



Accountants &
business advisers

THE M25 HOUSING AND SUPPORT GROUP

(A Company Limited by Guarantee)

(Company Number: 4170246)

(Charity Number: 1086591)

ANNUAL REPORT

YEAR ENDED 31 MARCH 2008

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)

YEAR ENDED 31 MARCH 2008

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THE M25 HOUSING AND SUPPORT GROUP

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DIRECTORS' AND TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2008

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2008.

Reference and Administrative Information

Charity name: The M25 Housing and Support Group
Charity registration number: 1086591
Company registration number: 4170246
Registered office and operational address: 34 Netherhall Road
Doncaster
DN1 2PZ

Management Committee

Ashley Paul Costello Chair
Martin Henwood Treasurer
Elizabeth Matthews
Frank Knapton
John Walker
Sarah Clark
Wendy Porter
Edward Laud

Secretary

M O Newman

Senior Management Team

Matthew Newman Chief Executive
Michelle Barnard Services Manager

Auditors

PKF (UK) LLP
2nd Floor
Fountain Precinct
Balm Green
Sheffield
S1 2JA

Bankers

Co-operative Bank plc
31 St Sepulchre Gate
Doncaster
DN1 12TD

CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Solicitors

Watson Esam Solicitors
16-18 Paradise Square
Sheffield
S1 1TY

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2008

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 21st February 2001. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of Management Committee

The directors of the company are also Charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of association the members of the Management Committee are elected at the Annual General Meeting or by ordinary resolution of the Trustees. At each AGM, one third of Trustees shall retire from office. Retirement is by rotation. A retiring trustee will be deemed to have been reappointed unless a resolution is passed by the meeting either not to fill the vacancy or a resolution is put to the meeting to reappoint the trustee and lost.

Elizabeth Matthews and Martin Henwood retire by rotation and, being eligible offer themselves for re-election.

The Board of Trustees has a detailed knowledge of the housing, homelessness, supported housing field and business. They provide details of their skills and experience to the Charity to ensure we maintain an appropriate level of skill within the board.

Trustee Induction and Training

The Trustees are familiar with the work of the Charity and they are encouraged to visit the services we provide. New Trustees meet with the Director (Operational) to familiarise themselves with the Charity and the context within which it operates, Areas covered:

- The obligations of management Committee members.
- The main documents which set out the operational framework of the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts
- The vision and values of the charity and our future plans, objectives and targets as laid out in our 5 year strategy.

Trustees are also provided with information and signposted to the various Charity Commission publications.

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Risk Management

The Management Committee has conducted a review of the risks to which the charity is exposed. Our Risk Management Policy details how we will deal with risk identification and minimisation. We have produced a document detailing the risks, the steps we have taken to mitigate those risks through the introduction of appropriate systems/procedures and what residual risk exists. We have identified the loss of Open House Night Shelter as a significant risk and we have an action plan to minimise the risk. We have also identified diversification in terms of location and activities undertaken in our five year strategy as ways of minimising the risks identified. The organisation works with two quality assessment tools, the Quality Assessment Framework for Supporting People Services and the Community Legal Service Quality Mark. These tools, along with our internal quality assurance work, enable service standards to be developed and maintained with an emphasis on continuous improvement. As an organisation we have a comprehensive operation manual which holds the organisations operating procedures. These are reviewed at appropriate intervals to ensure they are relevant and up to date.

Organisational Structure

The M25 Housing and Support Group has a Committee of eight members who meet at least six times per year and are responsible for the strategic direction and policy of the charity. The present committee has members with a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Management Team, the Director (Operational), the Assistant Director and the Team Leaders for the various services. The Director (Operational) is responsible for ensuring that the charity develops and delivers on our five year strategy. The Assistant Director is responsible for ensuring the services perform and develop and the Team Leaders are responsible for ensuring the staff teams are appropriately managed through one-to-ones/team meetings, ensuring appropriate training to develop skills is identified and ensuring working practices are in line with best practice.

Related Parties

As a charity we work with and are guided by both local and national policy, so far as this is in line with the Charity's objects. This includes, at a national level, the Government's Homelessness Strategy, Sustainable Communities and Settled Homes Changing Lives and, at a local level, the 5 Year Supporting People Strategy and the 5 Year Homelessness Strategy. The Homelessness Partnership in Doncaster, which the M25's Operational Director Chairs has the responsibility of delivering the homelessness strategy on the ground. The Homelessness Partnership is a multi agency group with improving services in Doncaster as its core focus.

Objectives and Activities

The Charity's objects and principal activities are:

- to prevent homelessness, provide relief support and assist homeless persons in the Doncaster District and surrounding area by providing accommodation, either directly or by any other charitable means, as shall from time to time be deemed necessary.

THE M25 HOUSING AND SUPPORT GROUP

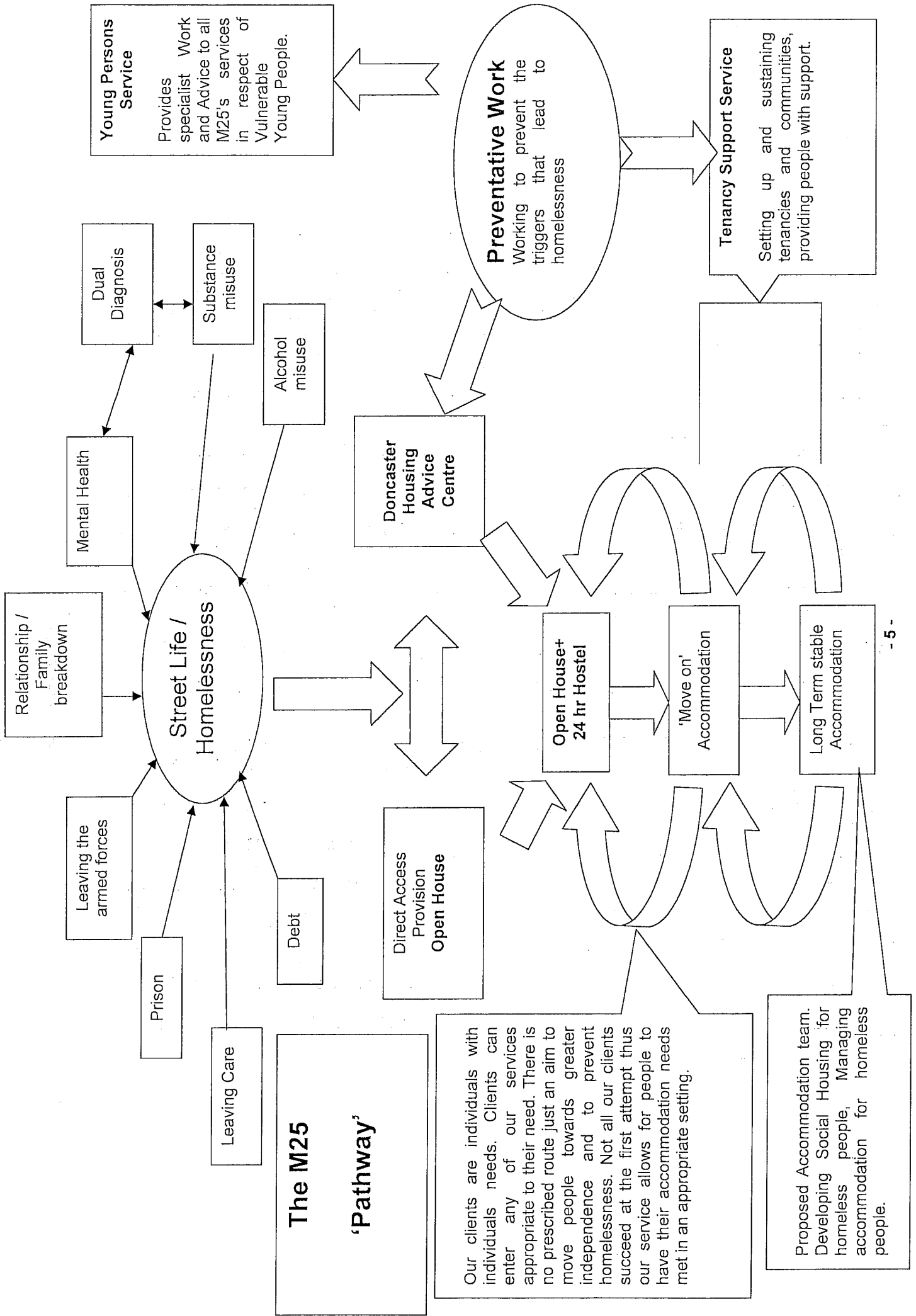
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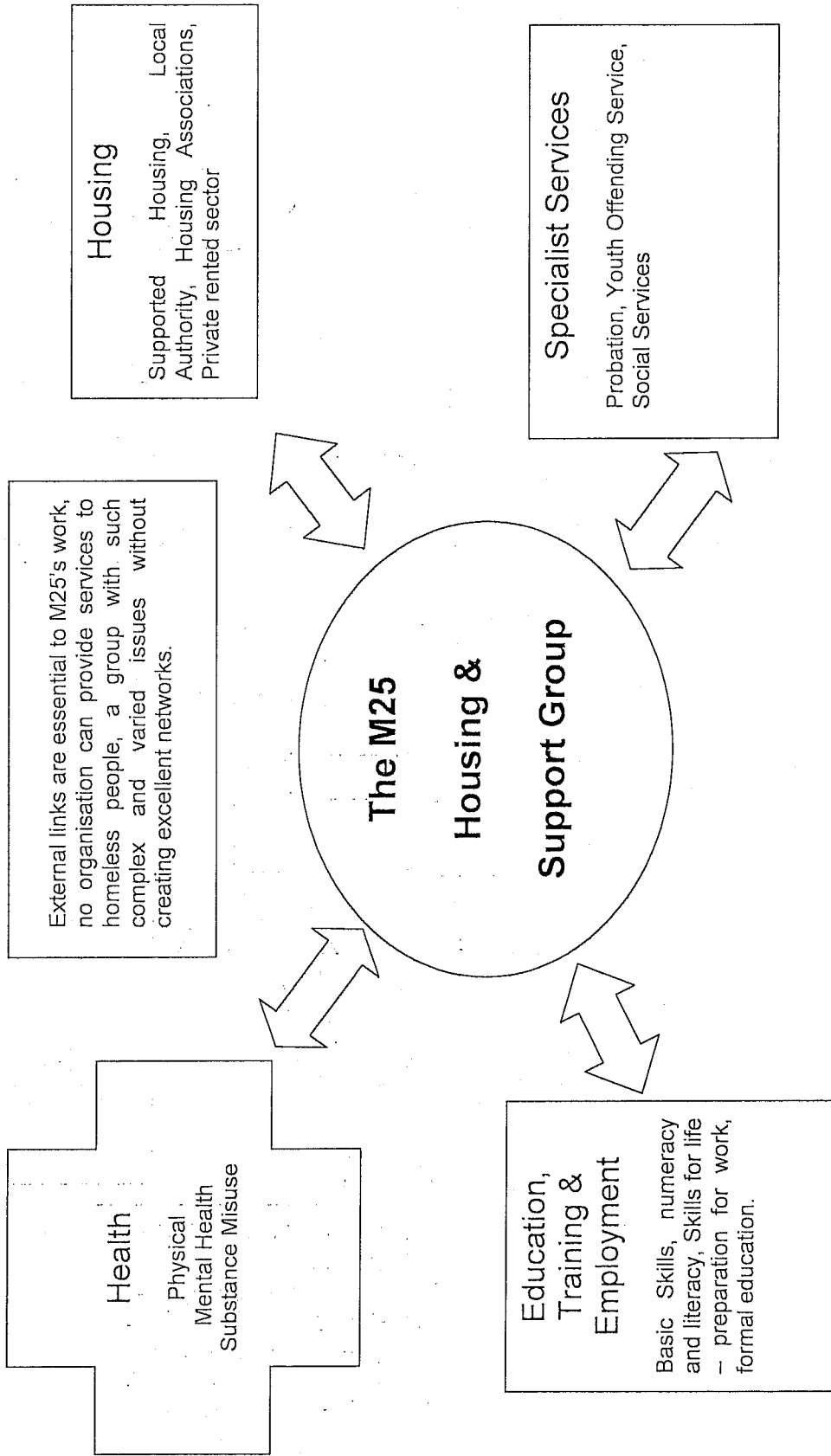
Key Organisational themes

As an organisation we are committed to moving people away from the street life and towards more **sustainable lifestyles** for themselves and their **communities** through the development & provision of advice support and **accommodation solutions** enabling people to deal with the root causes of their situation. Effective advice, key working and working in partnership with **health, education** and **employment** services to ensure effective, accessible and **inclusive services** is central to this aim.

Aims of the service:

- To prevent homelessness and break the cycles which cause homelessness, through the provision of effective support and advice.
- To provide quality social housing for homeless persons appropriate to need.
- To effectively manage accommodation for Homeless people
- To provide services to enable people to break out of the street life and move to a more sustainable way of life for themselves and their communities.
- To support people in their own homes preventing homelessness and enabling people to develop and sustain independent living.
- To work in a way which empowers and includes our clients.
- To understand that people will develop at different speeds and our service provision must allow flexibility to cope with this.
- To provide quality in all our schemes developing and promoting best practice with other communities and organisations, to enable services for our client group to develop.
- To seek to influence policy decisions in respect of our client group.
- To develop and change in response to the needs of the community
- To have a positive approach to working in partnership with the Local Authority, other statutory and voluntary organisations.
- To provide a confidential and ethical service
- To promote equality of opportunity and diversity in all aspects of our work.
- To increase the profile of the service to ensure the accessibility and awareness of all those who may require our services.





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In 2008/9 the main objectives and activities of the charity will remain focussed on preventing homelessness and the provision of accommodation for those who become homeless with support to enable them to progress towards independence.

We will in the coming year maintain and develop the projects we have in place. Our services aim to assist people who experience poor access or are excluded completely from the services they require. We have an excellent model of service provision and we will develop it both within and outside of Doncaster for the benefit of those homeless or threatened with homelessness. As an organisation we are committed to continuous development, we understand that new ideas and developments must be embraced, tested and put into practice if we are to provide to our clients excellent services. We also understand that ultimately our services will be judged and assessed by the outcomes we achieve.

Our targets during April 2007 to March 2008 were:

- Continue to work towards the re-provision / replacement of Open House, Union Street direct access provision through the development of Wharf Road Hostel. To work with DMBC and Chevin to have an excellent team in place to deliver the service when Wharf Road is completed. Ensuring that a partnership between the Local Authority, Chevin and M25 is in place to deliver a truly excellent service.
- Continue working to develop and improve our service user involvement & influence, ensuring our service users are central to what we do.
- Seek funding to develop and maintain Doncaster Housing Advice Centre.
- Develop the meaningful occupations work (Sessional Work) with our Service users. This is key to effectively engaging our clients and will have a positive impact on people moving forward positively.
- Ensure we continue to meet all requirements in relation to Supporting People including:
 - Accreditation (the assessment of our viability & competence, leading to formal recognition of our ability to provide services).
 - The performance framework (The performance indicators used to assess our performance).
 - That the strategic relevance of our services is clearly identified.
 - The Quality Assessment Framework, we will maintain the 6 level A's (excellent) and 11 level B's (good practice working towards level A) and progress towards level A across all core objectives and supplementary objectives of the QAF.
 - Monitor outcomes with the aim of developing effective outcome monitoring. Participate in the National Outcome Monitoring Tool.
- Seek to develop and strengthen the organisation through broadening our funding base specifically through:
 - Continue building relationships and reviewing the Supporting People Market outside Doncaster. Gain accreditation in two further areas of the Yorkshire and Humber region.
 - Review our position on property development identify a grant funder in relation to capital funding.
 - Review and continue to develop the tendering capacity of the organisation.

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Our Achievements against these targets were:

- The development of the new provision at Wharf House, which will provide both direct access and en-suite accommodation started onsite in October 2007, the build is progressing well and it is expected to be completed by the 5th December 2008. M25 has built up a very effective relationship with Chevin Housing Association who will be the owners of the building. Since January 2008 we have been involved in the Wharf House working group and have had meetings with health, education regarding provision of services in the building. We have worked with Chevin in relation to the management agreement, rent and service charge. We have worked with DMBC in relation to the interim Supporting people contract, with the contractors in relation to design changes on the build.
- Throughout the first part of the year the workers from the Peoples Opportunity Programme worked with service users looking at our processes for involvement. Whilst the work with individual service users was positive in many ways the programme showed how difficult it was even with additional resource to bring service users in a short term service through to engagement at a more strategic level. The lessons we learned from the project have however been incorporated into our service user involvement strategy for 2008/9. We have continued to work to develop and the service users development group has proved successful and has reviewed a number of our policies and processes over the past year having service user involvement has proved very important, in ensuring our policies, procedures and processes are relevant.
- Doncaster Housing Advice Centre – the search for continuation funding for DHAC has proved a challenge – We were hoping that the Big Lottery would release the guidance for the Advice Fund in June 2007 and that the eligibility would be similar to the Advice Fund from the previous year. Unfortunately the Advice Fund guidance was not released until the Autumn and the fund was not appropriate to apply for in relation to DHAC. Also the fund opened for applications in November, closed to applications in April and successful bidders will be advised in late 2008. We did however make a bid in conjunction with CAB and Dial in Doncaster to look at ways of improving referrals and joint working between advice services for the benefit of clients. In November of 2007 the Legal Services Commission put out a tender for matter starts. Unfortunately there were none in Doncaster but there were opportunities in Barnsley and the Dearne valley. We applied and were awarded a small contract in Barnsley. One of the benefits of the award was that we were able to be assessed for a Specialist Quality Mark. This occurred throughout December and January and in February 2008 we were awarded the SQM in Housing & Community Care. Achieving the SQM has been an aim of the group for a number of years since we were awarded general help with casework in 2005 and is a fantastic achievement for the service.
- Developing meaningful occupations and sessional work – We made some real strides in developing our meaningful occupation programme in the year – firstly we secured funding from Activating Places of Change - which was CLG funding managed by homeless link. This funding allowed us to pilot the motor trades work which we aim to put on in the workshop at Wharf House. The partner we hoped to use in Doncaster to deliver the training had capacity issues, however, we were very fortunate to identify another provider in Castleford 'chrysalis' a social enterprise. The training they delivered to service users was fantastic and six of the fifteen service users who attended achieved an OCN accredited qualification. We also secured funding from New Deal for Communities to provide sessional work including cycle maintenance, textile work, card making, and setting up a walking club. These sessions were in addition to some of our long running sessions such as skills for life, literacy work provided by Doncaster College.
- As an organisation we have continued to work to maintain and improve our performance in relation to our Supporting People contracts. We understand the importance of our performance in relation to Supporting People to ensure we can continue to deliver services to our clients. The following is our current position in relation to the key areas in the SP performance framework.

Strategic Relevance: we consider our services to remain strategically relevant and we work with our stakeholders to ensure this.

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Demand: demand for our services remains high. With high utilisation rates and waiting lists being held.

Quality: the Quality Assessment Framework (QAF) is a key part of the Supporting People programme and we have as an organisation been working towards achieving continuous improvement through the QAF since 2003. The following table shows how we evaluated ourselves now and the findings at review in December 2005:

Service Objectives		Self assessment 2008	Validated December 2005
C 1.1	Needs & Risk Assessment	A	B
C 1.2	Support Planning	A	B
C 1.3	Security, Health and Safety	A	A
C 1.4	Protection From Abuse	B	B
C 1.5	Fair Access, Diversity and Inclusion	B	B
C1.6	Complaints	A	B
S 1.1	Informing Service Users	A	B
S 1.2	Consulting And Involving Service Users	B	B
S 1.3	Empowerment and supporting independence	B	
S 1.4	Participation in the wider community	B	
S 2.1	Privacy and confidentiality	B	
S 2.2	Rights and responsibilities	A	
S 3.1	Service description	B	
S 3.2	Choice, sensitivity and responsiveness	B	
S 3.3	The living environment	B	
S 4.1	Continuous improvement	B	
S 4.2	Staff recruitment, management and development	B	

Performance: our Performance remains very strong when compared against services who undertook the Sitra Benchmarking and local targets.

Open House Plus	M25 Performance	Local Target	Average from Benchmarking*
Utilisation	99.5%	95%	92%
Throughput	396%	100%	280%
KPI2 Planned Departures	75.3%	70%	68%

Tenancy Support Services	M25 Performance	Local Target	Average from Benchmarking*
Utilisation	106%	95%	N/A%
Throughput	251%	100%	197%
KPI1 Maintained Independence	89%	95%	89%

Open House	M25 Performance	Local Target	Average from Benchmarking*
Utilisation	98.2%	95%	97%
Throughput	1400%	100%	183%
KPI2 Planned Departures	54%	60%	75%

* Average figures are taken from the Sitra benchmarking information.

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Value for money: Our services remain excellent value for money, providing excellent services in a cost effective manner.

In relation to outcomes we started to use the CLG national outcomes model from the end of May 2007. The system is providing useful.

A significant amount of work is still needed to ensure that outcome monitoring is useful and meaningful and so not an unnecessary burden on front line workers.

In relation to seeking to developing and strengthening the organisation, we looked to broadening our funding base.

In relation to the Supporting People market we submitted a tender for an offender service in Doncaster. Unfortunately it was decided not to progress with the procurement of that service. We have also submitted Pre Qualification Questionnaires (PQQ), and have been invited to tender. One of these we decided to progress as a priority, the other due to lack of resource we made the decision not to participate in the process. We have also been accredited by Nottinghamshire County Council.

The situation in relation to developing a property base has worsened over the past year not only are we faced with restrictions on the rents we can charge and claim housing benefit on to the point where we cannot make a sound business case for developing sole occupancy properties we are now faced with the consequences of the 'credit crunch' and the reduction of credit available and it's increasing cost.

To continue to develop and provide excellent services that are relevant and provide the right outcomes for our service users and stakeholders in 2008/9 we will:

- Continue to drive the development of Wharf House. Wharf house is becoming a reality and we will work to ensure that Doncaster has a truly excellent service delivering accommodation including a direct access element, support to a high standard and education, training and health opportunities for clients. We will work with all partners to deliver this service.
- Review the work we undertake in relation to service user involvement & influence, ensuring our service users are central to what we do.
- Build on the award of the SQM in Housing & Community Care. We will work to pass the review of our SQM in July 2008 and to continue to seek funding to develop and maintain Doncaster Housing Advice Centre. We will also develop partnerships to enable multiple areas of law to be delivered as the best way of attract long term funding and achieving service development.
- Continue to place an emphasis on developing the meaningful occupations work (Sessional Work) with our service users this is key to effectively engaging and will have a positive impact on people moving forward positively.
- Continue to provide trainee posts within the organisation and seek funding to allow the continuation of this work post April 2009.

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- Ensure we continue to meet all requirements in relation to Supporting People including:
 - Accreditation (the assessment of our viability & competence, leading to formal recognition of our ability to provide services).
 - The performance framework (The performance indicators used to assess our performance).
 - That the strategic relevance of our services is clearly identified.
 - The Quality Assessment Framework, we will maintain the 6 level A's (excellent) and 11 level B's (good practice working towards level A) and progress towards level A across all core objectives and supplementary objectives of the QAF.
 - Monitor outcomes participating and building on the work in the National Outcome Monitoring Tool.
- Seek to develop and strengthen the organisation through broadening our funding base specifically through:
 - Continue building relationships and reviewing the Supporting People Market outside Doncaster.
 - Reviewing opportunities outside the Supporting People funding regime – in relation to Advice, Housing Management and supported housing.

Financial Review

The period April 2007 to March 2008 was characterised by steady funding streams and stability in expenditure achieved through careful financial management. Our expenditure on salaries and pensions continues to form the majority of our spending 76% in 2007/08 a 3% increase on 2006/07. Our spending on Governance remains low in comparison to our direct charitable expenditure.

Principal funding sources

Income from our Supporting People contract remains our principal funding source. In 2007/8 we received the first inflationary uplift on our larger contracts since the contracts started in April 2003. Since the contracts started in April 2003 we have received a 3% increase over a period of 5 years. The situation in relation to the long term contracts and competition within Doncaster remains unresolved and we are awaiting the revised procurement timetable.

The funding for DHAC from the Big Lottery came to an end in March 2008.

The funding from New Deal for Communities in respect of Shadow (trainee) Tenancy Support Workers continued through 2007/8 and is due to end March 2009.

Investment Policy

The organisation has a deposit account. However, it has no other investments.

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Reserves Policy

The Management Committee has examined the Charity's requirements for reserves in light of the main risks to the organisation, the aim being that the organisation will hold reserves to a level, which would enable the organisation greater stability and that stability was to the benefit of our organisational goals and our clients. The Management Committee feels that the organisation should aim to hold 6 months operating costs in reserves. In financial terms this equates to £650,000. The M25 Housing and Support Group is a young organisation and thus has not had time to build up significant reserves. Historically, most of our funding has been identified to provide specific projects that, in delivery, use up the allocated funds. In light of this and the prevailing opportunities to build operating surpluses, the Management Committee does not expect that the target 6 months operating costs can be reached for at least five years.

Plans for the future

Our targets laid out in this report give a clear basis for improving our services, both the physical environment we provide and the services provided by our workers. We want to involve our clients in this development and we want our clients to have influence in their services. We will ensure we make the most of the opportunities presented to us in terms of maintaining and developing our services, building partnerships and winning contracts.

Provision of information to auditors

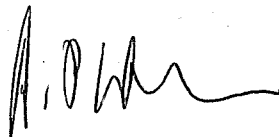
So far as each of the Trustees is aware at the time the report is approved;

- there is no relevant audit information of which the company's auditors are unaware; and
- the Trustees have taken all reasonable steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report as been prepared in accordance with the Statement of Recommended Practice: Accounting and reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Management Committee on 15 October 2008 and signed on its behalf by:

Ashley P Costello
Director



John Walker
Director



THE M25 HOUSING AND SUPPORT GROUP

STATEMENT OF DIRECTORS/TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial. Under that law, the Trustees are required to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required to give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity, including its income and expenditure, for that period. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE M25 HOUSING AND SUPPORT GROUP

We have audited the financial statements of The M25 Housing and Support Group for the year ended 31 March 2008 which comprise the statement of financial activities (including the summary of income and expenditure account), the balance sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' 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 charity and the charity's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

The responsibilities of the Trustees (who are also the Directors of the company for the purpose of company law) for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom accounting standards ("United Kingdom Generally Accepted Accounting Practice") are set out in the statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and have been properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the information given in the Trustees' report is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit or if information specified by law regarding Trustees' remuneration and other transactions is not disclosed.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
THE M25 HOUSING AND SUPPORT GROUP

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' report is consistent with the financial statements.

22 October 2008
Sheffield, UK



PKF (UK) LLP
Registered Auditors

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
 (Including Income and Expenditure Account)
 YEAR ENDED 31 MARCH 2008

	Notes	Unrestricted Funds £	Total Restricted Funds £	Total Funds 2008 £	Funds 2007 £
Incoming resources from generated funds:					
<i>Voluntary income</i>					
Donations and grants	2	2,881	-	2,881	5,084
<i>Activities for generating funds</i>					
Other income		22,929	-	22,929	14,838
Investment income	3	24,606	-	24,606	10,791
Incoming resources from charitable activities:					
Grants and contracts	4	968,434	269,470	1,237,904	1,285,378
Total Incoming Resources		<u>1,018,850</u>	<u>269,470</u>	<u>1,288,320</u>	<u>1,316,091</u>
Resources expended					
Charitable activities	5	963,746	269,859	1,233,605	1,240,548
Governance costs	6	27,373	8,083	35,456	33,524
Total Resources Expended		<u>991,119</u>	<u>277,942</u>	<u>1,269,061</u>	<u>1,274,072</u>
Net incoming/(outgoing) resources	8	<u>27,731</u>	<u>(8,472)</u>	<u>19,259</u>	<u>42,019</u>
Net movement in funds		<u>27,731</u>	<u>(8,472)</u>	<u>19,259</u>	<u>42,019</u>
Reconciliation of funds					
Total funds brought forward		<u>485,555</u>	<u>20,188</u>	<u>505,743</u>	<u>463,724</u>
Total funds carried forward		<u>513,286</u>	<u>11,716</u>	<u>525,002</u>	<u>505,743</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

THE M25 HOUSING AND SUPPORT GROUP

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BALANCE SHEET

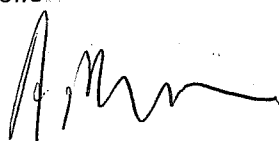
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	Notes	2008		2007	
		£	£	£	£
Fixed Assets					
Tangible assets	12		4,190		9,623
Current Assets					
Debtors	13	79,819		70,875	
Cash at bank and in hand		456,603		442,457	
		<hr/>		<hr/>	
		536,422		513,332	
Creditors: amounts falling due within one year	14	15,610		17,212	
		<hr/>		<hr/>	
Net Current Assets			520,812		496,120
			<hr/>		<hr/>
Net assets			525,002		505,743
			<hr/>		<hr/>
Funds					
Unrestricted	16		513,286		485,555
Restricted	16		11,716		20,188
			<hr/>		<hr/>
Total Funds	16		525,002		505,743
			<hr/> <hr/>		<hr/> <hr/>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Management Committee on 15 October 2008 and signed on its behalf by:

Ashley P Costello
Director



John Walker
Director



THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
31 MARCH 2008

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a) Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 (SORP 2005) and the FRSSSE.

b) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

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 governance costs.

c) Incoming resources

All incoming resources are 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 specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, eg floor areas, per capita or estimated usage as set out in Note 7.

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
 NOTES TO THE FINANCIAL STATEMENTS
 31 MARCH 2008

1. ACCOUNTING POLICIES (continued)

e) Tangible fixed assets

Leasehold property improvements and fixtures and fittings costing more than £500 are capitalised as is computer equipment over £1,000.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold property improvements	over term of lease
Fixtures and fittings	33.3% straight line
Computer equipment	33.3% straight line

f) Operating leases

Rentals payable under operating leases are charged in the Statement of Financial Activities evenly over the period of each lease.

g) Pensions

The charity operates a defined contribution pension scheme which is part of the Doncaster CVS Scheme. The charity also makes contributions to employee's personal pension plans providing benefits for employees additional to those from the state. The pension charge in the Statement of financial activities represents the amounts payable by the charity to the funds in respect of the period.

h) Realised gains and losses

Realised gains and losses arising on disposal of tangible fixed assets are included in the Statement of Financial Activities as an incoming resource for a gain and as resources expended for a loss.

2. DONATIONS

	Unrestricted £	Restricted £	2008 Total £	2007 Total £
Donations	2,881	-	2,881	5,084
	<u>2,881</u>	<u>-</u>	<u>2,881</u>	<u>5,084</u>

3. INVESTMENT INCOME

	2008 £	2007 £
Bank interest	24,606	10,791
	<u>24,606</u>	<u>10,791</u>

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
 NOTES TO THE FINANCIAL STATEMENTS
 31 MARCH 2008

4. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTIVES

	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Big Lottery Fund				
DHAC	-	100,334	100,334	97,417
Young Persons Services	-	-	-	37,132
Doncaster CVS				
Community Empowerment Network	-	-	-	5,000
Homeless Link	-	8,000	8,000	-
Department of Communities & Local Improvement Grant	-	-	-	60,000
Doncaster Metropolitan Borough Council				
New Deal for Communities	-	154,056	154,056	132,865
Supporting People Contract	780,935	-	780,935	761,888
Housing benefits, rental & sundry income	187,499	7,080	194,579	191,076
	<u>968,434</u>	<u>269,470</u>	<u>1,237,904</u>	<u>1,285,378</u>

5. DIRECT CHARITABLE EXPENDITURE

Salaries and related charges	738,580	175,639	914,219	879,382
Pension costs	21,877	6,907	28,784	29,482
Property costs	38,192	12,519	50,711	59,808
Staff training	9,318	8,981	18,299	12,392
Repairs and building works	27,785	21,459	49,244	80,707
Food and meals	3,619	17	3,636	3,445
Volunteers expenses	636	238	874	267
Travel and subsistence	5,200	6,922	12,122	7,816
Welfare	8,085	1,256	9,341	5,754
Cleaning and sundries	7,928	1,374	9,302	14,020
Recruitment costs	1,901	2,790	4,691	4,224
Security costs	1,917	956	2,873	2,935
Operational expenses	28,731	15,685	44,416	45,215
Legal and professional fees	9,291	9,511	18,802	26,948
Translation services	1,818	172	1,990	2,526
SYHA management fees	58,868	-	58,868	53,966
Depreciation	-	5,433	5,433	10,663
Loss on disposal	-	-	-	998
	<u>963,746</u>	<u>269,859</u>	<u>1,233,605</u>	<u>1,240,548</u>

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
 NOTES TO THE FINANCIAL STATEMENTS
 31 MARCH 2008

6. GOVERNANCE COSTS

	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Salaries and related charges	11,244	3,106	14,350	14,830
Pension costs	673	-	673	657
Bank charges and interest	91	-	91	221
Operational expenses (including printing, stationery, advertising, telephone & postage)	2,047	335	2,382	1,985
Insurance	7,004	2,861	9,865	9,331
Legal and professional fees	6,314	1,781	8,095	6,500
	27,373	8,083	35,456	33,324

7. GOVERNANCE COSTS (BASIS OF ALLOCATION)

Governance costs are calculated as follows

- An apportionment of wages based on staff time of the wages of workers in the Organisational & Financial Management Team. Workers in that team include; director, assistant director, finance officer, performance and contracts officer, administrative assistant.
- The audit fees for the organisation
- The insurance fees for the organisation
- The bank charges for the organisation
- An apportionment of legal and professional fees based on number of workers / time spent on governance and the basis of the cost.

An apportionment of other costs charged to the organisational and financial management team (including property, operational costs etc) calculated on the basis number of workers / time spent on governance and the basis of the cost.

8. NET INCOMING RESOURCES FOR THE YEAR

	2008 £	2007 £
This is stated after charging:		
Depreciation	5,433	10,663
Auditors' remuneration		
- audit	2,600	2,500
- other services	4,190	4,150

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
31 MARCH 2008

9. STAFF COSTS AND NUMBERS

	2008	2007
	£	£
Staff costs were as follows:		
Salaries and wages	851,490	820,666
Social security costs	77,079	73,546
Pension costs	29,457	30,139
	<hr/>	<hr/>
	958,026	924,351
	<hr/>	<hr/>
Average number of employees	42	42
	<hr/>	<hr/>

No employees had emoluments over £60,000.

10. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No members of the Management Committee received any remuneration during the year. Travel costs amounting to £338 (2007: £179) were reimbursed to 1 (2007: 1) members of the Management Committee.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2007: Nil).

The Charity acts as agents for South Yorkshire Housing Association in respect of a Capital Improvement scheme at College Road. During the year the Charity transacted £nil (2007: £191,235) on behalf of SYHA.

11. TAXATION

As a charity, The M25 Housing and Support Group is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
 NOTES TO THE FINANCIAL STATEMENTS
 31 MARCH 2008

12. TANGIBLE FIXED ASSETS

	Leasehold Property Improvements £	Plant & machinery etc. £	Total £
Cost			
At 1 April 2007	63,962	66,050	130,012
Additions	-	-	-
Disposals	-	(7,698)	(7,698)
	63,962	58,352	122,314
Accumulated depreciation			
At 1 April 2007	56,627	63,762	120,389
Charge for the year	3,479	1,954	5,433
On disposals	-	(7,698)	(7,698)
	60,106	58,018	118,124
Net book value			
At 31 March 2008	3,856	334	4,190
At 31 March 2007	7,335	2,288	9,623

13. DEBTORS

	2008 £	2007 £
Prepayments and accrued income	74,492	63,573
Other debtors	5,327	7,302
	79,819	70,875
	79,819	70,875

14. CREDITORS

Amounts falling due within one year

Trade creditors	7,867	4,519
Other creditors	7,743	12,693
	15,610	17,212
	15,610	17,212

15. OTHER COMMITMENTS

At 31 March 2008 the charity had annual commitments under operating leases as follows:

Expiry date:

Within one year	82,361	59,883
Between one and five years	14,577	22,676
	96,938	82,559
	96,938	82,559

THE M25 HOUSING AND SUPPORT GROUP
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
31 MARCH 2008

16. ANALYSIS BETWEEN FUNDS

	Funds Brought Forward 01/04/07 £	Total Income £	Total Expenditure £	Funds Carried Forward 31/03/08 £	Represented by Fixed Assets £	Net Current Assets £
Restricted Funds						
Big Lottery Fund - DHAC	1,183	100,334	101,517	-	-	-
Arts Council	-	382	382	-	-	-
Activating places of change – Homeless Link	-	8,000	8,000	-	-	-
Move On Bursary	5	2,540	2,540	5	-	5
Open House Plus Improvement Grant	1,955	-	1,955	-	-	-
New Deal for Communities	4,003	153,694	156,629	1,068	1,068	-
Day Services - Lloyds TSB	7,854	-	-	7,854	-	7,854
Day Services - NDFC	5,188	-	2,399	2,789	2,789	-
Doncaster Primary Care Trust	-	4,195	4,195	-	-	-
Small Grants Programme - NDFC	-	325	325	-	-	-
Total Restricted Funds	20,188	269,470	277,942	11,716	3,857	7,859
Unrestricted Funds	485,555	1,018,850	991,119	513,286	333	512,953
	505,743	1,288,320	1,269,061	525,002	4,190	520,812

THE M25 HOUSING AND SUPPORT GROUP

(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
31 MARCH 2008

16. ANALYSIS BETWEEN FUNDS (continued)

- Big Lottery Fund – Doncaster Housing Advice Centre

The Big Lottery fund is used to fund the worker and running costs of Doncaster Housing Advice Centre.

- Arts Council

Funds used to buy materials and pay a facilitator to undertake art work with clients at Open House Plus

- Activating places of change – Homeless Link

To fund a series of Motor Trade workshops and qualifications for service users

- New Deal for Communities - Moving on Bursary

Grants for individual client to assist them in moving to a more settled life

- Department of Communities and Local Government -Homelessness Grants Programme – Hostels Capital Improvement

Used to fund capital improvement works at Open House Plus

- New Deal for Communities (Doncaster Central)

The funding from NDC is used to develop Tenancy Support Services preventing homelessness by providing advice and assistance and assisting people to set up a new home.

- Lloyds TSB

The funding from Lloyds TSB will be used to provide improved accessibility to our Day Services.

- The New Deal for Communities (NDC) (Day Services)

NDC (Day Services) grant funding was used to fund improvements to the premises from which our day services are provided.

- Doncaster Primary Care Trust

To purchase equipment for the Health Suite at Wharf House

- New Deal for Communities (Small Grants Program)

Grant to allow excursions for service users