

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**REPORT and CONSOLIDATED FINANCIAL STATEMENTS**  
**Year ended 31 March 2018**

**Registered Housing Association No. HAL 286**  
**Financial Conduct Authority No. 2466 R(S)**  
**Recognised Scottish Charity No. SC 032755**

**MELVILLE HOUSING ASSOCIATION LIMITED**

**REPORT and CONSOLIDATED FINANCIAL STATEMENTS**

**Year ended 31 March 2018**

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## MELVILLE HOUSING ASSOCIATION LIMITED

### EXECUTIVES AND ADVISERS

Year ended 31 March 2018

<b>BOARD:</b>	Ms C Quinn (Chair) Mr D Bond (Vice Chair) Mrs B Shearer (Secretary)
	Mr G Alexander – appointed 13 September 2017 Mr R Anderson – resigned 13 September 2017 Mr P Bellamy – resigned 13 September 2017 Ms D Bogdanovic – appointed 13 September 2017 Mr P Cameron Mr B Christie – resigned 13 September 2017 Mr A Dougherty – appointed 13 September 2017 Mr S Gillespie Mr J Hackett – resigned 13 September 2017 Mr D Heneghan – appointed 13 September 2017, resigned 13 November 2017 Mr R Jack Mrs E Kasiera Ms C Marshall – appointed 13 September 2017 Mr A Murphy – resigned 8 August 2018 Mr S Pryde – appointed 13 September 2017 (resigned 14 June 2018) Mr G Scobie – resigned 13 September 2017 Mr D Takhar – appointed 13 September 2017
<b>SENIOR OFFICERS AND KEY MANAGEMENT</b>	Mr A Noble, Chief Executive Officer Ms M MacDonald, Chief Operating Officer
<b>REGISTERED OFFICE:</b>	The Corn Exchange 200 High Street Dalkeith EH22 1AZ
<b>AUDITORS:</b>	Chiene + Tait LLP Chartered Accountants & Statutory Auditor 61 Dublin Street Edinburgh EH3 6NL
<b>SOLICITORS:</b>	Harper Macleod LLP The Cadoro, 45 Gordon Street Glasgow G1 3PE
<b>BANKERS:</b>	The Royal Bank of Scotland plc 36 St Andrew Square Edinburgh EH2 2YB
<b>Registration Particulars:</b>	Financial Conduct Authority Co-operative and Community Benefit Societies Act 2014 Registered Number 2466 R(S) Recognised Scottish Charity SC 032755 The Scottish Government, Housing (Scotland) Act 2010 Registered Number HAL 286

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**For the year ended 31 March 2018**

The Board of Melville Housing Association Limited presents the group report and the audited financial statements for the year ended 31 March 2018.

**Principal activities**

The Association was formed on 9 February 1994 and is registered under the Co-operative and Community Benefit Societies Act 2014 and with the Scottish Government under the Housing (Scotland) Act 2010.

Ironmills Developments Limited is a wholly-owned subsidiary of Melville Housing Association Limited and was incorporated on 17 October 2007.

The principal activities of the group are the provision and management of affordable rented accommodation. At 31 March 2018, the Association held 1,963 units for social rent and 11 units for letting to Ironmills. Ironmills continued to develop mid market rental opportunities.

**Objectives**

The Association's objectives are set out in its business plan 2016-2021 which was approved by the Board in October 2016. The headline objectives are set out below:

- Deliver high quality housing, support and repairs services to our customers.
- Grow our business in a financially sound and controlled manner to help meet housing need.
- Manage our assets effectively and efficiently, demonstrating value for money.
- Demonstrate high standards for governance and staff management, including compliance with our statutory and regulatory frameworks.
- Make a difference in the communities in which we operate, working effectively with our current and future customers and partner organisations.

The following paragraphs set out how Melville has performed during the year ended 31 March 2018 against these objectives.

**Operating and Financial Review**

**Introduction**

During the year we invested £4m in property maintenance and refurbishment and started work on four developments which will add 79 homes during the next two years. An annual inflationary increase of 2%, offset by some loss of income through right to buy disposals resulted in a 1.3% increase in our annual rental income, (Right to Buy was abolished during 2016/17). We returned an operating surplus after interest payable and receivable of £1.9m compared with a surplus of £2.9m in the prior year, the prior year having benefited from £0.8m of housing association grant (HAG) income

Throughout the year we maintained high levels of customer satisfaction (95%).

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**Housing and Housing Support Services**

*Housing Services*

We continued to focus on the management of arrears and voids and the excellent work of our Tenancy Support and Money Advice services provided by CHAI (Community Help and Advice Initiative) who support people and communities across the Lothians. We also continued our comprehensive communications strategy to inform our tenants of changes arising from welfare reforms. This included detailed articles in our newsletter *VOICE*, and personalised advisory meetings, visits and phone calls to all affected tenants.

*Lettings*

During the year, 99 of our properties became available for let compared with 120 in 2017. On average, we took 10 days to relet properties compared with 11 days in 2017. This was better than our target of 15 days and represented very good performance in comparison with the Annual Return on the Charter (ARC) Scottish average of 31.5 days. (Source: ARC data 2016/17).

Income lost on empty properties was 0.13% of rental income (2017, 0.18%), better than our target of 0.3%. The Scottish average for rent lost on empty properties was 0.9%. (Source: ARC data 2016/17).

*Rent arrears*

Our current non technical tenant arrears were 3.36% of rental income at 31 March 2018 compared with 2.52% for the year ending 31 March 2017. We are beginning to see the impact of welfare reform on our arrears performance, in particular as a result of the roll out of Universal Credit. ARC data on non technical tenant arrears is not available.

*Tenancy Support and Money Advice*

The aim of our tenancy support service is to help tenants become established in their new homes, reducing tenancy failures and helping to build stable, sustainable communities. Our money advice service provides support with personal budgeting, debt consolidation and debt management. During the year we provided tenancy support and money advice services to 99 tenants.

During the year, only 6 tenancies failed to last one year representing 5% of new tenancies. In 2008, the year before we commenced our support service, almost 25% of new tenancies failed within one year.

*Welfare Advice Services*

During the year our welfare advice services helped tenants access £762k in unclaimed benefit monies which will have long term benefits for the individuals and their families, helping them to sustain their homes.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**Asset Management and Value for Money**

*Housing Stock*

During the year we invested £4m in property maintenance and improvements, underlining our commitment to maintaining the standard of our existing properties. We carried out a range of planned and cyclical programmes, including replacing 85 bathrooms, fitting 277 new kitchens, renewing 28 roofs and replacing 104 heating systems.

Using a combination of Energy Company Obligation (ECO) funding and Home Energy Efficiency Programmes (HEEPS) Loan Finance we have been able to complete projects to externally insulate 11 properties in Penicuik, 23 properties in Bonnyrigg and are currently in contract to insulate 38 properties in Easthouses. All works will be completed mid May 2018.

Completion of these projects means we will have externally insulated almost 690 properties making a significant contribution to our objective to provide sustainable, energy efficient homes. We will only have 8 of our non-traditional built housing stock left to insulate. These properties are located in mixed tenure blocks and will have to be insulated at the same time as the adjoining private owners. We have opened discussions with both Changeworks and Midlothian Council regarding designating the relevant streets as having HEEPS:ABS (Area Based Scheme) status so that owners can tap into that funding stream.

We invested £110k in medical adaptations during the year, funded by grants received from the Scottish Government, and completed 63 adaptations. This helped people of all ages affected by an impairment, to continue to live independently in their own homes.

*Value for Money*

We have continued to develop and implement our value for money strategy and have made significant financial savings through staff restructuring and tendering of major contracts. We have also now completed the full harmonisation of our rents. These actions and other cost savings have meant we were again able to offer a low increase on our rents for 2018-19 of 2.0%. We will continue to review our financial plans which enable the provision of a quality service with affordable rents, while being mindful of sustaining the financial viability of the organisation.

We have an active group of tenant representatives who meet three times a year undertaking activities which include a review of our performance and tenants report, discussing value for money ideas and giving input on ways to improve our service. The group also actively reviews our financial results with a particular focus on how Melville invests its rental income.

*Financial Assets*

Through active treasury management and in accordance with our treasury management policy, we have minimised our loan drawdowns, keeping interest costs as low as possible. We take third party advice on all new loans to ensure best terms, and update our cash flow forecasts each month to ensure ongoing liquidity. Any surplus cash is invested in interest-bearing accounts.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**Making a difference in our communities**

We strongly believe that as well as our core responsibilities to existing and future tenants we have a wider role to play in our communities. On a day-to-day basis we work closely with these communities through the services we provide and are well placed to provide further focussed input and support. Over the past year we have contributed to, and participated in, a number of community-based projects including:

- Working with pupils and staff from Newbattle High School to transform two drying greens behind blocks of flats in Mayfield into a community garden. The materials for this work were funded by a donation from ESH Communities and a gift aided donation from Ironmills Developments Ltd.
- Working with the Scottish Fire and Rescue service to promote fire safety in common stairs
- Leading several litter picks in Mayfield and working with tenants to deal with wider litter issues
- Assisting with and contributing to the Aspiring Communities project looking at ways of improving community cohesion in Dalkeith and Woodburn
- Two members of Melville staff braved arctic conditions on one of the coldest nights of the year to take part in Sleep in the Park, spending a night in Princes Street Gardens to help raise £6,500 for homeless charities
- Running an amateur photography competition, encouraging tenants to celebrate their local communities and producing a calendar using the 12 best photos
- Raising over £2,000 for our nominated charity, Y2K through regular monthly events including raffles, bake sales, dress down days and sponsored events such as the Edinburgh Christmas 10k run, completed by four members of staff
- Donating £500 to the Arniston Rangers Cherokees, allowing this under-8s football team from Gorebridge to buy vital equipment for the club
- Promoting health and wellbeing to the wider community including:
  - Funding a public access defibrillator, registered with the Scottish Ambulance Service, located in our main reception area at the Corn Exchange
  - Providing free fruit to anyone visiting our offices
- Running our annual garden competition, and this year introducing a young gardener category, as a way of recognising tenants who look after their gardens and keep local neighbourhoods looking attractive
- Promoting the work of local charities and community groups through our social media channels and tenant newsletter
- Contributing to the Mayfield & Easthouses Development Trust Christmas Lights appeal in December
- Raising over £130 for MacMillan Cancer Support by taking part in their annual coffee morning in September
- Continuing to provide support and assistance to the Midlothian Foodbank, promoting their work through our communication channels and receiving public and staff donations at the Corn Exchange
- Providing work experience placements for local school children as well as occasional workplace training for college students
- A £200 donation to a local basketball team for new sports kit
- Promoting and encouraging interest in local history and heritage through close connections with the Dalkeith History Society, who hold regular meetings in our Board room. During the year the work of our Lottery-funded Heritage Officers came to an end following a very successful three year project
- Hosting a number of events, including a tea dance celebrating the Corn Exchange's time as the Empress Ballroom

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**Governance and Staffing**

**Governance**

Our Board can have a maximum of 15 members elected at the Annual General meeting. Some members also serve on our Audit Committee. Each Board member holds one fully paid share of £1 in Melville Housing Association. The Board is responsible for the governance, strategies, and policies of the Association. New Board members participated in a structured induction training programme during the year and all members are encouraged to attend relevant conferences. The Board and executive officers of the Association are listed on page 1.

At our Annual General Meeting in September 2017, five long-standing Board members retired from the Board, including the former Chair of the Association. We successfully recruited seven new members who bring a range of experience and skills to our Board.

New Board members receive formal induction training to develop their knowledge and understanding of their role to help them to participate effectively in the performance of their duties. Members are also given the opportunity to meet informally with staff and visit our housing on a tour of our housing stock.

Under our governance policies, all members receive an annual appraisal and skills audit, where combined Board performance, individual contribution, information requirements and future training needs are reviewed. The results of the appraisals are reported to the Board and are used to develop future training plans and to influence the development of governance arrangements.

We greatly appreciate the efforts of all of our Board members for their time, commitment and enthusiasm in helping the Association achieve its aims and objectives.

**Staffing**

During the year, we employed on average 30 staff. We take a positive approach to individual and group development to ensure staff have the skills to carry out their jobs in a changing environment. This is delivered through structured group and individual training and supporting staff to attain relevant professional qualifications. All staff, including key management personnel are remunerated based on job grades which were independently appraised in 2012 and approved by the Board.

Following the retirement of our Property Services Director, we restructured our internal staffing and management, moving to a more streamlined structure. This included the creation of the post of Chief Operating Officer and a new Senior Management Team. A management training programme supported the transition and the changes have been successful in providing new opportunities for some experienced staff while generating efficiencies in terms of our overall employment costs.

**FUTURE DEVELOPMENTS**

**EU Referendum**

On 23 June 2016, the Government held a UK wide referendum on whether the UK should remain a member of the European Union. The Referendum result was 52% in favour of leaving the European Union. On 28 March 2017, the Scottish Government backed the First Minister's call for a second Independence Referendum in Scotland. Melville Housing Association has no political view on these events but is aware that there will be repercussions for the UK's economy and social policy, which will in turn have an impact on many aspects of our business and on our tenants. The Board will monitor the impact of the changes arising from the Referendum and will develop any strategies necessary to ensure we continue to operate in the best interests of our tenants, other customers and our staff.



**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**Welfare Reform**

The Welfare Reform Act 2012 continued to be our main focus during the year as we made every effort to ensure we, and our tenants were as prepared as we could be for the changes. The full Universal Credit system went live in Midlothian on 22 March 2017.

The application of Universal Credit and the direct payment of housing benefits to tenants is bringing challenges as many tenants find themselves unable to pay their rent due to the way in which Universal Credit is administered in particular the time taken to receive benefit payments following a claim. This has an impact on rent collection strategies and arrears management. This is obviously of concern and we have extra resources in place to deal with rent collections as well as to provide advice and support to tenants. We will continue to monitor our tenancy sustainment, arrears, bad debts and cash flow as we navigate this change.

**Funding for development opportunities**

During the year we started four developments which will add 79 units to our stock during 2018/19. We have outline plans to develop a further 76 units over the next 2 to 3 years and are currently securing additional loan finance of up to £5.5m to fund this.

We continue to explore options for further small - medium sized developments in the Midlothian area with the support of the Scottish Government and Midlothian Council. The housing market is more buoyant than in previous years and the Scottish Government has allocated resources necessary to meet their Affordable Housing Supply Programme target of 50,000 units by 2021, with 35,000 of these being for social rent. Midlothian has seen record levels of grant funding and along with Midlothian Council, Melville remains at the forefront to assist with the delivery of this target.

**Providing quality homes and services**

In line with our five year business strategy and plan 2016-2021, we remain committed to investing in our services, housing, tenants and staff to ensure we can continue to deliver a quality, affordable service. We will in particular focus on the promotion of financial and digital inclusion for our tenants, growing our stock base, investing in our existing stock, and working towards 2020 EESSH targets. We will work with our tenants and in particular our tenant representatives to improve our services, design new initiatives and develop plans to engage with local communities to build the capacity of tenants and residents and address financial challenges and fuel poverty initiatives.

**CREDIT PAYMENT POLICY**

Melville always seeks to pay suppliers within agreed payment terms. The average payment period is less than thirty days.

**TREASURY MANAGEMENT POLICY**

The Association's Treasury Management policy seeks to ensure that Melville always has access to sufficient resources to operate its business and that these are available in a timely manner, and at reasonable cost. In addition, our policy aims to achieve value for money and limit risk in managing our cash resources.

**MAINTENANCE POLICIES**

The Association seeks to maintain its properties to the highest standard commensurate with good practice. Programmes of cyclical repairs are carried out in the medium term to deal with the gradual and predictable deterioration of building components. It is expected that the cost of these repairs will be charged to the statement of comprehensive income.

In addition, the Association has a long term programme of major repairs for works which have become necessary as properties mature, including works required by subsequent legislative changes. This includes replacement of or repairs to features of the properties which have come to the end of their economic lives. The cost of these repairs are reviewed to identify whether or not they add value to the properties; if so the cost will be capitalised in line with the Statement of Recommended Practice (SORP); if not they will be treated as revenue expenditure.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

## **RESERVES**

### *Revenue Reserve*

Details of movements in the year are set out below, under 'Surplus for the year and transfers'.

### *Pension Reserve*

For the year ended 31 March 2018 the Lothian Pension Scheme actuary has informed the Association that its share of the pension deficit amounts to £1,400k (2017: £2,373k) and this is shown in the statement of financial position.

### *Revaluation Reserve*

All of Melville's housing properties in ownership as at 31 March 2018 were re-valued at that date by Jones Lang LaSalle (JLL) and changes in value were shown in the revaluation reserve. Where properties are revalued and the value is less than the carrying value of the property, and where this represents impairment, this loss is recognised in the statement of comprehensive income. Where these deficits are reversed in subsequent revaluations, those surpluses are also recognised. Our next housing stock revaluation will be in March 2021.

### *Reserves Policy*

Melville has a history of reinvesting any surpluses in improving and growing its housing stock. This means the majority of its reserves are tied up in property and not available as cash. The Association maintains a level of cash adequate to meet the day to day needs of the business.

## **EMPLOYEE INVOLVEMENT AND HEALTH AND SAFETY**

Melville Housing Association encourages employee involvement in all major initiatives and holds an annual review day where there is an opportunity for staff to discuss and agree strategic objectives. A staff meeting is held monthly where staff members can and do raise health and safety issues. In addition, health and safety matters are considered on an ongoing basis at senior management and Board meetings.

## **SURPLUS FOR THE YEAR AND TRANSFERS**

The results for the Group are shown in the statement of comprehensive income on page 15. The surplus for the Group is £4.6m (2017: £2.9m). The Group's accumulated reserves are increased by a £0.2m transfer from the Pensions Reserve. The surplus plus transfers result in a £4.8m increase in the Group Revenue Reserves at 31 March 2018 (2017: increase of £3m after restatement). Our subsidiary company, Ironmills Developments Limited, returned an operating surplus of £nil (after the gift aid of £6k to the Association) during the year to 31 March 2018 (2017: operating surplus of £nil, after the gift aid of £11k to the Association).

## **KEY RISKS**

The Association regularly reviews and assesses the risks faced by the organisation in all areas of its works. The Association uses a risk register to record identified risks and these are reviewed regularly and action taken as appropriate.

Key risk themes identified are:

- Tenant safety (gas inspections and air quality of homes) – annual gas inspections are completed and action is taken quickly to address any air quality issues
- Impact of welfare reform – see notes above for actions to mitigate impact of welfare reform
- Loss of key staff/board experience – management restructuring to improve resilience and support for senior team and ongoing monitoring of Board recruitment needs and Board development
- Maintaining a high quality service – see sections above on how we delivered our corporate strategy aims

The Board is satisfied that adequate policies, procedures and controls are in place to mitigate these risks as far as possible.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**REPORT OF THE BOARD**

**STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS**

The Board and executive officers who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditors are unaware. Each of the Board and executive officers have confirmed that they have taken all the steps that they ought to have taken as Board members and executive officers in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

**BY ORDER OF THE BOARD**



**B Shearer**  
**Secretary**

The Corn Exchange  
200 High Street  
Dalkeith  
Midlothian  
EH22 1AZ

**Date:** 8 August 2018

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**STATEMENT OF RESPONSIBILITIES OF THE BOARD**

The Board is responsible for preparing the report and financial statements in accordance with applicable law and regulations.

The Co-operative and Community Benefit Societies Act 2014 and social housing legislation require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association at the balance sheet date, and of its income and expenditure for the year ended on that date.

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 and the Statement of Recommended Practice 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; and
- prepare a Statement on Internal Financial Control.

The Board is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Association and to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014, the Housing (Scotland) Act 2010 and the Determination of Accounting Requirements – December 2014. The Board is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

**BY ORDER OF THE BOARD**

*B A Shearer*

**B Shearer**  
**Secretary**

8 August 2018

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS for the year ended 31 March 2018**  
**INTERNAL FINANCIAL CONTROL**

The Board acknowledges its ultimate responsibility for ensuring that the Association has in place a system of financial controls that is appropriate for the business environment in which it operates. These financial controls are designed to give reasonable assurance with respect to:

- The reliability of financial information used within the Association, or for publication;
- The maintenance of proper accounting records;
- The safeguarding of assets against unauthorised use or disposition.

It is the Board's responsibility to establish and maintain systems of internal financial control. Such systems can only provide reasonable and not absolute assurance against material financial mis-statement or loss. Key elements of the Association's systems include ensuring that:

- Formal policies and procedures are in place, including the documentation of key systems and rules relating to the delegation of authority, which allow the monitoring of financial controls and restrict unauthorised use of the Association's assets;
- Experienced and suitably qualified staff take responsibility for important business functions, and annual appraisal procedures have been established to maintain standards of performance;
- Forecasts and budgets are prepared which allow the Board and executive officers to monitor the key business risks, financial objectives and the progress being made towards achieving financial plans set for the year and for the medium term;
- Regular management accounts are prepared promptly, providing relevant, reliable and up-to-date financial and other information, with significant variances from budget being investigated as appropriate;
- All significant new initiatives, major commitments and investment projects are subject to formal authorisation procedures, through the Board;
- The Board receives an annual report from its external auditors who review and test the systems of internal financial control to the extent necessary to express their audit opinion;
- Formal procedures have been established for instituting appropriate action to correct any weaknesses identified through internal or external audit reports.

The effectiveness of the Association's system of internal financial control has been reviewed during the year ended 31 March 2018, and until the date noted below to the extent that formal policies and procedures are in place. A full Risk Assessment has been carried out and the Audit Committee has satisfied itself that the Association has an adequate framework of risk management and internal controls systems.

No weaknesses were found in internal financial controls which resulted in material losses, contingencies, or uncertainties which require disclosure in the financial statements or in the external auditors' report on the financial statements.

**BY ORDER OF THE BOARD**

  
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**B Shearer**  
**Secretary**

8 August 2018



### Opinion

We have audited the consolidated financial statements of Melville Housing Association Limited (the 'Association') for the year ended 31 March 2018 which comprise the Consolidated and Association Statement of Comprehensive Income, the Consolidated and Association Statement of Financial Position, the Consolidated and Association Statement of Changes in Reserves, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Association's and the Group's affairs as at 31 March 2018 and of the Association's and the Group's income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the requirements of the Co-operative and Community Benefit Societies Act 2014, Part 6 of the Housing (Scotland) Act 2010, and the Determination of Accounting Requirements – December 2014.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Board's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Board has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The Board is responsible for the other information. The other information comprises the information included in the Annual Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

### MELVILLE HOUSING ASSOCIATION LIMITED



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

We have nothing to report in respect of the following matters where the Co-operative and Community Benefit Societies Act 2014, requires us to report to you if, in our opinion:

- a satisfactory system of control over transactions has not been maintained; or
- the Association has not kept proper accounting records; or
- the financial statements are not in agreement with the books of account of the Association; or
- we have not received all the information and explanations necessary for the purposes of our audit.

#### Responsibilities of the Board

As explained more fully in the Statement of the Board's Responsibilities set out on page 10, the Board members (who are also the Trustees of the Association for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible for assessing the Group's and the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the Association's members, as a body, in accordance with section 87 of the Co-operative and Community Benefit Societies Act 2014. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body for our audit work, for this report, or for the opinions we have formed.

**CHIENE + TAIT LLP**  
**Chartered Accountants and Statutory Auditor**  
**61 Dublin Street**  
**Edinburgh**  
**EH3 6NL**

28 August 2018

**REPORT BY THE AUDITOR TO THE MEMBERS OF  
MELVILLE HOUSING ASSOCIATION LIMITED  
ON CORPORATE GOVERNANCE MATTERS**



In addition to our audit of the Financial Statements, we have reviewed your statement on page 10 concerning the Association's compliance with the information required by the Regulatory Standards in respect of internal financial controls contained within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes which are issued by the Scottish Housing Regulator.

**Basis of Opinion**

We carried out our review having regard to the requirements to corporate governance matters within Bulletin 2006/5 issued by the Financial Reporting Council. The Bulletin does not require us to review the effectiveness of the Association's procedures for ensuring compliance with the guidance notes, nor to investigate the appropriateness of the reason given for non-compliance.

**Opinion**

In our opinion the Statement on Internal Financial Control on page 10 has provided the disclosures required by the relevant Regulatory Standards within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes issued by the Scottish Housing Regulator in respect of internal financial controls and is consistent with the information which came to our attention as a result of our audit work on the Financial Statements.

Through enquiry of certain members of the Board and Officers of the Association and examination of relevant documents, we have satisfied ourselves that the Board's Statement on Internal Financial Control appropriately reflects the Association's compliance with the information required by the relevant Regulatory Standards in respect of internal financial controls contained within the publication "Our Regulatory Framework" and associated Regulatory Advisory Notes issued by the Scottish Housing Regulator in respect of internal financial controls.

**CHIENE + TAIT LLP**  
**Chartered Accountants and Statutory Auditors**  
**61 Dublin Street**  
**Edinburgh**  
**EH3 6NL**

28 August 2018



**MELVILLE HOUSING ASSOCIATION LIMITED**

**CONSOLIDATED and ASSOCIATION STATEMENTS of COMPREHENSIVE INCOME**

Year ended 31 March 2018

	Note	Group		Association	
		2018 £'000	2017 £'000	2018 £'000	2017 £'000
<b>TURNOVER</b>	3	8,614	9,382	8,614	9,381
Operating costs	3	(5,135)	(5,012)	(5,135)	(5,011)
<b>OPERATING SURPLUS</b>	3	3,479	4,370	3,479	4,370
Profit on disposal of fixed assets		-	147	-	147
Interest receivable		3	2	3	2
Interest payable and financing costs	6	(1,582)	(1,565)	(1,582)	(1,565)
<b>OPERATING SURPLUS after profit on disposal of fixed assets and interest payable &amp; receivable</b>		1,900	2,954	1,900	2,954
Movement in fair value of financial instruments		1,653	(24)	1,653	(24)
Reversal of revaluation losses		1,082	-	1,082	-
<b>SURPLUS BEFORE TAX</b>		4,635	2,930	4,635	2,930
Taxation		-	-	-	-
<b>SURPLUS FOR THE YEAR</b>		4,635	2,930	4,635	2,930
Actuarial gain/(loss) in respect of pension schemes	17	1,191	(1,097)	1,191	(1,097)
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		5,826	1,833	5,826	1,833

All results derive from continuing activities.

The notes on pages 20 to 35 form part of these financial statements.

**MELVILLE HOUSING ASSOCIATION LIMITED**

**CONSOLIDATED and ASSOCIATION STATEMENTS of CHANGES IN RESERVES**

Year ended 31 March 2018

	Share capital £'000	Revaluation reserve £'000	Revenue reserve £'000	Pension reserve £'000	Total reserves £'000	Restricted funds £'000	Unrestricted funds £'000
Balance at 1 April 2017	-	-	24,895	(2,373)	22,522	161	22,361
Surplus/(loss) for the year	-	-	4,635	1,191	5,826		5,826
Transfer from pensions reserve to revenue reserve/restricted funds movement	-	-	218	(218)	-	(161)	161
<b>Balance at 31 March 2018</b>	-	-	29,748	(1,400)	28,348	-	28,348

The restricted funds represent grants received from the Heritage Lottery Fund to fund the posts of heritage officers and related heritage activities and events.

The notes on pages 20 to 35 form part of these financial statements.

MELVILLE HOUSING ASSOCIATION LIMITED

CONSOLIDATED and ASSOCIATION STATEMENTS of FINANCIAL POSITION

At 31 March 2018

	Note	Group		Association	
		2018 £'000	2017 £'000	2018 £'000	2017 £'000
<b>FIXED ASSETS</b>					
Social housing properties	8	67,706	61,862	67,706	61,862
Other tangible fixed assets	8	3,951	4,040	3,951	4,040
		<u>71,657</u>	<u>65,902</u>	<u>71,657</u>	<u>65,902</u>
<b>CURRENT ASSETS</b>					
Trade and other debtors	10	987	565	991	573
Cash and cash equivalents		5,054	2,670	5,049	2,662
		<u>6,041</u>	<u>3,235</u>	<u>6,040</u>	<u>3,235</u>
<b>CREDITORS: Amounts falling due within one year</b>	11	<u>(5,867)</u>	<u>(1,687)</u>	<u>(5,866)</u>	<u>(1,687)</u>
<b>NET CURRENT ASSETS</b>		<u>174</u>	<u>1,548</u>	<u>174</u>	<u>1,548</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		71,831	67,450	71,831	67,450
<b>CREDITORS: Amounts falling due after more than one year</b>	12	(42,083)	(42,555)	(42,083)	(42,555)
<b>PROVISIONS FOR LIABILITIES</b>					
Pension liability	17	(1,400)	(2,373)	(1,400)	(2,373)
<b>NET ASSETS</b>		<u>28,348</u>	<u>22,522</u>	<u>28,348</u>	<u>22,522</u>
<b>CAPITAL AND RESERVES</b>					
Share capital	13	-	-	-	-
Revenue reserve		29,748	24,734	29,748	24,734
Restricted reserve		-	161	-	161
Pension reserve		(1,400)	(2,373)	(1,400)	(2,373)
		<u>28,348</u>	<u>22,522</u>	<u>28,348</u>	<u>22,522</u>

The financial statements were approved and authorised for issue by the Board on 8<sup>th</sup> August 2018.

  
..... C Quinn      Chair

  
..... D Bond      Vice Chair

  
..... B Shearer      Secretary

The notes on pages 20 to 35 form part of these financial statements.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**CONSOLIDATED STATEMENT of CASH FLOWS**

Year ended 31 March 2018

	Note	2018 £'000	2017 £'000
<b>Net cash inflow from operating activities</b>	i	<u>5,307</u>	<u>4,624</u>
<b>Cash flow from investing activities</b>			
Purchase of tangible fixed assets		(5,907)	(3,358)
Proceeds from sale of tangible fixed assets		-	435
Grants received		4,618	523
Interest received		3	2
		<u>(1,286)</u>	<u>(2,398)</u>
<b>Cash flow from financing activities</b>			
Interest paid		(1,577)	(1,560)
New secured and unsecured loans		362	928
Repayments of borrowings		(422)	(167)
		<u>(1,637)</u>	<u>(799)</u>
<b>Net change in cash and cash equivalents</b>		2,384	1,427
<b>Cash and cash equivalents at beginning of the year</b>		2,670	1,243
<b>Cash and cash equivalents at end of the year</b>		<u><u>5,054</u></u>	<u><u>2,670</u></u>
<b>Components of cash and cash equivalents</b>			
Cash at bank and in hand		93	118
Short term deposits		4,961	2,552
		<u><u>5,054</u></u>	<u><u>2,670</u></u>

The notes on page 19 form part of the statement of cash flows.

MELVILLE HOUSING ASSOCIATION LIMITED

NOTES to the STATEMENT of CASH FLOWS

Year ended 31 March 2018

i CASHFLOW FROM OPERATING ACTIVITIES

	2018 £'000	2017 £'000
<b>Surplus/(Deficit) for the year</b>	4,635	2,930
<b>Adjustments for non-cash items:</b>		
Depreciation for tangible fixed assets	1,135	1,022
( Increase)/decrease in trade and other debtors	(369)	519
(Decrease)/increase in trade and other creditors	816	(464)
Movement in fair value of financial instruments	(1,653)	24
Pension costs less contributions payable	218	110
Gain on disposals of tangible fixed assets	-	(288)
Carrying amount of tangible fixed asset disposals	28	-
Reversal of revaluation losses	(1,082)	-
	(907)	923
<b>Adjustments for investing or financing activities:</b>		
Government grants written back/( utilised) in the year	-	(792)
Interest payable	1,582	1,565
Interest received	(3)	(2)
	1,579	771
<b>Net cash generated from operating activities</b>	5,307	4,624

The notes on pages 20 to 35 form part of these financial statements.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS**  
**Year ended 31 March 2018**

**1 General Information**

Melville Housing Association Limited is registered under the Co-operative and Community Benefit Societies Act 2014 and is a social landlord registered with the Scottish Housing Regulator under the Housing (Scotland) Act 2010. The principal activity is the provision and management of affordable rented accommodation. The registered office is The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ. The Association is a Public Benefit Entity.

**2 Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

**a) Accounting basis**

The financial statements of the group and Association are prepared in accordance with applicable accounting standards and in accordance with the accounting requirements included within the Determination of Accounting Requirements 2014, and under the historic cost convention, modified for the revaluation of housing properties held for letting. The financial statements have also been prepared in accordance with the Statement of Recommended Practice for registered social housing providers 2014 (SORP 2014), issued by the National Housing Federation, and under Financial Reporting Standard (FRS) 102. There were no material departures from that standard.

**b) Group financial statements - basis of preparation**

The group financial statements consolidate the financial statements of Melville Housing Association Limited and its subsidiary, Ironmills Developments Limited, for the year ended 31 March 2018. Profits or losses on intra-group transactions are eliminated in full in accordance with FRS 102.

**c) Going concern**

The financial statements have been prepared on a going concern basis. The Board has assessed the Association's ability to continue as a going concern and has a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements.

**d) Turnover**

Turnover, which is stated net of value added tax, represents rental and service charge income receivable, fees receivable and grants receivable from the Scottish Government, local authorities and other agencies.

**e) Sale of housing properties**

Properties are disposed of under the appropriate legislation and guidance. All costs relating to the share of property sold are removed from the financial statements at the date of sale.

**f) Fixed Assets**

Social housing stock and Mid Market Rent properties are held at valuation and are assessed annually by the Association, and formally valued by an external valuer every three years in line with the conditions of the Association's loan arrangements. Any material movements are adjusted through the statement of comprehensive income as appropriate.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**f) Fixed Assets (continued)**

Social Housing stock improvements are capitalised where these result in an enhancement of the economic benefits of the property. Such enhancements can occur if the improvements result in:-

- an increase in rental income; or
- a reduction in future maintenance costs; or
- a significant extension of the life of the property.

Works to existing properties which fail to meet the above criteria are charged to the statement of comprehensive income.

Other fixed assets are initially stated at cost.

**g) Depreciation**

Housing properties under construction are stated at cost and are not depreciated. These are reclassified as housing properties held for letting on practical completion of construction.

Freehold land is not depreciated.

Freehold housing properties are depreciated by component on a straight line basis over the estimated useful economic lives of component categories.

Useful economic lives for identified components are as follows:

<b>Component</b>	<b>Useful economic life</b>
Structure	80 -100 years
Windows and external doors	30 years
Kitchens	15 years
Bathrooms	25 years
Central heating and boilers	20 years

Impairment reviews are carried out where there is considered to be an indicator of impairment, in accordance with Financial Reporting Standard 102.

Impairment is calculated as the difference between the carrying value of income generating units and the estimated value in use at the date an impairment loss is recognised. Value in use represents the net present value of expected future cash flows from these units.

Impairment of assets is recognised in the statement of comprehensive income.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**2 Accounting Policies (continued)**

Depreciation is provided on all non-housing tangible fixed assets at rates calculated to write off the cost of each asset evenly over its expected useful life, as follows:

Office buildings	- over 100 years
Office Improvements	- over 100 years
Office Ventilation System	- over 10 years
Fixtures, fittings and equipment	- over 3 to 10 years

Where heritable properties are acquired and developed, no depreciation is charged until development is complete.

**h) Housing Association Grants and other Grants**

Housing Association Grants (HAG) are made by the Scottish Government, and are utilised to reduce the capital costs of an approved scheme to an amount of required loan finance which it is estimated can be serviced by the net rental income of the scheme. The amount of HAG is calculated on qualifying costs of the scheme in accordance with instructions issued from time to time by the Scottish Government. The total amount of HAG Melville has received to date is stated in Note 22.

Where HAG received contributes to the capital cost of housing property, which is held at valuation, it is recognised as income in the statement of comprehensive income when new build properties are completed or the capital work is carried out. HAG receivable is held as deferred income on the statement of financial position until any performance conditions are satisfied.

Grant funding received in respect of revenue expenditure is recognised as income in the same period to which it relates.

HAG and other grants are repayable under certain circumstances, primarily following sale of property, but will normally be restricted to net proceeds of sale. Any grant that is repayable is accounted for as a liability on disposal of the property. Where a disposal is deemed to have taken place for accounting purposes, but the repayment conditions have not been met in relation to the HAG, the potential future obligation to repay is disclosed as a contingent liability.

**i) Pensions**

The Association participates in a defined benefit, final salary scheme operated by the Lothian Pension Fund. Contributions are charged to the statement of comprehensive income to spread the cost of pensions over the employees' working lives within the Association.

**j) Pension Reserve**

This reserve is based on the Association's liability with regard to the defined benefits, final salary pension scheme. In line with FRS 102 the deficit is disclosed on the face of the statement of financial position.

**k) Operating leases**

Rentals paid under operating leases are charged to the statement of comprehensive income as they are incurred.



**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**2 Accounting Policies (continued)**

**l) Financial Instruments**

Loan finance provided to the Association are for the purposes of FRS102 defined as basic financial instruments and measured at amortised cost. The Association has entered into variable to fixed interest rate swap contracts in respect of these loans to manage its exposure to interest rate cash flow risk on its variable debt. These derivatives are measured at fair value at each reporting date. Changes in the fair value of the derivatives are recognised in the statement of comprehensive income.

**m) Significant accounting judgements and estimates**

Preparation of the financial statements requires significant judgements and estimates to be made at times. Estimates and judgements are continually evaluated and are based on historical experience, advice from qualified experts where required, or as appropriate to other factors. The following are the areas in which significant accounting judgements and estimates are considered to exist:

- (i) Valuation of property, plant and equipment (fixed assets)
- (ii) Useful lives of property, plant and equipment (fixed assets)
- (iii) The main components of housing properties and their useful lives
- (iv) Recoverable amount of rental and other trade receivables (debtors)
- (v) The obligations under the Association's defined benefit pension scheme
- (vi) The measurement of the recoverable amount of assets for impairment reviews and the calculation of depreciated replacement cost
- (vii) Valuation of the Association's interest rate swaps

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
Year ended 31 March 2018

**3 Particulars of turnover, operating surplus and net surplus by class of business.**

	GROUP				ASSOCIATION			
	Turnover £'000	Operating Costs £'000	Operating Surplus/ (deficit) 2018 £'000	Operating Surplus 2017 £'000	Turnover £'000	Operating Costs £'000	Operating Surplus/ (deficit) 2018 £'000	Operating Surplus 2017 £'000
Affordable letting activities (Note 4)	8,468	(5,006)	3,462	4,348	8,468	(5,006)	3,462	4,348
Other activities (Note 5)	146	(129)	17	22	146	(129)	17	22
<b>Total</b>	<b>8,614</b>	<b>(5,135)</b>	<b>3,479</b>	<b>4,370</b>	<b>8,614</b>	<b>(5,135)</b>	<b>3,479</b>	<b>4,370</b>
<b>Total for previous reporting period</b>	<b>9,382</b>	<b>(5,012)</b>	<b>4,370</b>		<b>9,381</b>	<b>(5,011)</b>	<b>4,370</b>	

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**4. Particulars of turnover, operating costs and operating surplus or deficit from affordable letting activities – Association**

	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>
Rent receivable net of service charges	8,322	8,212
Service charges	48	51
	<hr/>	<hr/>
Gross income from rents and service charges	8,370	8,263
Less voids	(11)	(16)
	<hr/>	<hr/>
Net income from rents and service charges	8,359	8,247
Grants released from deferred income (see note 11)	-	792
Revenue grants from the Scottish Ministers	109	99
	<hr/>	<hr/>
Total turnover from affordable letting activities	8,468	9,138
Management and maintenance administration costs before increase in pension provision	2,038	2,105
Increase in pension provision	154	68
	<hr/>	<hr/>
Management and maintenance administration costs after increase in pension provision	2,192	2,173
Service costs	56	56
Planned and cyclical maintenance including major repairs costs	703	646
Reactive maintenance costs	954	894
Bad debts – rents and service charges	62	37
Depreciation of social housing	1,039	984
	<hr/>	<hr/>
Operating costs for affordable letting activities	5,006	4,790
	<hr/>	<hr/>
Operating surplus for affordable letting activities	3,462	4,348

All income is derived from General Needs housing provision.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**5. Particulars of Turnover, operating costs and operating surplus or deficit from other activities – Association**

	Grants from Scottish Ministers	Other Revenue Grants £'000	Other income £'000	Total Turnover £'000	Operating costs – bad debts £'000	Other Operating costs £'000	Operating surplus or surplus or (deficit) 2018 £'000
Other activities	-	53	93	146	-	129	17
<b>Total from other activities</b>	-	53	93	146	-	129	17
<b>Total from other activities for the previous reporting period</b>	-	156	87	243	-	221	22

**Particulars of Turnover, operating costs and operating surplus or deficit from other activities – Group**

	Grants from Scottish Ministers £'000	Other Revenue Grants £'000	Other income £'000	Total Turnover £'000	Operating costs – bad debts £'000	Other Operating costs £'000	Operating surplus or surplus or (deficit) 2018 £'000
Other activities	-	53	93	146	-	129	17
<b>Total from other activities</b>	-	53	93	146	-	129	17
<b>Total from other activities for the previous reporting period</b>	-	156	88	244	-	222	22

**Association** - Other Revenue Grants of £53k were received from the Heritage Lottery Fund to fund the posts of heritage officers and related heritage activities and events. Other income of £70k was generated from a management and lease agreement with Ironmills Development Ltd. A gift aided donation of £8k was also received from Ironmills. Further trading income of £17k was generated from room hire and the lease of commercial office space to a third party.

**Group** – Other Revenue Grants as above. Other income of £76k was generated from the rental of 11 mid market rent units managed by Ironmills. Other trading income of £17k as above.

There are no other activities to report.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**6 Interest Payable and Similar Charges**

	<b>Group</b>		<b>Association</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
On loans partly repayable after five years	1,518	1,523	1,518	1,523
Net interest costs in respect of defined benefit pension scheme (see note 17)	64	42	64	42
	<u>1,582</u>	<u>1,565</u>	<u>1,582</u>	<u>1,565</u>

**7 Taxation on Surplus for the Year**

Melville Housing Association's charitable activities fall within the exemptions afforded by the Corporation Tax Act 2010. Accordingly, there is no Corporation Tax charge in these financial statements.

The Group is subject to tax in respect of Ironmills Developments Limited and a charge of £nil has arisen in respect of the period to 31 March 2018.

**8 Tangible Fixed Assets – Association and Group**

	<b>Housing Properties Held for Letting £'000</b>	<b>Development Programme £'000</b>	<b>Total Housing Properties £'000</b>	<b>Office Buildings £'000</b>	<b>Office Fixtures Fittings &amp; Equipment £'000</b>	<b>Total £'000</b>
<b>Cost/valuation</b>						
At 1 April 2017	63,189	410	63,599	3,850	643	68,092
Additions	2,242	3,560	5,802	-	32	5,834
Transfers	-	-	-	-	-	-
Disposals	(24)	-	(24)	(11)	(4)	(39)
Loss on revaluation	(1,671)	-	(1,671)	-	-	(1,671)
At 31 March 2018	<u>63,736</u>	<u>3,970</u>	<u>67,706</u>	<u>3,839</u>	<u>671</u>	<u>72,216</u>
<b>Depreciation</b>						
At 1 April 2017	1,737	-	1,737	60	393	2,190
Provided in year	1,028	-	1,028	56	50	1,134
Disposals	(12)	-	(12)	-	-	(12)
Revaluation adjustment	(2,753)	-	(2,753)	-	-	(2,753)
At 31 March 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>116</u>	<u>443</u>	<u>559</u>
<b>Net book value</b>						
At 31 March 2018	<u>63,736</u>	<u>3,970</u>	<u>67,706</u>	<u>3,723</u>	<u>228</u>	<u>71,657</u>
At 31 March 2017	<u>61,452</u>	<u>410</u>	<u>61,862</u>	<u>3,790</u>	<u>250</u>	<u>65,902</u>

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**8 Tangible Fixed Assets – Association and Group (continued)**

Included within housing properties held for letting are 11 mid market rent units which were valued at 31 March 2018 at £678k.

None of the Association's land or buildings is held under a lease.

All Housing properties held for letting as at the 31 March 2018 were valued by an external valuer as at 31 March 2018 in accordance with our Accounting Policies (see note 1f).

The valuation was carried out by Jones Lang LaSalle (JLL), on the basis of Existing Use Value for Social Housing (EUV-SH) as defined in the RICS Valuation Standards. In determining this valuation, the valuers made use of discounted cash flow methodology and key assumptions regarding the level of future rental growth and the discount rate. For the 2018 valuation the assumed real discount rate was between 6% and 6.25% for LSVT stock (2015, 6.25%), 7.5% for mid market rent stock and between 5.75% and 6% for all other, non-LSVT, stock (2015, 5.75% and 6.5%).

The historic cost for all housing stock properties at 31 March 2018 was £84,643,628.

Historic Scotland holds a standard security over a historic building carried at a value of £3,723,000 (2017: £3,790,000) within office buildings in respect of their grant funding.

Works to existing properties during the year comprised of the following:	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>
<b>Charged to income and expenditure</b> (Note 4)	1,712	1,596
<b>Capitalised</b> - Replacement of components and improvements	2,242	2,329
<b>Total</b>	3,954	3,925

**9 Investments**

The Association owns one share in Ironmills Developments Limited at a cost of £1 (2017: £1).

**10 Debtors**

	<b>Group</b>		<b>Association</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Gross rental debtors	388	313	388	313
Less bad debt provision	(152)	(157)	(152)	(157)
	236	156	236	156
Due from subsidiary company	-	-	4	8
Other debtors	237	255	237	255
Less bad debt provision	(157)	(140)	(157)	(140)
Prepayments and accrued income	671	294	671	294
	987	565	991	573

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**11 Creditors:** Amounts falling due within one year

	<b>Group</b>		<b>Association</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Trade creditors	934	321	934	321
Other taxes and social security costs	26	27	26	27
Loans payable within one year	453	418	453	418
Accruals	837	638	836	638
Deferred income	3,349	-	3,349	-
Rents in advance	268	283	268	283
	<u>5,867</u>	<u>1,687</u>	<u>5,866</u>	<u>1,687</u>

	<b>HAG</b>		<b>Other</b>		<b>Total</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
<b>Deferred income – Group and Association</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Deferred income at 1 April 2017	408	769	-	10	408	779
Additional income received	4,621	431	-	-	4,621	431
Released to statement of comprehensive income	-	(792)	-	(10)	-	(802)
Deferred income at 31 March 2018	<u>5,029</u>	<u>408</u>	<u>-</u>	<u>-</u>	<u>5,029</u>	<u>408</u>

	<b>Group</b>		<b>Association</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
<b>Deferred income to be released to the statement of comprehensive income</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
In less than one year	3,349	-	3,349	-
In more than one year	1,680	408	1,680	408
	<u>5,029</u>	<u>408</u>	<u>5,029</u>	<u>408</u>

**12 Creditors:** Amounts falling due after more than one year, excluding pensions liability

	<b>Group</b>		<b>Association</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Housing property loans not wholly repayable within five years	30,090	30,185	30,090	30,185
Housing property loans are repayable in instalments:				
Between one year and two years	455	418	455	418
Between two years and five years	1,365	1,254	1,365	1,254
After five years	28,270	28,513	28,270	28,513
	<u>30,090</u>	<u>30,185</u>	<u>30,090</u>	<u>30,185</u>
Less unamortised loan issue expenses	(95)	(100)	(95)	(100)
	<u>29,995</u>	<u>30,085</u>	<u>29,995</u>	<u>30,085</u>
Deferred income (note 11)	1,680	408	1,680	408
Derivative financial instruments (note 21)	10,408	12,062	10,408	12,062
	<u>42,083</u>	<u>42,555</u>	<u>42,083</u>	<u>42,555</u>

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**12 Creditors:** Amounts falling due after more than one year, excluding pensions liability (continued)

Housing property loans are secured with RBS plc by a standard security over the Association's property. The loans are repayable by quarterly instalments which commenced on 6 January 2013 on £3.83m, on 31 August 2016 on £7m, and will commence on 15 October 2022 on £16.6m, and on 15 October 2025 on £3m. Interest is currently charged quarterly on variable rate loans at LIBOR plus mandatory costs and margins with a range between 0.25% and 1.9%.

Interest rate swap contracts have been entered into as follows:

- £10m is fixed at 6.67% until 2037.
- £4m is fixed at 4.86% until 2037.
- £3m is fixed at 4.83% commencing July 2011 until 2036
- £2.6m is fixed at 4.89% commencing July 2011 until 2036
- £3.5m fixed at 3.475% commencing April 2014 until 2039.

Non interest bearing loans of £362k were received from the Energy Savings Trust to fund external wall insulation and heating replacement programmes in Easthouses and Penicuik. These loans are repayable in equal monthly instalments over 10 years.

**13 Share Capital**

	<b>Association</b>	
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Shares of £1 each		
At 1 April 2017	120	123
Issued in year	11	5
Cancelled in year	(7)	(8)
At 31 March 2018	124	120

Each member of the Association holds one share of £1 in the Association. These shares carry no rights to dividend or distributions on winding up. When a shareholder ceases to be a member, that person's share is cancelled and the amount paid thereon becomes the property of the Association. Each member has a right to vote at members' meetings.

**14 Movement in Accumulated Reserves**

The Heritage Lottery fund provided grants to fund the post of heritage officers and related heritage activities. Funds received were accounted for as restricted funds. During the year all funds were applied in accordance with the terms of the grant and fully spent. Transfers in the year represent residual restricted funding fully spent on activities completed in the previous year



**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**15 Employees**

	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>
Staff costs during year		
Wages and salaries	979	1,064
Social security costs	105	111
Other pension costs	188	184
Payments for termination of employment	17	-
	<u>1,289</u>	<u>1,359</u>

	<b>No.</b>	<b>No.</b>
The average number of staff employed by the Association during the year were	<u>30</u>	<u>31</u>
The average full time equivalent number of persons employed by the Association during the year were	<u>27</u>	<u>28</u>

Key management personnel are defined as the members of the Board, the Chief Executive and any other person reporting directly to the Chief Executive or the Board whose total emoluments, excluding pension contributions, exceed £60,000 per year. Details are as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Aggregate emoluments, excluding pension contributions, payable to key management personnel	148,800	220,124
Pension contributions payable to key management personnel	27,372	39,633
Total emoluments	<u>176,172</u>	<u>259,757</u>

The number of key management personnel whose emoluments were above £60,000 for the year was:

	<b>2018</b>	<b>2017</b>
£95,000 to £100,000*	1	-
£90,000 to £95,000*	-	1
£80,000 to £90,000*	<u>1</u>	<u>2</u>

\* The bands presented include pension contributions

The emoluments of the Chief Executive, excluding pension contributions, were as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Aggregate emoluments, excluding pension contributions	81,004	80,214
Pension contributions	15,007	14,858
Total emoluments	<u>96,011</u>	<u>95,072</u>

The Chief Executive is an ordinary member of the Association's pension scheme described in note 17. No enhanced or special terms apply to his membership and he has no other pension arrangements to which the Association contributes.

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Total expenses reimbursed insofar as not chargeable to UK Income Tax:		
Chief Executive	<u>455</u>	<u>693</u>
Board	<u>2,863</u>	<u>1,816</u>

No member of the Board received any emoluments in respect of their services to the Association.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**16 Auditor's Remuneration**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
The remuneration of the auditors (including expenses and VAT for the year) was as follows:		
Audit services	11,200	11,100
Non-audit services	1,500	858
	<u>12,700</u>	<u>11,958</u>

**17 Pension Obligations**

The company's employees belong to one pension scheme, the Lothian Pension Fund (LPF) which provides benefits based on final pensionable salary.

The fund is valued every three years by a professionally qualified independent actuary using the projected unit method, the rates of contribution payable being determined by the Board on the advice of the actuaries. In the intervening years the actuaries review the progress of the scheme and prepare an interim valuation for the purposes of reporting under FRS 102 as at the end of March.

The performance of the scheme has been reported under FRS 102 as amended.

Principal actuarial assumptions at the balance sheet date:

	<b>2018</b>	<b>2017</b>
	<b>% p.a.</b>	<b>% p.a.</b>
Discount rate	2.7	2.6
Future salary increases	4.1	4.4
Future pension increases	2.4	2.4
The expected return on assets	<u>2.7</u>	<u>2.6</u>

The total pension charge for the year was £187,662. At 31 March 2018 £18,976 was due to be paid over to the pension scheme (2017: £20,800). The agreed employer contribution rate from 1 April 2018 is 20.7% (2017: 19.5%).

The group expects to contribute £191,448 to its defined benefit pension plans in 2018/19.

	<b>2018</b>	<b>2017</b>
	<b>%</b>	<b>%</b>
The major categories of plan assets as a percentage of stated plan assets are as follows:		
Equities	75	67
Bonds	11	23
Property	7	7
Cash	<u>7</u>	<u>3</u>

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**17 Pension Obligations (continued)**

**Changes in the fair value of plan assets, defined benefit obligation and net liability**

	Assets £'000	Obligations £'000	Year ended 31 March 2018 Net liability £'000	Year ended 31 March 2017 Net liability £'000
Fair value of employer assets	9,264	-	9,264	7,449
Present value of funded liabilities	-	(11,637)	(11,637)	(8,615)
<b>Opening Position as at 31 March 2017</b>	<b>9,264</b>	<b>(11,637)</b>	<b>(2,373)</b>	<b>(1,166)</b>
Service cost				
Current service cost	-	(336)	(336)	(252)
Past service cost (including curtailments)	-	(5)	(5)	-
<b>Total Service Cost</b>	<b>-</b>	<b>(341)</b>	<b>(341)</b>	<b>(252)</b>
Net Interest				
Interest income on plan assets	241	-	241	263
Interest cost on defined benefit obligation	-	(305)	(305)	(305)
<b>Total net interest</b>	<b>241</b>	<b>(305)</b>	<b>(64)</b>	<b>(42)</b>
<b>Total defined benefit cost recognised in income and expenditure</b>	<b>241</b>	<b>(646)</b>	<b>(405)</b>	<b>(294)</b>
Cash flows				
Plan participants contributions	64	(64)	-	-
Employer contributions	187	-	187	184
Benefits paid	(195)	195	-	-
<b>Expected closing position</b>	<b>9,561</b>	<b>(12,152)</b>	<b>(2,591)</b>	<b>(1,276)</b>
Re-measurements (actuarial losses)				
Changes in demographic assumptions	-	(12)	(12)	-
Changes in financial assumptions	-	379	379	(2,530)
Other experience	-	1,169	1,169	-
Return on assets excluding amounts included in net interest	(345)	-	(345)	1,433
<b>Total re-measurements recognised in Other comprehensive income</b>	<b>(345)</b>	<b>1,536</b>	<b>1,191</b>	<b>(1,097)</b>
Fair value of plan assets	9,216	-	9,216	9,264
Present value of funded liabilities	-	(10,616)	(10,616)	(11,637)
<b>Closing position as at 31 March 2018</b>	<b>9,216</b>	<b>(10,616)</b>	<b>(1,400)</b>	<b>(2,373)</b>

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**18 Capital Commitments**

As at 31 March 2018, the Association had the following capital commitments:

	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>
Committed not contracted	-	-
Contracted for less certified*	6,254	2,812

\* Funded by Housing Association Grants and loan finance.

**19 Other Financial Commitments**

At 31 March 2018, the Group and Association had total commitments under non-cancellable operating leases as detailed below:

	<b>Operating leases</b>	
	<b>2018</b>	<b>2017</b>
	<b>£'000</b>	<b>£'000</b>
Leases expiring:		
within 1 year	2	-
within two to five years	1	1

**20 Related Party Transactions and subsidiary company**

During the year, 2 members of the Board rented property from the Association on standard terms, as applicable to all tenants. The members are not able to use their position to their advantage. At the year end there were no amounts owing to Melville from these members.

A subsidiary company limited by shares, Ironmills Developments Limited, was incorporated on 17 October 2007, registered number: SC 332523.

During the year, the Association let 11 properties to Ironmills (lease charge of £45,613) to be rented out at Mid Market Rent. The Association also charged Ironmills £23,545 in respect of management of these properties.

During the year, Ironmills Developments Limited repaid £7,580 of the intercompany balance owing to the Association, reducing amounts due from the subsidiary company at the year end to £nil. Ironmills agreed to gift aid surpluses of £6,190 to the Association and this payment was outstanding as at 31 March 2018. The Association collects rental receipts on behalf of Ironmills and at the end of the year was holding £2,021 in receipts owing to Ironmills. Ironmills and Melville have netted these amounts and the balance is shown as a debtor of £4,070 in the Association's financial statements.

**21 Derivative financial instruments**

Derivative financial instruments comprise interest rate swaps which are measured at fair value as provided by the Association's lender RBS plc, and as set out in note 12.

**MELVILLE HOUSING ASSOCIATION LIMITED**  
**NOTES to the FINANCIAL STATEMENTS (continued)**  
**Year ended 31 March 2018**

**22 Contingent liabilities**

Housing Association Grants (HAG) received in respect of all properties owned at 31 March 2018 amounted to £36,096,000. HAG remains legally repayable to the Scottish Government in certain circumstances.

Other grants attributable to Office Buildings comprise grant funding awarded by Historic Scotland and the Heritage Lottery Fund for the development of a historic building. Under the terms of the awards, amounts received may be repayable in certain circumstances such as the disposal of the building.

During 2016/17, we became aware of an issue with one of our developments in Gorebridge where some properties were experiencing high levels of CO2 gas. We are working with NHS Lothian, the Scottish Government and the Coal Board to resolve this issue. Costs of £70k have been incurred in the year to test different solutions, but further spend will be necessary for remedial works to resolve this matter. It has not been possible to estimate the cost of these works and no provision has been made in the financial statements.

**23 Unit Numbers**

	<b>Association</b>	
	<b>2018</b>	<b>2017</b>
	<b>No.</b>	<b>No.</b>
General Needs	1,963	1,963
Mid market rent	11	11
	<u>1,974</u>	<u>1,974</u>

One property, comprising 6 self-contained flats has been included as 6 individual units in the number of properties to comply with the Registered Social Landlords Accounting Requirements (Scotland) Order 2007 Order definition.

