

Charity Registration No. 1051979

Company Registration No. 2436887 (England and Wales)

**BRENT PRIVATE TENANTS' RIGHTS GROUP**  
**ADVICE4RENTERS**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2015**

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

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

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**BRENT PRIVATE TENANTS' RIGHTS GROUP  
ADVICE4RENTERS  
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# **BRENT PRIVATE TENANTS' RIGHTS GROUP ADVICE4RENTERS TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2015***

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The trustees of Brent Private Tenants' Rights Group (BPTRG) present their report and accounts for the year ended 31st March 2015. 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 the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

## **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

(Appointed 26 January 2015)

Debbie Ricketts

Amita Bhardway

(Appointed 26 January 2015)

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.

As part of the organisation's Governance Review the Board identified skills gaps in our Board membership and recognised the need to achieve a balance in terms of gender, age range and ethnicity. We have been pleased to welcome new members during the year, John Kwan and Amita Bhardway. Since then we have been joined by Helen Mangan in June 2015. Additional members are in the process of being recruited, bringing the Board to a maximum of ten.

A new information pack has been produced for existing and new trustees. New trustees have visited the staff and have become familiar with the day to day work of the organisation as well as their duties as trustees.

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 4.8 full-time equivalents) who were engaged in charitable activities, finance and administration.

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.

In line with our commitment to continuous improvement, we undertook a review of our operational management which resulted in the award of ISO9001 accreditation. This provides a quality assurance that is more widely recognised than our longstanding Specialist Quality Mark for housing advice which is pertinent to the advice and legal aid sectors.

**BRENT PRIVATE TENANTS' RIGHTS GROUP  
ADVICE4RENTERS  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2015**

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**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.

The objectives have been achieved through the operation of its Housing Advice Centre, through which advice is mainly delivered through the legal aid system. The organisation is also developing financial inclusion services, recognising the growing need for money advice among private renters and other vulnerable services.

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. We said our farewells to Janet Hutton who has moved to Scotland. As well as ensuring that the Board is aware of the views of our beneficiaries, the Steering Group members organise fundraising events throughout the year.

**Achievements and performance**

BPTRG fulfilled all its contractual obligations, advising or representing clients on 393 matters during the year.

This includes 73 clients assisted through our Healthier Homes project which works with those whose housing conditions are adversely affecting their health and well-being. A further 12 paying clients were assisted through our low-cost Renters Legal service.

A new renters project was set up in October 2014, employing two Community Organisers to listen to renters' views, publicise our services and run collective sessions to educate renters about their legal rights. The project produced A Simple Guide for Private Tenants in Brent which is proving to be very popular and useful.

**Financial review**

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

The organisation has not been able to maintain this for the last few years, due in large part to the reduction in fees and other restrictions imposed under our contract with the Legal Aid Agency as well as the loss of our grant from Brent Council. As predicted last year, we have managed to stabilise our financial position in 2014-2015, and the trustees are firmly committed to re-building our reserves in future years.

On behalf of the board of trustees



**Julia Atkins**  
Trustee

Dated: 5 October 2015

**BRENT PRIVATE TENANTS' RIGHTS GROUP  
ADVICE4RENTERS  
INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF BRENT PRIVATE TENANTS' RIGHTS GROUP**

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I report on the accounts of the company for the year ended 31 March 2015, which are set out on pages 4 to 13.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of BRENT PRIVATE TENANTS' RIGHTS GROUP 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.

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: 5 October 2015

**BRENT PRIVATE TENANTS' RIGHTS GROUP  
ADVICE4RENTERS  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2015**

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<b><u>Incoming resources from generated funds</u></b>					
Voluntary income	2	39,709	-	39,709	52,142
Investment income	3	131	-	131	85
		<u>39,840</u>	<u>-</u>	<u>39,840</u>	<u>52,227</u>
Incoming resources from charitable activities	4	84,983	98,648	183,631	165,296
Other incoming resources	5	2,600	-	2,600	8,085
		<u>127,423</u>	<u>98,648</u>	<u>226,071</u>	<u>225,608</u>
<b><u>Resources expended</u></b>					
Charitable activities	6	122,611	96,041	218,652	236,486
Governance costs		2,500	-	2,500	2,750
		<u>125,111</u>	<u>96,041</u>	<u>221,152</u>	<u>239,236</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>					
		2,312	2,607	4,919	(13,628)
Fund balances at 1 April 2014		18,417	560	18,977	32,605
Fund balances at 31 March 2015		<u>20,729</u>	<u>3,167</u>	<u>23,896</u>	<u>18,977</u>

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**  
**ADVICE4RENTERS**  
**BALANCE SHEET**

**AS AT 31 MARCH 2015**

	Notes	2015 £	£	2014 £	£
<b>Fixed assets</b>					
Tangible assets	9		8,529		-
<b>Current assets</b>					
Debtors	10	58,971		45,490	
Cash at bank and in hand		36,026		79,443	
		<u>94,997</u>		<u>124,933</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(79,630)</u>		<u>(105,956)</u>	
<b>Net current assets</b>			<u>15,367</u>		<u>18,977</u>
<b>Total assets less current liabilities</b>			<u>23,896</u>		<u>18,977</u>
<b>Income funds</b>					
Restricted funds	13		3,167		573
Unrestricted funds			<u>20,729</u>		<u>32,032</u>
			<u>23,896</u>		<u>18,977</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 2015. 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  
ADVICE4RENTERS  
BALANCE SHEET (CONTINUED)**

***AS AT 31 MARCH 2015***

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The accounts were approved by the Board on 5 October 2015



Christopher Gunn  
Trustee

Company Registration No. 2436887

# **BRENT PRIVATE TENANTS' RIGHTS GROUP**

## **ADVICE4RENTERS**

### **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2015**

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#### **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, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

##### **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

No depreciation is provided in respect of capitalised lease costs in the current year. Depreciation will commence from May 2015, the start date of the new lease.

##### **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**  
**ADVICE4RENTERS**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**2 Voluntary income**

	2015 £	2014 £
Donations and gifts	<u>39,709</u>	<u>52,142</u>
Unrestricted funds:		
Individuals and other	6,061	8,494
JP Getty Jnr Charitable Trust	-	10,000
Gifts in kind	<u>33,648</u>	<u>33,648</u>
	<u>39,709</u>	<u>52,142</u>

**3 Investment income**

	2015 £	2014 £
Interest receivable	<u>131</u>	<u>85</u>

**BRENT PRIVATE TENANTS' RIGHTS GROUP**  
**ADVICE4RENTERS**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**4 Incoming resources from charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Housing Advice	70,285	52,305	122,590	96,962
Tenant Engagement	-	28,600	28,600	33,229
Policy and Central Service	14,698	17,743	32,441	35,105
	<u>84,983</u>	<u>98,648</u>	<u>183,631</u>	<u>165,296</u>

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

	£	£
Legal Aid Agency	69,023	61,070
Renters legal	1,262	1,213
Locality	10,250	33,229
Brent Council VSIF (HH)	25,000	25,000
Big Lottery Fund (BAM)	20,432	5,092
Smith & Mount Trust	413	4,587
The Social Investment Business	-	26,500
Lloyds Bank Foundation	17,743	1,490
Brent Council Ward Working	14,698	7,115
Trust for London	18,350	-
TDS Charitable Trust	6,460	-
	<u>183,631</u>	<u>165,296</u>

**5 Other incoming resources**

	2015 £	2014 £
Room hire	<u>2,600</u>	<u>8,085</u>

**BRENT PRIVATE TENANTS' RIGHTS GROUP**  
**ADVICE4RENTERS**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**6 Total resources expended**

	Staff costs	Depreciation	Other direct costs	Support costs	2015	2014
	£	£	£	£	£	£
<b>Charitable activities</b>						
Housing Advice	123,183		10,828	20,365	154,375	171,228
Tenant Engagement	20,929		1,674	4,229	26,832	33,987
Policy and Central Services	17,734		17,865	1,845	37,445	31,271
<b>Total</b>	<b>161,846</b>	<b>-</b>	<b>30,367</b>	<b>26,439</b>	<b>218,652</b>	<b>236,486</b>
<b>Governance costs</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>2,750</b>
	<b>161,846</b>	<b>-</b>	<b>32,867</b>	<b>26,439</b>	<b>221,152</b>	<b>239,236</b>

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	30,996	42,090
Running costs	11,317	5,346
Client costs	7,752	10,648
Administration and Governance costs	9,231	32,643
	<b>59,306</b>	<b>90,727</b>

**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 2015 or 2014. One trustees was paid, at arm's length, a total of £0 (2014: £2,329) for professional services.

**BRENT PRIVATE TENANTS' RIGHTS GROUP**  
**ADVICE4RENTERS**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

**8 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	2015 Number	2014 Number
	6	5
Wages and salaries	120,278	105,596
Social security costs	7,919	9,265
	<u>128,197</u>	<u>114,861</u>

**9 Tangible fixed assets**

	Land and buildings £
<b>Cost</b>	
At 1 April 2014	74,427
Additions	8,529
<b>At 31 March 2015</b>	<u>82,956</u>
<b>Depreciation</b>	
At 1 April 2014 and at 31 March 2015	<u>74,427</u>
<b>Net book value</b>	
At 31 March 2015	<u>8,529</u>

**10 Debtors**

	2015 £	2014 £
Trade debtors	1,428	1,537
Prepayments and accrued income	57,543	43,953
	<u>58,971</u>	<u>45,490</u>

**BRENT PRIVATE TENANTS' RIGHTS GROUP**  
**ADVICE4RENTERS**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2015**

11 Creditors: amounts falling due within one year	2015	2014
	£	£
Trade creditors	10,391	8,280
Taxes and social security costs	3,356	2,857
Payments on account (current)	14,339	15,262
Other creditors: Consortium partners for Ward Working project	20,667	48,694
Accruals	3,567	14,040
Grants in advance	27,310	16,823
	<u>79,630</u>	<u>105,956</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.

**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 2014	Incoming resources	Resources expended	Transfers	Balance at 31 March 2015
	£	£	£	£	£
TDS Charitable Foundation	-	6,460	(6,460)	-	-
Locality	-	10,250	(9,616)	-	634
Brent Council VSIF (HH)	-	25,000	(24,205)	-	795
Smith & Mount Trust	560	413	(973)	-	-
Big Lottery Fund (BAM)	-	20,432	(19,827)	-	605
Trust for London	-	18,350	(17,217)	-	1,133
Lloyds Bank Foundation	-	17,743	(17,743)	-	-
	<u>560</u>	<u>98,648</u>	<u>(96,041)</u>	<u>-</u>	<u>3,167</u>

**BRENT PRIVATE TENANTS' RIGHTS GROUP**  
**ADVICE4RENTERS**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2015**

**14 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	8,529	-	8,529
Current assets	91,830	3,167	94,997
Creditors: amounts falling due within one year	(79,630)	-	(79,630)
	<u>20,729</u>	<u>3,167</u>	<u>23,896</u>

**15 Commitments under operating leases**

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2015 £	2014 £
Expiry date:		
Between two and five years	-	20,000
In over five years	22,500	-
	<u>22,500</u>	<u>20,000</u>

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 £12,000 (2014: £6,000) 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 loan due to one of the Trustees for £3,000.