



# **ACS Online**

## **User Guide**

### **2010/11**

□

1. Introduction
2. Log in and initial selection
3. RSL processes
  - 3.1 RSL selection
  - 3.2 Main menu (no previous submission details)
  - 3.3 Main menu (previous submission details present)
4. Accounts submission
  - 4.1 Income & Expenditure
  - 4.2 Balance Sheet
  - 4.3 Cashflow
  - 4.4 Note 2a
  - 4.5 Note 2b
  - 4.6 Note 3
  - 4.7 Supplementary items
  - 4.8 Contextual info
5. Validation
6. Authorisation
7. Broadcast messages
8. Change password
9. Logout
10. Reports
11. Help

**Appendix 1 Sample report templates**

**Appendix 2 Formulae**

**Appendix 3 Ratios**

## 1. Introduction

This updated 2010/11 guide continues to give users an overview of the online Accounts Consolidation System (ACS), and also incorporates some changes from the 2009/10 version of the system. The system is designed to allow RSLs to quickly & easily submit selected extracts from their annual financial statements, and greatly aids the process within SHR of analysing the data and publishing consolidated sector statistics.


The data to be submitted represents an abbreviated set of accounts, together with selected other extracts from the notes to the accounts. The system will output a pro-forma report for each individual RSL along with a number of financial performance indicators.

## 2. Log in and initial selection

ACS is an online system. It is similar to our other online systems that by now most users will be familiar with. It can be accessed via a link on our website which users will have received by separate email together with their username and password details. For convenience it is also reproduced here:

<http://www.esystems.scottishhousingregulator.gov.uk/arco>

You will initially be prompted for your username and password, so if you do not have these you should contact SHR immediately.



The image shows a Windows-style dialog box titled "Connect to www.esystems.scottishhousi...". The dialog has a blue header bar with a question mark icon and a close button. Below the header is a light blue area with a key icon. The main area is white and contains the text "arco" at the top. Below this, there are two labels: "User name:" and "Password:". The "User name:" label is followed by a text box containing a small blue icon of a person and a dropdown arrow. The "Password:" label is followed by an empty text box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Users should enter their details and click 'OK'. A successful login will display either (a) the RSL selection screen if responsible for more than one RSL or (b) the Main Menu.

### 3. RSL Processes

#### 3.1 RSL Selection

Accounts Consolidation System	2008	
No RSL selected		
User name: ACCOUNT13		
Reg Number:		

Select an RSL:

- Aberdeen Soroptimist Housing Society Ltd
- Aberdeenshire Housing Partnership

\$ACversion: 002\$

If any user is the point of contact for more than one RSL the above screen will be displayed showing those RSLs. Selecting an individual RSL then 'Go' takes the user to the Main Menu for that RSL. With no submission details previously entered, users will have four options to choose from, if submission details exist then those options increase to seven.

#### 3.2 Main Menu (no previous submission details)

Accounts Consolidation System	2008	
Barony Housing Association Ltd		
User name: ACCOUNT100		
Reg Number: 69		

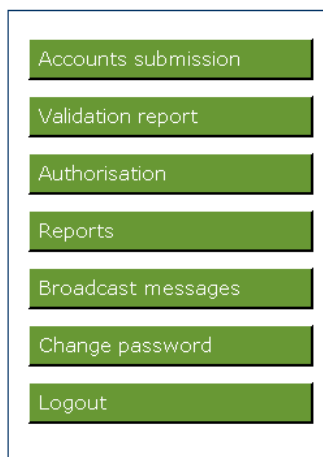
Accounts submission
Broadcast messages
Change password
Logout

\$ACversion: 004\$

- Accounts submission – giving access to the data input screens
- Broadcast messages – messages will appear at login giving, for example, advance notice of scheduled downtime, system changes or public holidays when Helpdesk support may not be available. See s.7 for further details
- Change password – allows users to change their password. See s.8 for further details
- Logout – logs user out of the system, returning them to the SHR website. See s.9 for further details

### 3.3 Main Menu (previous submission details present)

Accounts Consolidation System 2008  
Barony Housing Association Ltd  
User name: ACCOUNT100  
Reg Number: 69



§ACversion: 005§

With a submission created, three further options become available:

- Validation report – lists outstanding issues preventing authorisation. See s.5 for further details
- Authorisation – *from 2010/11 this also allows general comments to be entered in a free text box.* And allows sign off as complete. See s.6 for further details.
- Reports – gives access to the reporting functions. See s.10 for further details.

#### 4. Accounts Submission input screens

The eight separate input screens are where all requested data is input and from where the system sources all the reporting data. The individual input screens are as follows:

- Income & Expenditure
- Balance Sheet
- Cashflow
- Note 2a
- Note 2b
- Note 3
- Supplementary Items
- Contextual Info

Most input screens work on a largely similar principal:

- The system is largely intuitive. e.g. it will deduct operating costs from turnover to arrive at operating surplus/(deficit). It is not necessary to enter certain items as negative
- But users should note that some cells are configured for both a positive & negative entry so these cells should be populated as appropriate
- White input fields are largely mandatory so the system will usually anticipate an entry, however, if relevant, entering '0' (zero) will satisfy the requirement
- The exception to this comes in Notes 2a, 2b, & 3 where an entry is not required in each and every input cell. It is sufficient to complete just one column and to have at least one entry in each row, again where relevant a '0' (zero) will suffice
- Bold labelled fields are calculated by the system
- Greyed out fields are display only fields, i.e. previous comparative figures

The tabs across the top take the user from one input screen to another. No field is pre-populated by another so there is no set order of completion, just that they all have to be completed.

For more detailed information on specific input issues you should refer to the notes on completion that follow each of the screen shots, where appropriate. These should not be taken as an exhaustive list and if there are any other queries users should contact SHR for advice.

A link to the main menu is provided on each screen along with a 'save' option. Clicking 'save changes' at any point will save current input. You will be prompted to 'save' if you try to tab screens without first saving and you are advised to follow this procedure. Moving screens without saving current input will result in the loss of that input. Please note that although saved you are still able to amend data whilst your return remains unauthorised.

## 4.1 Income & Expenditure

Income & Expenditure	Balance Sheet	Cashflow	Note 2a	Note 2b	Note 3	Supplementary Items	Contextual Info
		£'000	Previous year £'000			£'000	Previous year £'000
Turnover		<input type="text" value="510.1"/>	<input type="text" value="410.9"/>	P/(L) sale fixed assets		<input type="text" value="490.3"/>	<input type="text" value="390.7"/>
Operating costs		<input type="text" value="500.2"/>	<input type="text" value="400.8"/>	Interest receivable		<input type="text" value="480.4"/>	<input type="text" value="380.6"/>
<b>Operating surplus/(deficit)</b>		<input type="text" value="9.9"/>	<input type="text" value="10.1"/>	Interest payable		<input type="text" value="470.5"/>	<input type="text" value="370.5"/>
				Other financing (costs)/income		<input type="text" value="460.6"/>	<input type="text" value="360.4"/>
				<b>Ord. surplus/(deficit)</b>		<input type="text" value="970.7"/>	<input type="text" value="771.3"/>
				Net tax payable		<input type="text" value="450.7"/>	<input type="text" value="350.3"/>
				<b>Surplus/(deficit) for year</b>		<input type="text" value="1421.4"/>	<input type="text" value="1121.6"/>

\$ACversion: 001

Notes on completion:

- Turnover is total turnover and should therefore for example include any turnover from development for sale
- Any exceptional operating items should be included as part of operating costs
- Impairment should not be shown on the face of the I&E but instead be shown separately as part of Note 2
- Gift aided donations from a subsidiary should not form part of turnover but should instead be included as part of interest receivable (and other income)





## 4.4 Note 2a

Income & Expenditure	Balance Sheet	Cashflow	Note 2a	Note 2b	Note 3	Supplementary Items	Contextual Info	
			General Needs Housing	Supported Housing Accommodation	Shared Ownership Housing	Other	Total	Total previous year
Units owned and managed at year end			950	960	970	980	3860	300
Units managed, not owned at year end			990	1000	1010	1020	4020	290
Units owned, not managed at year end			1030	1040	1050	1060	4180	
			£'000	£'000	£'000	£'000	£'000	£'000
Rent receivable			1070.0	1080.0	1090.0	1100.0	4340.0	530.0
Service charges			1110.0	1120.0	1130.0	140.0	3500.0	520.0
<b>Gross income</b>			<b>2180.0</b>	<b>2200.0</b>	<b>2220.0</b>	<b>1240.0</b>	<b>7840.0</b>	<b>1050.0</b>
Voids			1150.0	1160.0	1170.0	1180.0	4660.0	510.0
<b>Net income</b>			<b>1030.0</b>	<b>1040.0</b>	<b>1050.0</b>	<b>60.0</b>	<b>3180.0</b>	<b>540.0</b>
Grants from Scottish Ministers			1190.0	1200.0	1210.0	1220.0	4820.0	500.0
Other grants			1230.0	1240.0	1250.0	1260.0	4980.0	540.0
<b>Total turnover : letting</b>			<b>3450.0</b>	<b>3480.0</b>	<b>3510.0</b>	<b>2540.0</b>	<b>12980.0</b>	<b>1580.0</b>

### Notes on completion:

- The system is in line with the 2007 Accounting Order *and the revised 2010 SORP*. RSLs accounts may only show units in management, however as some of the ratios calculated by the system rely on a separate figure for units owned we ask that users supply unit numbers under all headings where possible.
- For most, the majority of stock will be owned & managed but for clarity the definitions for all categories are as follows:
  - Owned & managed: units owned & managed. Where for example care services are provided for tenants/occupiers by a 3rd party & housing management services are provided by the owner RSL, these units should be included
  - Managed, not owned: units managed on behalf of another, where rents & services charges are received & a housing management/maintenance service is provided. Exclude units managed in return for an agency, management or factoring fee
  - Owned, not managed: units owned but managed on your behalf by another, under the terms of an agency agreement, in return for an agency fee. The costs of receiving the agency service should be included under management, maintenance or other cost heading as appropriate. The rationale here is to avoid double counting units owned by one but managed by another. Costs will be incurred by both, but to record all as lettings costs would be to double count them leading to inaccurate reporting of sector wide information
- New for 2010/11 is a units reconciliation. The system will be pre-populated with owned unit numbers from the APSR and users are asked to explain any difference from what is reported in your annual accounts.**

## 4.5 Note 2b

Accounts Consolidation System

2008



RSL Classification Test 1

User name: RSDCADMIN

[Return to main menu](#)

Reg Number: 363

Income & Expenditure	Balance Sheet	Cashflow	Note 2a	Note 2b	Note 3	Supplementary Items	Contextual Info	
			General Needs Housing £'000	Supported Housing Accomodation £'000	Shared Ownership Housing £'000	Other £'000	Total £'000	Total p/y £'000
Management & maintenance admin.			1230.0	1240.0	1250.0	1260.0	4980.0	170.0
Service costs			1270.0	1280.0	1290.0	1300.0	5140.0	180.0
Planned maintenance			1310.0	1320.0	1330.0	1340.0	5300.0	190.0
Reactive & void maintenance			1350.0	1360.0	1370.0	1380.0	5460.0	200.0
Bad debts			1390.0	1400.0	1410.0	1420.0	5620.0	210.0
Depreciation - housing			1430.0	1440.0	1450.0	1460.0	5780.0	220.0
Impairment			1470.0	1480.0	1490.0	1500.0	5940.0	230.0
Operating costs			9450.0	9520.0	9590.0	9660.0	38220.0	1400.0
<b>Operating surplus/(deficit)</b>			<b>-6120.0</b>	<b>-6160.0</b>	<b>-6200.0</b>	<b>-6240.0</b>	<b>-24720.0</b>	<b>-980.0</b>
Operating surplus/(deficit) p/y			-980.0				-980.0	

Notes on completion:

- There is no field here for 'other' costs. Costs in Note 2b should represent costs of letting and should therefore be able to be allocated against one of the cost types. Should that not be the case then it is likely that the cost is not a cost of letting and should therefore form part of Note 3

## 4.6 Note 3

Accounts Consolidation System

2008



RSL Classification Test 1

User name: RSDCADMIN

[Return to main menu](#)

Reg Number: 363

Income & Expenditure	Balance Sheet	Cashflow	Note 2a	Note 2b	Note 3	Supplementary Items	Contextual Info		
	Grants from Scottish Ministers £'000	Other revenue grants £'000	Supporting people income £'000	Other income £'000	Total turnover £'000	Bad debts £'000	Other operating costs £'000	Operating surplus/deficit £'000	Operating surplus/deficit p/y £'000
Wider Role	1510.0	1520.0	1530.0	1540.0	6100.0	1550.0	1560.0	2990.0	240.0
Care and Repair	1570.0	1580.0	1590.0	1600.0	6340.0	1610.0	1620.0	3110.0	
Factoring	1630.0	1640.0	1650.0	1660.0	6580.0	1670.0	1680.0	3230.0	260.0
Development activities	1690.0	1700.0	1710.0	1720.0	6820.0	1730.0	1740.0	3350.0	
Support activities	1750.0	1760.0	1770.0	1780.0	7060.0	1790.0	1800.0	3470.0	280.0
Care activities	1810.0	1820.0	1830.0	1840.0	7300.0	1850.0	1860.0	3590.0	
RSL agency/ mgt. services	1870.0	1880.0	1890.0	1900.0	7540.0	1910.0	1920.0	3710.0	300.0
Other agency/ mgt. services	1930.0	1940.0	1950.0	1960.0	7780.0	1970.0	1980.0	3830.0	
Developments for sale to RSLs	1990.0	2000.0	2010.0	2020.0	8020.0	2030.0	2040.0	3950.0	320.0
Developments for sale to other	2050.0	2060.0	2070.0	2080.0	8260.0	2090.0	2100.0	4070.0	
Other activities	2110.0	2120.0	2130.0	2140.0	8500.0	2150.0	2160.0	4190.0	340.0
<b>Total</b>	<b>19910.0</b>	<b>20020.0</b>	<b>20130.0</b>	<b>20240.0</b>	<b>80300.0</b>	<b>20350.0</b>	<b>20460.0</b>	<b>39490.0</b>	<b>1740.0</b>
Total p/y	1740.0				1740.0	1450.0		1740.0	

Notes on completion:

- Any exceptional operating items should be recorded as part of 'other activities'
- As a general note, users should be aware that the layout for Notes 2a, 2b & 3 comes from the 2007 Accounting Order and should therefore mirror the equivalent notes in your accounts
- *From 2010/11 the bad debts cost column has been removed. Users are asked to include all costs as part of the remaining 'other operating costs column'*

## 4.7 Supplementary Items

Income & Expenditure	Balance Sheet	Cashflow	Note 2a	Note 2b	Note 3	Supplementary Items	Contextual Info
			Previous year				Previous year
		£'000	£'000			£'000	£'000
Highest paid directors emoluments	<input type="text" value="50.0"/>	<input type="text" value="10.0"/>		Capitalised development administration costs	<input type="text" value="120.0"/>	<input type="text" value="60.0"/>	
Staff costs	<input type="text" value="60.0"/>	<input type="text" value="20.0"/>		Capitalised interest costs	<input type="text" value="130.0"/>	<input type="text" value="70.0"/>	
Auditor's fee - audit	<input type="text" value="70.0"/>	<input type="text" value="30.0"/>		Debtors - net rental	<input type="text" value="140.0"/>	<input type="text" value="80.0"/>	
Auditor's fee - other	<input type="text" value="80.0"/>	<input type="text" value="40.0"/>		Housing loans < 1 year	<input type="text" value="150.0"/>	<input type="text"/>	
Exceptional items	<input type="text" value="90.0"/>	<input type="text" value="90.0"/>		Overdraft / Bridging finance	<input type="text" value="160.0"/>	<input type="text"/>	
Bad debts written off	<input type="text" value="100.0"/>	<input type="text" value="100.0"/>		Housing loans > 1 year	<input type="text" value="170.0"/>	<input type="text"/>	
Capitalised maintenance costs	<input type="text" value="110.0"/>	<input type="text" value="50.0"/>		Accumulated depreciation	<input type="text" value="180.0"/>	<input type="text" value="120.0"/>	
				Negative goodwill	<input type="text" value="190.0"/>	<input type="text" value="110.0"/>	

\$ACversion: 002\$

This section captures more detail on some of the items that don't necessarily appear separately on the face of the Income and Expenditure Account or Balance Sheet.

- Highest paid directors emoluments, representing the emoluments (ex. pension contributions) of the highest paid director only
- Staff costs, representing total staff costs as per the accounts and therefore inclusive of the emoluments of the highest paid director
- Auditor's fee – audit and other
- *Inter company debtors, to capture amounts due from subsidiaries*
- *Inter company creditors, to capture amounts due to subsidiaries*


Together with some values that are required for ratio calculations:

- Exceptional items
- Capitalised costs, which for development administration should be net of any allowances

And finally some data possibly incorporated elsewhere as part of other figures, but that needs to be shown separately again for ratio calculations:

- Bad debts written off
- Debtors – net rental (rent arrears net of any provision)
- Housing loans < 1 year
- Overdraft / bridging finance
- Housing loans > 1 year
- Accumulated depreciation (housing)
- Negative goodwill should also be separately identified here in order that it can be excluded where appropriate from some of the ratio calculations

## 4.8 Contextual Info

Accounts Consolidation System						2008	 <small>THE SCOTTISH HOUSING REGULATOR</small>
RSL Classification Test 1						Return to main menu	
User name: RSDADMIN							
Reg Number: 363							
Income & Expenditure	Balance Sheet	Cashflow	Note 2a	Note 2b	Note 3	Supplementary Items	Contextual Info
			Accounting year end:	March <input type="button" value="v"/>			
			Are the accounts qualified?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
			Are the accounts modified?	<input type="radio"/> Yes <input checked="" type="radio"/> No			
			Auditors' name:	Other <input type="button" value="v"/>			
			Depreciation period:	50-100 years impairment review <input type="button" value="v"/>			
			Contingent liabilities:	<input checked="" type="checkbox"/> LSVT contract compliance <input checked="" type="checkbox"/> Legal action <input type="checkbox"/> Pension <input type="checkbox"/> Repayment of HAG <input type="checkbox"/> Other			
			Have housing assets been revalued?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
			If so, when?	2007 <input type="button" value="v"/>			
						<input type="button" value="Save changes"/>	

\$ACversion: 003:

This screen captures non-financial information, adding some further context to the data already provided. All fields are mandatory with the exception of contingent liabilities.

The drop down lists for auditors, revaluation year *and pension schemes*, show the options currently available on the system. Should you find that your required option(s) are not listed then you should contact SHR for advice and assistance.

For contingent liabilities, any number of checkboxes can be selected or if relevant, none at all.

## 5. Validation

On completing the input the next stage is to validate it prior to authorising and submitting your return. This will either confirm successful input, or highlight errors in your return – as shown on the sample screen below:

<b>Accounts Consolidation System</b>	<b>2010</b>	
<b>RSL Example 1</b>		
<b>User name:</b> RSDCADMIN		
<b>Reg Number:</b> 366		

### Validation Report

#### **Income & Expenditure**

<b>IE09</b>	Income & Expenditure Account "Turnover" must equal Note 1 "Turnover Total".
<b>IE10</b>	Income & Expenditure Account "Operating costs" must equal Note 1 "Operating costs Total".

#### **Balance Sheet**

<b>BS08</b>	"Stock" field must be completed.
<b>BS17</b>	"Share capital" field must be completed.
<b>BS23</b>	The total for "Net assets" must equal the total for "Total capital & reserves".

#### **Cashflow**

<b>CF12</b>	"Share capital rec'd/(repaid)" field must be completed.
-------------	---

#### **Note 2a**

There are no validation issues in this section.

#### **Note 2b**

There are no validation issues in this section.

#### **Note 3**

There are no validation issues in this section.

#### **Supplementary Items**

<b>SI11</b>	"Housing loans < 1 year" field must be completed.
<b>SI12</b>	"Housing loans > 1 year" field must be completed.
<b>SI13</b>	"Overdraft / Bridging finance" field must be completed.

#### **Contextual Info**

<b>CI07</b>	You must specify a year if housing assets have been revalued.
-------------	---

Report created 04/06/2010 08:13:14  
\$ACversion: 0C

The system incorporates a number of validation checks and failing these will result in an error message when the validation report is run:

- White input cell fields need to be completed, even if that means entering a 0 (zero)
- Only numeric characters in numeric fields, no spaces or commas
- Values not to be too precise, e.g. 'units' to be in whole numbers
- Monetary values to be entered in £'000s, to one decimal place
- No -ve entries in fields specified as +ve only and vice versa, although please note that some fields are configured to take both

- Total turnover per the I&E must equal the aggregate split of turnover to be entered in Notes 2a & 3
- Total operating costs per the I&E must equal the aggregate split of operating costs to be entered in Notes 2b & 3
- On the balance sheet, total net assets must equal total capital and reserves

The validation report allows you to vet your own submission before it is authorised. Please note that you will not be able to submit a return where there are outstanding validation issues.

## 6. Authorisation

This represents the last part of the submission process.

*New for 2010/11 is a free text comments box which can be used to give us further additional information that you feel may be of use or of interest. Specifically this box should be used to explain any differences in the units reconciliation at Note 2a*

Accounts Consolidation System	2008	 THE SCOTTISH HOUSING REGULATORY
RSL Classification Test 1		

User name: RSDADMIN Return to main menu  
 Reg Number: 363

These summary financial statements have been prepared in line with the Scottish Housing Regulator's guidance note SHR 25.

Chairperson:

Director:

Date authorised:

If you have a query about this form please contact:

Name	Email address	Telephone number
Hilary Third	Hilary.Third@scotland.gsi.gov.uk	0131 479 5775

§ACversion: 004§

Here the user authorises their return before submission.

Clicking on "Authorise", whether or not you have chosen to run it earlier in the process, automatically runs the validation report and one of the following results will be shown:


- No validation issues, and the option to either cancel or proceed with the submission.
- Validation issues preventing authorisation and submission. In this case, the issues will be shown and these will have to be cleared before submission will be possible.

On successful submission, a confirmation message will be displayed. After authorisation, users cannot amend the data and the authorisation screen is disabled. Any amendments can now only be done through the SHR.

Should you wish to make any changes to your return after submission please contact one of the analysts detailed at s.11.

## 7. Broadcast messages

Accessed from the main menu, any unexpired or unacknowledged broadcast messages will continue to be displayed at each login.

Accounts Consolidation System 2008 

No RSL selected

User name: ACCOUNT100

Reg Number:

**BROADCAST MESSAGES TO BE ACKNOWLEDGED**


Creation Date	Subject	Message	Read?
26/01/2009 09:42	Example for User Guide	This message has been created as an example for the User Guide.	<input checked="" type="checkbox"/>
25/08/2008 07:37	AE Test Subject 1	AE Test Body 1	<input type="checkbox"/>

[Back to top](#)

\$ACversion: 005

Once a message has been marked as 'read' in the tick box, or it has expired, it will no longer continue to display on entering the system.

## 8. Change password

Accounts Consolidation System 2008 

Barony Housing Association Ltd

User name: ACCOUNT100 [Return to main menu](#)

Reg Number: 69

**Change Password**

Please note that your password must begin with a letter and be 6 - 10 characters long.

New password:

Confirm password:

\$ACversion: 002\$

This screen allows users to change their password. Users should find this screen and the process to change your password similar to that in other SHR applications.

Passwords can be alphanumeric but must start with an alpha character. They should be between 6 and 10 characters long.

## 9. Logout

This link will log users out of the system, returning them to the SHR website.

## 10. Reports

The Reports screen is accessed from the main menu. It allows users to run Pro Forma and Ratio reports unique to their organisation. Clicking 'Proceed' presents the report in a separate window as a PDF document.

### (a) Pro Forma

Accounts Consolidation System	2008	
RSL Classification Test 1		
User name: RSDCADMIN	Return to main menu	
Reg Number: 363		

**Select Report**

To create report select parameters, then click on the Proceed button.

**Report:**

**Financial statement:**

**Ratio type:**

---


\$ACversion: 005\$

The Pro Forma report can be customised by selecting from the following:

- All financial statements
- Income and Expenditure
- Balance Sheet
- Cashflow
- Operating Costs
- Contextual Information

The format of the pro forma reports is reproduced for information at Appendix 1

### (b) Ratios

Accounts Consolidation System	2008	
RSL Classification Test 1		
User name: RSDCADMIN	Return to main menu	
Reg Number: 363		

**Select Report**

To create report select parameters, then click on the Proceed button.

**Report:**

**Financial statement:**

**Ratio type:**

---

\$ACversion: 005\$

The Ratios report can also be customised by choosing:

Both: to select the primary and secondary ratios

Primary: to select only the primary ratios

Secondary: to select only the secondary ratios

## **11. Help**

Help with the system is provided in the form of this guide and also a helpdesk facility staffed by SHR's Financial Analysts.

Before contacting the helpdesk please ensure that you have read this guide. And please be aware that any technical problems may have to be referred to our IT support.

Your Financial Analyst contacts are as follows:

### **Murray Smith**

Tel: 0141 305 4144

Email: [murray.smith@scottishhousingregulator.gsi.gov.uk](mailto:murray.smith@scottishhousingregulator.gsi.gov.uk)

### **Pauline McFadden**

Tel: 0141 305 4068

Email: [Pauline.mcfadden@scottishhousingregulator.gsi.gov.uk](mailto:Pauline.mcfadden@scottishhousingregulator.gsi.gov.uk)

### **Alan Jones**

Tel: 0141 305 4077

Email: [alan.jones@scottishhousingregulator.gsi.gov.uk](mailto:alan.jones@scottishhousingregulator.gsi.gov.uk)

## Appendix 1

<b>INCOME &amp; EXPENDITURE ACCOUNT</b>			
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Turnover	510.1		
Operating costs	(500.2)		
<b>Operating surplus / (deficit)</b>		9.9	
P / (L) sale fixed assets (+/-)	490.3		
Interest receivable	480.4		
Interest payable	(470.5)		
Other financing (costs) / income (+/-)	460.6		
<b>Total</b>		960.8	
<b>Ord. surplus / (deficit)</b>			970.7
Net tax payable (+/-)	450.7		
<b>Surplus / (deficit) for year</b>			1,421.4

<b>BALANCE SHEET</b>						
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Fixed Assets</b>						
Housing - net	340.1					
SHG	(600.0)					
Other grants	(610.2)					
<b>Net housing assets</b>		(870.1)				
Homestart loan	630.0					
Homestart grant	(640.3)					
<b>Net Homestart</b>		(10.3)				
Fixed asset investments	620.0					
Other fixed assets	650.4					
<b>Total fixed assets</b>				390.0		
<b>Current Assets</b>						
Stock	340.0					
Debtors	660.5					
Investments (ex. cash)	670.0					
Cash	680.6					
<b>Total current assets ex. pension asset</b>		2,351.1				
Creditors due < 1yr	(690.7)					
<b>Net current assets ex. pension asset</b>			1,660.4			
Pension asset	700.8					
<b>Net current assets inc. pension asset</b>				2,361.2		
<b>Total assets less current liabilities</b>					2,751.2	
Creditors due > 1 yr	(710.9)					
Provisions	(720.0)					
Pensions liability	(730.9)					
<b>Total</b>					(2,161.8)	
<b>Net assets</b>						589.4
<b>Capital &amp; reserves</b>						
Share capital	1,080.8					
Revaluation reserves (+/-)	1,680.0					
Designated reserves (+/-)	170.7					
Restricted reserves (+/-)	(770.0)					
Revenue reserves (+/-)	(780.8)					
Pension reserves (+/-)	(791.3)					
<b>Total capital &amp; reserves</b>						589.4

<b>CASHFLOW</b>			
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Net cash inflow / (outflow) from operating activities (+/-)</b>	(800.0)	(800.0)	
<b>Returns on investment &amp; servicing of finance</b>			
Interest received	810.0		
Interest paid	(820.0)		
<b>Net cash inflow / (outflow) from investments &amp; servicing of finance</b>		(10.0)	
<b>Taxation</b>			
Corporation tax paid	(830.0)		
Grants received	840.0		
<b>Net cash inflow / (outflow) from taxation</b>		10.0	
<b>Capital expenditure and financial investment</b>			
Acquisition and construction of properties	(850.0)		
Purchase of other fixed assets	(860.0)		
Capital grants received (+/-)	870.0		
Sales of properties	880.0		
Sales of other fixed assets	890.0		
<b>Net cash inflow / (outflow) from capital expenditure</b>		930.0	
<b>Net cash inflow / (outflow) before use of liquid resources &amp; financing</b>			130.0
<b>Management of liquid resources (+/-)</b>	(900.0)		(900.0)
<b>Financing</b>			
Share capital rec'd (repaid) (+/-)			
Loan advances received	(920.0)		
Loan principal repayments	(930.0)		
Loan redemption repayments	(940.0)		
<b>Net cash inflow / (outflow) from financing</b>		(2,790.0)	
<b>Increase / (decrease) in cash in period</b>			(3,560.0)

<b>NOTE 1</b>			
	<b>Turnover</b>	<b>Operating Costs</b>	<b>Operating Surplus or Deficit</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Social lettings	12,980.0	(26,300.0)	(13,320.0)
Other activities	99,000.0	(13,090.0)	85,910.0
<b>Total</b>	<b>111,980.0</b>	<b>(39,390.0)</b>	<b>72,590.0</b>

<b>NOTE 2</b>					
	<b>General Needs Housing</b>	<b>Supported Housing Accomodation</b>	<b>Shared Ownership Housing</b>	<b>Other</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Rent receivable	1,070.0	1,080.0	1,090.0	1,100.0	4,340.0
Service charges	1,110.0	1,120.0	1,130.0	140.0	3,500.0
<b>Gross income</b>	<b>2,180.0</b>	<b>2,200.0</b>	<b>2,220.0</b>	<b>1,240.0</b>	<b>7,840.0</b>
Voids	(1,150.0)	(1,160.0)	(1,170.0)	(1,180.0)	(4,660.0)
<b>Net income</b>	<b>1,030.0</b>	<b>1,040.0</b>	<b>1,050.0</b>	<b>60.0</b>	<b>3,180.0</b>
Grants from Scottish Ministers (+/-)	1,190.0	1,200.0	1,210.0	1,220.0	4,820.0
Other grants (+/-)	1,230.0	1,240.0	1,250.0	1,260.0	4,980.0
<b>Total turnover : letting</b>	<b>3,450.0</b>	<b>3,480.0</b>	<b>3,510.0</b>	<b>2,540.0</b>	<b>12,980.0</b>
Management & maintenance admin.	(200.0)	(300.0)	(400.0)	(500.0)	(1,400.0)
Service costs	(600.0)	(700.0)	(800.0)	(900.0)	(3,000.0)
Planned maintenance	(1,000.0)	(1,010.0)	(1,020.0)	(1,030.0)	(4,060.0)
Reactive maintenance	(1,040.0)	(1,050.0)	(1,060.0)	(1,070.0)	(4,220.0)
Bad debts (+/-)	(1,080.0)	(1,090.0)	(1,100.0)	(1,110.0)	(4,380.0)
Depreciation - housing	(1,120.0)	(1,130.0)	(1,140.0)	(1,150.0)	(4,540.0)
Impairment (+/-)	(1,160.0)	(1,170.0)	(1,180.0)	(1,190.0)	(4,700.0)
<b>Operating costs</b>	<b>(6,200.0)</b>	<b>(6,450.0)</b>	<b>(6,700.0)</b>	<b>(6,950.0)</b>	<b>(26,300.0)</b>
<b>Operating surplus / (deficit)</b>	<b>(2,750.0)</b>	<b>(2,970.0)</b>	<b>(3,190.0)</b>	<b>(4,410.0)</b>	<b>(13,320.0)</b>
<b>UNITS</b>					
Units owned and managed at year end	950	960	970	980	3,860
Units managed, not owned at year end	990	1,000	1,010	1,020	4,020
Units owned, not managed at year end	1,030	1,040	1,050	1,060	4,180
<b>COST PER UNIT</b>					
Management & maintenance admin.	103	153	202	250	178
Planned maintenance	515	515	515	515	515
Reactive maintenance	536	536	535	535	536
Total direct maintenance	1,052	1,051	1,051	1,050	1,051
<b>Total management &amp; maintenance</b>	<b>1,155</b>	<b>1,204</b>	<b>1,253</b>	<b>1,300</b>	<b>1,228</b>

#### Cost per unit

Calculated by the system, this section of the pro forma displays the breakdown of costs per unit based on entries into Note 2b and units entered into Note 2a, with values displayed in £'s.

*From 2010/11 this excludes 'other' units and costs in order to better represent the cost of managing and maintaining your lettable housing stock*

<b>NOTE 3</b>								
	<b>Grants from Scottish Min</b>	<b>Other revenue grants</b>	<b>Supporting people income</b>	<b>Other income</b>	<b>Total turnover</b>	<b>Bad debts</b>	<b>Other operating costs</b>	<b>Operating surplus / (deficit)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Wider Role	2,000.0	1,900.0	1,800.0	1,700.0	7,400.0	(100.0)	(90.0)	7,210.0
Care and Repair	1,600.0	1,500.0	1,400.0	1,300.0	5,800.0	(200.0)	(190.0)	5,410.0
Factoring	1,200.0	1,100.0	1,000.0	900.0	4,200.0	(300.0)	(290.0)	3,610.0
Development activities	800.0	700.0	600.0	500.0	2,600.0	(400.0)	(390.0)	1,810.0
Support activities	400.0	300.0	200.0	100.0	1,000.0	(500.0)	(490.0)	10.0
Care activities	2,100.0	2,200.0	2,300.0	2,400.0	9,000.0	(600.0)	(590.0)	7,810.0
RSL agency / mgt services	2,500.0	2,600.0	2,700.0	2,800.0	10,600.0	(700.0)	(690.0)	9,210.0
Other agency / mgt services	2,900.0	3,000.0	3,100.0	3,200.0	12,200.0	(800.0)	(790.0)	10,610.0
Developments for sale to RSLs	3,300.0	3,400.0	3,500.0	3,600.0	13,800.0	(900.0)	(890.0)	12,010.0
Developments for sale to Other	3,700.0	3,800.0	3,900.0	4,000.0	15,400.0	(1,000.0)	(990.0)	13,410.0
Other activities	4,100.0	4,200.0	4,300.0	4,400.0	17,000.0	(1,100.0)	(1,090.0)	14,810.0
<b>Total</b>	<b>24,600.0</b>	<b>24,700.0</b>	<b>24,800.0</b>	<b>24,900.0</b>	<b>99,000.0</b>	<b>(6,600.0)</b>	<b>(6,490.0)</b>	<b>85,910.0</b>

<b>SUPPLEMENTARY ITEMS</b>	
	<b>£'000</b>
Highest paid director emoluments	50.0
Staff costs	60.0
Auditors' fee - audit	70.0
Auditors' fee - other	80.0
Exceptional items (+/-)	90.0
Bad Debts written off (+/-)	100.0
Capitalised maintenance costs	110.0
Capitalised development administration costs	120.0
Capitalised interest costs	130.0
Debtors - net rental	140.0
Housing loans < one year	150.0
Overdraft / Bridging finance	160.0
Housing loans > one year	170.0
Accumulated depreciation	180.0
Negative goodwill	190.0

CONTEXTUAL INFORMATION		
<b>Accounting Year End</b>		March
<b>Are the Accounts Qualified?</b>		Yes
<b>Are the Accounts Modified?</b>		No
<b>Auditors' Name:</b>		Other
<b>Depreciation Period:</b>		50-100 years impairment review
<b>Contingent Liabilities:</b>		Legal action LSVT contract compliance
<b>Classification Group</b>		General < 250 units
<b>Have housing assets been revalued? If so, when?</b>		Yes 2007

ACCOUNTS INFORMATION	
<b>Date Accounts Authorised</b>	
<b>Account Status</b>	De-authorized
<b>Date Status Changed</b>	22/01/2009
<b>Record Last Updated Date</b>	22/01/2009
<b>Last Updated By</b>	RSDCADMIN

## Appendix 2

Reproduced here for information are the various formulae incorporated into the system.  
Covered are the calculations for:

- Income and Expenditure
- Balance Sheet
- Cashflow

### Income and Expenditure

$$[\text{Operating surplus/(deficit)}] = \frac{([\text{Turnover}] - [\text{Operating costs}])}{}$$

$$[\text{Ord. surplus/(deficit)}] = ([\text{Operating surplus/deficit}] + [\text{P/(L) sale fixed assets}] + [\text{Interest receivable}] - [\text{Interest payable}] + [\text{Other financing costs}])$$

$$[\text{Surplus/(deficit) for year}] = ([\text{Ord. surplus/(deficit)}] + [\text{Net tax payable}])$$

## Balance Sheet

[Net housing assets] =	([Housing – net] - [SHG] – [Other grants])
[Net Homestart] =	([Homestart loan] – [Homestart grant])
[Total fixed assets] =	([Net housing assets] + [Net Homestart] + [Fixed asset investments] + [Other fixed assets])
[Total current assets ex. pension asset] =	([Stock] + [Debtors] + [Investments ex. cash] + [Cash])
[Net current assets ex. pension asset] =	([Total current assets ex. pension asset] - [Creditors due < 1 yr])
[Net current assets inc. pension asset] =	([Net current assets ex. pension asset] + [Pension asset])
[Total assets less current liabilities] =	([Total fixed assets] + [Net current assets inc. pension asset])
[Net assets] =	([Total assets less current liabilities] – [Creditors due > 1 yr] – [Provisions] – [Pensions liability])
[Total capital & reserves] =	([Share capital] + [Revaluation reserves] + [Designated reserves] + [Restricted reserves] + [Revenue reserves] + [Pension reserves])

## Cashflow

[Net cash inflow/(outflow) from investments & servicing of finance] =	(([Interest received] – [Interest paid])
[Net cash inflow/(outflow) from taxation] =	(([Grants received – [Corporation tax paid])
[Net cash inflow/(outflow) from capital expenditure] =	(([Sales of other fixed assets] + [Sales of properties] + [Capital grants received] - [Purchase of other fixed assets] - [Acquisition & construction of properties])
[Net cash inflow/(outflow) before use of liquid resources & financing] =	(([Net cash inflow/(outflow) from operating activities] + [Net cash inflow/(outflow) from investments & servicing of finance] + [Net cash inflow/(outflow) from taxation] + [Net cash inflow/(outflow) from capital expenditure])
[Net cash inflow/(outflow from financing] =	(([Share capital rec'd/(repaid)] + [Loan advances received] - [Loan principal repayments] - [Loan redemption repayments])
[Increase/(decrease) in Cash in the period] =	(([Net cash inflow/(outflow) before use of liquid resources & financing] + [Management of liquid resources] + [Net cash inflow/(outflow) from financing])

### Appendix 3

The system calculates ratios under two separate categories; Primary and Secondary. The available ratios under their particular heading are as follows:

#### Primary

##### Financial capacity

- Interest cover (%)
- Interest cover adjusted (%)
- Adjusted gross surplus/net debt (%)
- Net debt/adjusted net surplus (years)
- Gearing (%)

##### Efficiency

- Voids (%)
- Arrears (%)
- Bad debts (%)
- Staff costs/turnover (%)

##### Liquidity

- Quick ratio
- Gross surplus/(deficit) (%)

##### Profitability

- Net surplus/(deficit) (%)

#### Secondary

##### Financing:

- HAG and other government grants (%)
- Net debt per unit (£)
- Debt per unit (£)
- Net debt per unit (owned) (%)
- Net debt : net rent
- Effective interest rate

##### Diversification

- Income from non rental activities (%)

##### Growth

- Turnover growth (%)
- Operating costs growth (%)
- Fixed asset growth (%)
- Net debt growth (%)
- Capital & reserves growth (%)