

Charity Registration No. 1051979

Company Registration No. 2436887 (England and Wales)

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED

ADVICE4RENTERS

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Julia Atkins Christopher Gunn Steph Harrison Susan Waller John Kwan Debbie Ricketts Amita Bhardway Helen Mangan
Chief Executive	Jacky Peacock OBE
Secretary	Steph Harrison
Charity number	1051979
Company number	2436887
Registered office	36-38 Willesden Lane Kilburn London NW6 7ST
Independent examiner	Noel and Co Chartered Accountants 4, Parliament Close, Prestwood Great Missenden Buckinghamshire HP16 9DT

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
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BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED

ADVICE4RENTERS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The trustees of Brent Private Tenants' Rights Group (BPTRG) present their report and accounts for the year ended 31st March 2016. The organisation now trades as Advice4Renters.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with BPTRG's Memorandum and Articles, the Companies Act 2006 and SORP (FRS102) 2015 (Accounting and Reporting by Charities).

Structure, governance and management

BPTRG is a charitable company limited by guarantee and was incorporated on 26th October 1989. It is governed by a memorandum and articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Julia Atkins

Christopher Gunn

Steph Harrison

Susan Waller

John Kwan

Debbie Ricketts

Amita Bhardway

Helen Mangan

Mireille Levy

(Appointed 1 June 2015 and resigned 23 May 2016)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Trustees meet regularly every two months to manage BPTRG's affairs, with additional meetings if required. At each AGM all Board members voluntarily stand down and if they wish to continue, offer themselves for re-election.

During the year the charity employed eight staff (representing 5.7 full-time equivalents) who were engaged in charitable activities, finance and administration.

The Trustees have delegated the day to day management of the charity to the chief executive, Jacky Peacock OBE.

BPTRG continues to run Brent Mutual which is the Brent branch of Hillingdon Credit Union. BPTRG's Company Secretary and the Executive Director represent Brent Mutual on Hillingdon Credit Union's Board of Directors.

The Trustees have assessed the major risks to which BPTRG is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Service delivery standards are maintained by adherence to our Specialist Quality Mark (Housing) and our ISO9001 accreditation.

Objectives and activities

BPTRG's objects are to relieve poverty amongst tenants in West London who are in need, and in particular by assisting in the provision of advice, information and services. There has been no change to these objectives during the year.

The trustees confirm that they have complied with their duty under section 4 of the Charities Act 2006 in respect of public benefit guidance issued by the Charity Commission.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

The objectives have been achieved through the operation of our Housing Advice Centre, through which advice is mainly delivered through the legal aid system. We are addressing the increased demand for advice and the restricted scope imposed by our Legal Aid Agency Contract, by expanding the training provided to our front-line reception volunteers, to enable them to assist clients with more general enquiries, including assisting them to navigate the internet to find information and guidance.

The trustees are grateful for the on-going participation in our work by the long-standing members of our Tenants Steering Group, Janetta Chamberlain, Pamela Mackintosh, Tom O'Callaghan and Sheila Wormington.

Achievements and performance

BPTRG fulfilled all its contractual obligations, advising or representing clients on 578 matters during the year.

This includes 89 clients assisted through our Healthier Homes project which was its third and final year. We were delighted to obtain funding through the British Gas Energy Trust to continue our work to improve the health and wellbeing of those in cold and hard to heat homes in partnership with Energy Solutions NW London. This new project, called Under One Roof, will be further expanded during the coming year.

Financial review

It is BPTRG's policy to maintain a level of unrestricted and undesignated reserves equivalent to three months' turnover.

In common with many charities, we have not been able to maintain this in recent years, due in large part to the economic downturn leading to reduced funding. Nevertheless, we are pleased to report a 60% increase in our reserves in the year under review.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

Statement of Trustees' responsibilities

The trustees, who are also the directors of BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of trustees

Julia Atkins
Trustee

Dated: 25 July 2016



**BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 5 to 15.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, (the 2011 Act), and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a member of the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Linda Noel FCA
Noel and Co Chartered Accountants

4, Parliament Close, Prestwood
Great Missenden
Buckinghamshire
HP16 9DT

Dated: 25 July 2016

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Incoming resources from generated funds</u>					
Voluntary income	2	61,955	-	61,955	39,709
Investment income	3	61	-	61	131
		<u>62,016</u>	<u>-</u>	<u>62,016</u>	<u>39,840</u>
Incoming resources from charitable activities	4	98,351	124,128	222,479	183,631
Other incoming resources	5	3,100	-	3,100	2,600
		<u>163,467</u>	<u>124,128</u>	<u>287,595</u>	<u>226,071</u>
<u>Resources expended</u>					
Charitable activities	6	152,135	118,508	270,643	218,652
Governance costs		2,500	-	2,500	2,500
		<u>154,635</u>	<u>118,508</u>	<u>273,143</u>	<u>221,152</u>
Net incoming resources before transfers		8,832	5,620	14,452	4,919
Gross transfers between funds		(1,028)	1,028	-	-
Net income for the year/ Net movement in funds		7,804	6,648	14,452	4,919
Fund balances at 1 April 2015		20,728	3,167	23,895	18,976
Fund balances at 31 March 2016		28,532	9,815	38,347	23,895

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
BALANCE SHEET
AS AT 31 MARCH 2016

	Notes	2016		2015	
		£	£	£	£
Fixed assets					
Tangible assets	9		15,366		8,529
Current assets					
Debtors	10	71,483		58,971	
Cash at bank and in hand		53,770		36,026	
		<u>125,253</u>		<u>94,997</u>	
Creditors: amounts falling due within one year	11	<u>(102,272)</u>		<u>(79,631)</u>	
Net current assets			<u>22,981</u>		<u>15,366</u>
Total assets less current liabilities			<u><u>38,347</u></u>		<u><u>23,895</u></u>
Income funds					
Restricted funds	13		9,815		3,167
Unrestricted funds			<u>28,532</u>		<u>20,728</u>
			<u><u>38,347</u></u>		<u><u>23,895</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2016

The accounts were approved by the Board on 25 July 2016



Christopher Gunn
Trustee

Company Registration No. 2436887

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

The accounts have been prepared in accordance with applicable accounting standards, SORP(FRS102) 2015 (Accounting and Reporting by Charities) and the Companies Act 2006.

At the year end the charity had free reserves of £28,532 (2015: £20,728). The charity is partly dependent on uncommitted and contingent grant or project funding. The budget and cash flow forecast for 2016/17 shows a requirement for such funds of £80,000. The Trustees remain of the view that grant and fundraising strategies combined with cost cutting, if necessary, will enable this target to be met. These accounts have therefore been prepared on a going concern basis.

1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Gifts in kind for distribution are included at valuation and recognised as income when they are distributed to the projects. Donated income by way of salary sacrifice is valued at the contracted salary rate which would have been paid.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the project category.

Where costs cannot be directly attributed to particular projects they are allocated on a basis consistent with use of resources. Overheads are allocated on the basis of staff costs.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property	over the term of the lease
Plant and machinery	over 3 years
Fixtures, fittings & equipment	Straight line over 3 years

1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

2 Voluntary income

	2016 £	2015 £
Donations and gifts	<u>61,955</u>	<u>39,709</u>
Unrestricted funds:		
Individuals and other	18,307	6,061
London Legal Support Trust	10,000	-
Gifts in kind	<u>33,648</u>	<u>33,648</u>
	<u>61,955</u>	<u>39,709</u>

3 Investment income

	2016 £	2015 £
Interest receivable	<u>61</u>	<u>131</u>

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Housing Advice	70,666	54,386	125,052	122,590
Tenant Engagement	-	51,125	51,125	28,600
Policy and Central Service	26,810	14,667	41,477	32,441
Capital grants	875	3,950	4,825	-
	<u>98,351</u>	<u>124,128</u>	<u>222,479</u>	<u>183,631</u>

Included within income relating to the above categories are the following grants and contracts

	£	£
Legal Aid Agency	69,333	69,023
British Gas Energy Trust	10,934	-
Renters legal	1,333	1,262
Locality	15,125	10,250
Brent Council VSIF (HH)	25,000	25,000
Big Lottery Fund (BAM)	17,201	20,432
Smith & Mount Trust	1,251	413
Edward Harvist Trust	3,950	-
Lloyds Bank Foundation	14,667	17,743
Brent Council Ward Working	17,890	14,698
Trust for London	36,000	18,350
Comic Relief	8,920	-
Other capital grants	875	-
TDS Charitable Trust	-	6,460
	<u>222,479</u>	<u>183,631</u>

5 Other incoming resources

	2016 £	2015 £
Room hire	<u>3,100</u>	<u>2,600</u>

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

6 Total resources expended

	Staff costs	Depreciation	Other direct costs	Support costs	2016	2015
	£	£	£	£	£	£
Charitable activities						
Housing Advice	134,229	1,235	11,291	35,692	182,447	154,375
Tenant Engagement	33,186	247	863	9,418	43,714	26,832
Policy and Central Services	19,382	740	18,507	5,853	44,482	37,445
Total	186,797	2,222	30,661	50,963	270,643	218,652
Governance costs	-	-	2,500	-	2,500	2,500
	186,797	2,222	33,161	50,963	273,143	221,152

Governance costs are for the Independent Examination.

Staff costs include £33,648 which correspond to the amount included in voluntary income in Note 2.

Direct and support costs

Premises	41,954	30,996
Running costs	6,853	11,317
Client costs	19,481	7,752
Capital equipment	4,825	-
Administration and Governance costs	11,011	9,241
	84,124	59,306

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and there were no trustee travelling expenses in 2016 or 2015. One trustees was paid, at arm's length, a total of £8,056 (2015: £0) for professional services.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2016 Number	2015 Number
	8	6
Wages and salaries	141,741	120,278
Social security costs	9,222	7,919
Other pension costs	185	-
	<u>151,148</u>	<u>128,197</u>

There were no employees whose annual remuneration was £60,000 or more.

The chief executive was paid £12,011 (2015: £11,829). This was after a salary sacrifice of £33,648 in each year.

9 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 April 2015	82,956	-	82,956
Additions and adjustments	(642)	13,885	13,243
Capital Grant contribution to costs	-	(4,825)	(4,825)
At 31 March 2016	<u>82,314</u>	<u>9,060</u>	<u>91,374</u>
Depreciation			
At 1 April 2015	74,427	-	74,427
Charge for the year	828	753	1,581
At 31 March 2016	<u>75,255</u>	<u>753</u>	<u>76,008</u>
Net book value			
At 31 March 2016	<u>7,059</u>	<u>8,307</u>	<u>15,366</u>
At 31 March 2015	<u>8,529</u>	<u>-</u>	<u>8,529</u>

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

10 Debtors	2016	2015
	£	£
Trade debtors	2,163	1,428
Other debtors	1,152	-
Prepayments and accrued income	68,168	57,543
	<u>71,483</u>	<u>58,971</u>

11 Creditors: amounts falling due within one year	2016	2015
	£	£
Trade creditors	8,541	10,392
Taxes and social security costs	8,520	3,356
Payments on account (current)	19,600	14,339
Other creditors	26,120	20,667
Accruals	8,546	3,567
Grants in advance	30,945	27,310
	<u>102,272</u>	<u>79,631</u>

12 Share capital

The charity is a company limited by guarantee. The members of the company include the trustees named in the Trustees' Report. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2015	Incoming resources	Resources expended	Transfers	Balance at 31 March 2016
	£	£	£	£	£
British Gas Energy Trust	-	10,934	(10,548)	-	386
Locality	634	15,125	(12,933)	-	2,826
Lloyds Bank Foundation	-	14,667	(14,667)	-	-
Brent Council VSIF (HH)	795	25,000	(25,384)	(411)	-
Smith & Mount Trust	-	1,251	(1,000)	-	251
Big Lottery Fund (BAM)	605	17,201	(19,244)	1,438	-
Trust for London	1,133	36,000	(30,782)	1	6,352
Edward Harvist Trust	-	3,950	(3,950)	-	-
	<u>3,167</u>	<u>124,128</u>	<u>(118,508)</u>	<u>1,028</u>	<u>9,815</u>

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	15,366	-	15,366
Current assets	115,438	9,815	125,253
Creditors: amounts falling due within one year	(102,272)	-	(102,272)
	<u>28,532</u>	<u>9,815</u>	<u>38,347</u>

BRENT PRIVATE TENANTS' RIGHTS GROUP LIMITED
ADVICE4RENTERS
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

15 Commitments under operating leases

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2016	2015
	£	£
Expiry date:		
In over five years	22,500	22,500

The lease expired in August 2014 and a new lease was agreed in May 2015. The lease term from May 2015 is for 8 years to July 2023. The rent from June 2015 is £22,500 p.a.

16 Related parties

During the year the charity received funds on behalf of clients. The funds were held in a separate Client account subject to the Solicitors Accounts rules. The funds are separately accounted for and do not form part of the charity's assets. At the year end £19,600 (2015: £12,000) was held in the account.

The lease agreed in May 2015 is between the charity and a company owned by one of the trustees.

At the year end there was a temporary loan outstanding of £2,500 owed to the Chief Executive. This was repaid in April 2016.