women within the hostel. We would like to take this opportunity to thank these people very much for their support. We are also grateful to our statutory funders.

Future outlook

Keymoves continues to be part of the pilot for the Domestic Abuse Work Stream. This has allowed an opportunity for referrals from other services including self-referral to be accepted out-with the City of Edinburgh Council's Temporary Accommodation Team. To date Keymoves has managed to maintain their high levels of occupancy and meet the targets and outcomes during the pilot. The pilot is currently under review.

FINANCIAL REVIEW

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. Excluding the FRS 102 Pension Asset of £84,000 (2015: £38,000), we have seen the General Fund increase to £522,071 from £434,440 at the beginning of the year.

There has again been a significant movement in the pension fund which remains an asset at the year end. Pensions are long term commitments and we continue to monitor our obligations.

Principal Funding Source

The principal funding source was from grant funding received from the City of Edinburgh Council amounting to £249,600 (2015: £306,290).

Reserves Policy

The Board considers it essential to maintain adequate reserves equivalent to three months running costs. The general fund (excluding the reported pension surplus) has reached this target at 31 March 2016.

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

THE BOARD OF KEYMOVES REPORT

for the year ended 31 March 2016

Risk Management

The board have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. They have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate exposure to the major risks. The two primary risks to the company are as follows:

- Loss of funding
- Damage to reputation

A Risk Register is in place and is reviewed regularly at Board meetings. Levels of risks are identified and measures to mitigate are resourced. In relation to the two principal risks steps outlined above the following steps have been taken in this financial year.

- Loss of funding – we continue to monitor the Council funding plans and benefit reforms.
- Damage to reputation – we continue to review our care commission rating and have recently passed an inspection.

PLANS FOR FUTURE PERIODS

The hostel provision will continue as a Housing Support Service working to consistently maintain high levels of occupancy. During our annual strategy planning exercise the Board focussed on how we are going to achieve our strategic aims of (i) help more people, (ii) generate independent income, and (iii) invest in our people and infrastructure to ensure that they effectively support Keymoves activities, growth and development. The Board took into consideration the challenges facing charitable organisations such as Keymoves and in particular Council funding constraints and welfare cuts impacting residents which is one of the reasons that Edinburgh's homeless population continues to increase. The Board concluded that integrating advice, support and accommodation services with another provider would bring together more resource and expertise to make a bigger impact on reducing homelessness in the Edinburgh area.

The Board therefore entered into discussions with another Charity that has common objectives and overlapping activities focused on service users with similar characteristics. Key stakeholders for each organisation are also the same. Increasing funding pressures, reporting and regulation requirements led the Boards of both organisations to agree there is merit in considering a merger. This process is very much in its infancy with the Board committed to ensuring the best outcome for Keymoves throughout.

STRUCTURE, GOVERNANCE & MANAGEMENT

Keymoves is a charitable company limited by guarantee. The company was established on 13th June 2002 and registered as a charity from the same date. The company was established under a Memorandum of Association and is governed under its Articles of Association which are supplemented by standing orders and an agreed code of practice.

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

THE BOARD OF KEYMOVES REPORT

for the year ended 31 March 2016

STRUCTURE, GOVERNANCE & MANAGEMENT (continued)

The members of the company are either individuals or organisations who support the objects of Keymoves and are approved by the Board. Members are invited to propose nominations for election to the Board at the AGM. The Board, who are the directors of the company, may exercise all the powers of the company. The maximum number of directors is nine and the minimum, three. The Board meets on a six-weekly cycle and there is a system of delegation to the Project Manager for the day-to-day running of the company's service provision, which is Cranston Street Hostel. The Project Manager is also responsible for ensuring that the requirements of the Care Inspectorate are met and for reporting to the Board.

At the AGM each year one-third of the Board retire by rotation but shall be eligible for re-election.

Training and Board Development

The Board have continued to identify training and board development opportunities for members over this period.

Organisational Structure

The Project Manager is responsible for the strategic management of the organisation. The Project Manager reports to the Board on a regular basis. She is also supported by an able and competent staff team and where necessary agency workers.

Pay policy for senior staff

Increments are subject to satisfactory performance and are usually limited to annual cost of living increases across the pay scales.

Policies and Procedures

We continued to review the policies and procedures within the hostel to ensure that they are in line with current legislation.

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

THE BOARD OF KEYMOVES REPORT

for the year ended 31 March 2016

REFERENCE AND ADMINISTRATIVE INFORMATION

Company Number	SC232726	
Charity Number	SC010239	
Directors	Janet Babasola Gordon Berry Leslie Calder Rachel Dillon Lisa Lynn Diane Meikle Helen Shardlow Josh Barnham	(Resigned 2 June 2016) (Resigned 16 July 2015) (Appointed 22 May 2015) (Appointed 30 June 2015) (Resigned 4 June 2015) (Resigned 2 June 2016) (Appointed 14 January 2016)
Company Secretary	Rose Turnbull	
Key Management Personnel	Rose Turnbull Fiona Stewart Le-Ann McColl	Project Manager Finance & Admin Officer Team Leader
Registered Office	2 Cranston Street Edinburgh EH8 8BE	
Senior Statutory Auditor	David Main	
Independent Auditors	Whitelaw Wells Chartered Accountants & Statutory Auditors 9 Ainslie Place Edinburgh EH3 6AT	
Bankers	Clydesdale Bank 20 Hanover Street Edinburgh EH2 2QW	

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

THE BOARD OF KEYMOVES REPORT

for the year ended 31 March 2016

The Board and their responsibilities

The Board is responsible for preparing the Board's report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors' are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going basis unless it is inappropriate to presume that the charitable company will continue in business.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities & Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

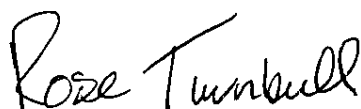
The Board are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure of information to auditors

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

This report has been prepared in accordance with the provision of Part 15 of the Companies Act 2006 applicable to small companies.

Approved by the Directors on 11 November 2016 and signed on their behalf by:



Rose Turnbull
(Company Secretary)

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

INDEPENDENT AUDITORS' REPORT TO THE BOARD AND MEMBERS OF KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

for the year ended 31 March 2016

We have audited the financial statements of Keymoves for the year ended 31 March 2016, which comprise the Statement of Financial Activities incorporating the Income and Expenditure Account, the Balance Sheet, cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the company's Board as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members and the Board 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 company, its members as a body and its Board as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Board and auditors

As explained more fully in the Board's Responsibilities Statement set out on page 6, the Board (who is also the trustees for the purposes of charity law) is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 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 directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the directors' report 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.

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

**INDEPENDENT AUDITORS' REPORT TO THE BOARD AND MEMBERS OF
KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH (continued)**

for the year ended 31 March 2016

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matters prescribed by the Companies Act 2006

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 or the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records, or 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare Strategic Report or in preparing the Board of Keymoves report.



David Main (Senior Statutory Auditor)

for and on behalf of Whitelaw Wells, Statutory Auditor

Whitelaw Wells is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

9 Ainslie Place

Edinburgh

EH3 6AT

Date: 11 November 2016

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

**INCOME AND EXPENDITURE ACCOUNT incorporating
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2016**

	Note	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Income and endowments from:					
<i>Donations</i>	2	5,560	750	6,310	3,260
<i>Charitable activities</i>					
Housing benefit & lodging receipts		233,986	-	233,986	192,617
Grants for support of hostel & Housing income	3	-	252,600	252,600	306,290
Admin charge		567	-	567	567
Resident receipts		7,770	-	7,770	6,696
<i>Investments</i>					
Bank interest receivable		206	-	206	-
<i>Other</i>		267	-	267	64
Total		<u>248,356</u>	<u>253,350</u>	<u>501,706</u>	<u>509,494</u>
Expenditure on:					
Charitable activities	4	158,825	254,250	413,075	461,179
Total		<u>158,825</u>	<u>254,250</u>	<u>413,075</u>	<u>461,179</u>
Net income/(expenditure) for the year before transfers		89,531	(900)	88,631	48,315
Transfers		(900)	900	-	-
Net income/(expenditure) before other recognised gains and losses		88,631	-	88,631	48,315
Actuarial gains on defined benefit pension scheme		45,000	-	45,000	140,000
Net movement in funds		133,631	-	133,631	188,315
Total funds brought forward		<u>472,440</u>	<u>12,259</u>	<u>484,699</u>	<u>296,384</u>
Total funds carried forward	10	<u>606,071</u>	<u>12,259</u>	<u>618,330</u>	<u>484,699</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 12 to 21 form part of these financial statements.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH
Company No SC232726

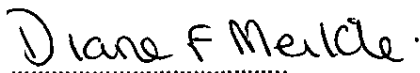
BALANCE SHEET

as at 31 March 2016

	Notes	2016 £	2015 £
CURRENT ASSETS			
Debtors	8	13,229	57,957
Cash at bank		566,292	426,994
		<hr/>	<hr/>
		579,521	484,951
Creditors : amounts falling due within one year	9	(45,191)	(38,252)
		<hr/>	<hr/>
NET ASSETS EXCLUDING PENSION SURPLUS		534,330	446,699
Pension surplus	12	84,000	38,000
		<hr/>	<hr/>
NET ASSETS/(LIABILITIES) INCLUDING PENSION DEFICIT		618,330	484,699
		<hr/>	<hr/>
FUNDS			
Unrestricted funds:			
General funds	10	606,071	472,440
Restricted funds	10	12,259	12,259
		<hr/>	<hr/>
		618,330	484,699
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

These accounts were approved by the Board on 11 November 2016 and signed on their behalf by:



Diane Meikle
Director

The notes on pages 12 to 21 form part of these financial statements.

KEYMOVES - SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

CASH FLOW STATEMENT

As at 31 March 2016

	2016 £	2015 £
Cash flows from operating activities:		
Net cash provided by operating activities	139,092	38,741
Cash flows from investing activities:		
<i>Interest</i>	206	-
Net cash provided by investing activities	206	-
Change in cash and cash equivalents in the year	139,298	38,741
Cash and cash equivalents at the beginning of the year	426,994	388,253
Cash and cash equivalents at the end of the year	566,292	426,994
RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES		
Net income for the year (as per the Statement of Financial Activities)	133,631	188,315
Adjustments for:		
Interest from investments	(206)	-
Decrease/(increase) in debtors	44,728	(20,371)
Increase in creditors	6,939	4,797
(Decrease) in pension provision	(46,000)	(134,000)
Net cash provided by operating activities	139,092	38,741
ANALYSIS OF CASH AND CASH EQUIVALENTS		
Instant access bank deposits	481,085	426,994
Fixed term bank deposits	85,207	-
Total cash and cash equivalents	566,292	426,994

NOTES TO THE ACCOUNTS

for the year ended 31 March 2016

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Keymoves meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recorded at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The directors consider there are no material uncertainties about the charitable company's ability to continue as a going concern. Accordingly the financial statements have been prepared on a going concern basis.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Directors have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS 102 a restatement of comparative items was needed. A restatement was required in relation to the allocation of costs in the Statement of financial activities in relation to the accounting for the defined benefit pension scheme but the where no reconciling items.

Income recognition

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following policies are applicable to particular categories of income:

Donations

Donations are included in full in the Statement of Financial Activities when they are receivable.

Housing Benefit

Housing benefit is included in the Statement of Financial Activities when receivable.

Grants

Grant income from service level agreements is accounted for as the charity earns the right to consideration by its performance.

Grant income where entitlement is not conditional on delivery of a specified level of service, are recognised when the charity becomes unconditionally entitled to the grant.

Deferred Income

Deferred income represents amounts received in this period but relating to future periods and is released to incoming resources in the period for which it has been received.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

1. ACCOUNTING POLICIES (continued)

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

The charity is not registered for VAT and, accordingly, expenditure is shown gross of irrecoverable VAT.

Charitable expenditure is incurred in direct pursuance of the Charity's principal objects and as set out in the Board's Report. Cost of generating funds comprises costs incurred in inducing organisations to contribute financially to the Charity's work and income received in pursuance of these areas is shown within incoming resources.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance costs which support the Charity's programmes and activities. These costs include the expenses of Board meetings, the statutory audit and legal and professional fees. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

Provisions

Provisions are recognised when the charitable company has a present obligation as a result of a past event, it is probable that a transfer of economic benefit will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Pension Costs

Pension costs include the current and past service costs incurred by the company in respect of the provision of a defined benefit scheme on behalf of its current and former employees.

Operating Leases

Payments relating to operating leases are recognised in the Statement of Financial Activities when they fall due.

Capital Expenditure

The Board considers that the continuing policy of writing off furnishings and equipment in the year in which expenditure is incurred is acceptable given the nature of their use.

Funds

Unrestricted Funds

Unrestricted funds are grants and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Pension Reserve

This represents the difference between the market value of the pension scheme assets and the present value of the scheme liabilities as determined by the actuarial valuation.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of overheads where applicable.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

2.	DONATIONS	Unrestricted £	Restricted £	2016 £	2015 £
	ELHA Trust	-	750	750	750
	Individual	1,000	-	1,000	1,000
	Crauch Trust	1,000	-	1,000	-
	St Giles Cathedral	3,360	-	3,360	1,500
	Other donations < £1,000	200	-	200	10
		<hr/>	<hr/>	<hr/>	<hr/>
		5,560	750	6,310	3,260
		<hr/>	<hr/>	<hr/>	<hr/>

Income from donations was £6,310 (2015: 3,260) of which £5,560 (2015: £2,510) was unrestricted and £750 (2015: £750) was restricted.

3.	GRANTS	2016 £	2015 £
	City of Edinburgh Council – Supporting People (SLA)	249,600	306,290
	Scottish Government	3,000	-
		<hr/>	<hr/>
		252,600	306,290
		<hr/>	<hr/>

Income from grants was £252,600 (2015: 306,290) of which £252,600 (2015: £306,290) was restricted.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

4. EXPENDITURE

	2016 £	2015 £
Running Costs of Hostel :-		
Salaries (Note 6)	269,388	317,102
Agency staff	14,356	4,256
Rent	25,872	24,703
Office furniture and equipment	4,009	2,323
Hostel running costs		
<i>Rates & insurance</i>	7,322	6,998
<i>Heat & light</i>	11,793	13,920
<i>Laundry & cleaning</i>	21,938	26,081
<i>Repairs & maintenance</i>	8,295	6,832
<i>Other</i>	2,768	1,333
Subscriptions and registration costs	6,067	5,359
Post & Stationery	1,443	5,040
Telephone	2,851	3,468
Travel	1,783	1,991
Recruitment	3,480	650
Training	12,888	8,985
General expenses	5,961	5,375
Consultancy	8,162	17,200
Interest Expenses	(2,000)	4,000
Governance Costs:-		
Audit fees	4,284	4,200
Legal fees	2,415	1,363
	<hr/>	<hr/>
	413,075	461,179
	<hr/>	<hr/>

Further analysis of the charitable activities is not provided as the directors believe the charity only has one main activity.

Expenditure was £413,075 (2015: £461,179) of which £158,825 (2015: £135,207) was unrestricted and £254,250 (2015: £325,972) was restricted.

5. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging :-

	2016 £	2015 £
Auditors' remuneration:-		
Audit fee	3,600	4,200
Non-audit fee	684	-
	<hr/>	<hr/>

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

6. STAFF NUMBERS AND COSTS

The aggregate payroll costs were:

	2016 £	2015 £
Wages and salaries	242,115	280,668
Social Security costs	14,235	15,887
Pension costs	13,038	20,547
	<hr/>	<hr/>
	269,388	317,102
	<hr/>	<hr/>

The average weekly number of employees, on a head count basis, during the year was :-

	2016 No.	2015 No.
Project staff	7	7
Management and administration staff	3	3
	<hr/>	<hr/>
	10	10
	<hr/>	<hr/>

The charity considers its key management personnel comprise the Project Manager, Finance & Admin Officer and the Team Leader. The total employment benefits including employer pension contributions of the key management personnel was £92,475 (2015: £86,876). No employee had emoluments of more than £60,000 during either the current or previous year.

Gordon Berry, a previous member of the board, received £Nil ((2015: £3,000) in the year for acting as an interim HR consultant.

The charitable company is a participating employer in the Lothian Pension Fund. For further information see note 12. The pension cost charge for the year amounted to £13,000 (2015: £22,000).

7. TAXATION

The charitable company is exempt from corporation tax.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

8. DEBTORS					2016	2015
					£	£
Grants receivable					-	47,122
Other debtors including housing benefit					10,039	7,889
Prepayments					3,190	2,946
					<hr/>	<hr/>
					13,229	57,957
					<hr/>	<hr/>
9. CREDITORS: Amounts falling due within one year					2016	2015
					£	£
Other creditors & accruals					40,495	36,811
PAYE & NI					4,696	1,441
					<hr/>	<hr/>
					45,191	38,252
					<hr/>	<hr/>
10. MOVEMENTS IN FUNDS						
	At 1	Incoming	Outgoing		Gains and	At 31
	April	Resources	Resources	Transfers	Losses	March
	2015					2016
	£	£	£	£	£	£
Restricted funds :						
ELHA Trust	-	750	(750)	-	-	-
CEC – Supporting People	-	249,600	(249,600)	-	-	-
Scottish Government	-	3,000	(3,900)	900	-	-
Streetsmart	10,847	-	-	-	-	10,847
Cooking up a storm	1,412	-	-	-	-	1,412
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	12,259	253,350	(254,250)	900	-	12,259
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Unrestricted funds :						
General fund	434,440	248,356	(159,825)	(900)	-	522,071
Pension	38,000	-	1,000	-	45,000	84,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted general funds	472,440	248,356	(158,825)	(900)	45,000	606,071
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	484,699	501,706	(413,075)	-	45,000	618,330
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

10. MOVEMENTS IN FUNDS (continued)

The transfer from general funds to pension reserve represents the employer contributions to the scheme in the year.

Purposes of restricted funds

The ELHA Trust income is for the admin of the Trust by Keymoves.

Funding from CEC – Supporting People is to provide support services to women in refuge.

Funding from Scottish Government is to meet the costs associated with meeting the qualification criteria set by the Scottish Social Services Council for registration.

Funding from Streetsmart is to provide start up packs to residents when they leave the hostel.

'Cooking up a storm' represents funding received from the Scottish Consumer Council to provide residents with cooking and food education.

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 March 2016 are represented by:-			
Current assets	567,262	12,259	579,521
Current liabilities	(45,191)	-	(45,191)
Pension provision	84,000	-	84,000
	<hr/>	<hr/>	<hr/>
	606,071	12,259	618,330
	<hr/>	<hr/>	<hr/>

12. PENSIONS

The company is a participating employer in the Lothian Pension Fund ("The Scheme") that provides benefits based on final pensionable pay (i.e. defined benefit scheme). The assets of the Scheme are held separately from those of the company. Contributions are charged to the Income and Expenditure account so as to spread the cost of pensions over the employees' working lives with the Company. The contributions are determined by a qualified actuary on the basis of triennial valuations using the projected unit method.

An actuarial valuation was carried out at 31 March 2016 by a qualified independent actuary for FRS 102 purposes.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

12. PENSIONS (continued)

The major assumptions used by the actuary were:

	31 March 2016 % per annum	31 March 2015 % per annum
Pension Increase Rate	2.1	2.1
Salary Increases Rate	4.1	4.0
Discount Rate	3.4	3.1

The employer's share of the assets in the scheme and the expected rate of return were:

	Long Term Return at 31/03/16 (%p.a)	Value at 31/03/16 £(000)	Long Term Return at 31/03/15 (%p.a)	Value at 31/03/15 £(000)
Equities	2.6	-	3.1	657
Bonds	2.6	977	3.1	162
Property	2.6	-	3.1	76
Cash	2.6	-	3.1	57
Total market value of assets	2.6	977	3.1	952
Present value of scheme liabilities		(893)		(914)
Surplus in the scheme		84		38

The most recent valuation showed that the market value of the scheme's assets was £ 977,000 (2015: £952,000) and that the actuarial value of these assets represented 109% (2015: 104%) of the benefits that had accrued to members, after allowing for expected future increases in earnings. The contributions of the charity are 35.8% from 1 April 2015 and employee contributions vary depending on individual employees' salary rates.

Analysis of the amount charged to the income and expenditure account:

	2016 £	2015 £
Current service cost	13,000	22,000
	13,000	22,000

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

12. PENSIONS (continued)

Analysis of amount charged to the income and expenditure account as interest:

	2016 £	2015 £
Interest income on pension scheme assets	30,000	37,000
Interest on pension scheme liabilities	(28,000)	(41,000)
	<hr/>	<hr/>
Net interest charge	2,000	(4,000)
	<hr/>	<hr/>

Actuarial gain recognised in the Statement of Financial Activities:

	2016 £	2015 £
Changes in demographic assumptions	-	(36,000)
Changes in financial assumptions	45,000	(62,000)
Other changes	5,000	191,000
Experience (losses) /gains arising on the scheme assets	(5,000)	47,000
	<hr/>	<hr/>
Actuarial gain recognised in the Statement of Financial Activities	45,000	140,000
	<hr/>	<hr/>

Movement during the year:

	Year to 31/03/16 £	Year to 31/3/15 £
Surplus/(deficit) at Beginning of Year	38,000	(96,000)
Movement in Year:		
Current Service Cost	(13,000)	(22,000)
Employer Contributions	12,000	20,000
Net interest charge	2,000	(4,000)
Actuarial Gain/(Loss)	45,000	140,000
	<hr/>	<hr/>
Surplus at end of year	84,000	38,000
	<hr/>	<hr/>

The actuarial valuation at 31 March 2016 showed a movement in the year from a surplus of £38,000 to a surplus of £84,000.

KEYMOVES – SUPPORT FOR HOMELESS WOMEN IN EDINBURGH

NOTES TO THE ACCOUNTS (continued)

for the year ended 31 March 2016

13. RELATED PARTY TRANSACTIONS

No one individual had control of the charity during the year.

During the year, fees of £nil (2015: £3,000) were paid to a director for acting as an interim manager. No amounts were outstanding at the year-end (2015: £nil).

14. COMPANY LIMITED BY GUARANTEE

The members have agreed that they will contribute £1 each on winding up the company.

15. OPERATING LEASE COMMITMENTS

At 31 March 2016 the charity had total commitments for premises under non-cancellable operating leases, payable as follows:-

	2016	2015
	Building	Building
	£	£
Operating leases which expire:		
Within one year	12,635	12,351
	<hr/>	<hr/>