

COMPANY REGISTRATION NUMBER: 2436887
CHARITY REGISTRATION NUMBER: 1051979

Brent Private Tenants' Rights Group Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2019

Jackson & Jackson
A trading name of Jackson Nicholas Assie Limited
Chartered Certified Accountants & Statutory Auditors
Meridian House
62 Station Road, Chingford
London E4 7BA

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2019

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Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report)

Year ended 31 March 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

Reference and administrative details

Registered charity name Brent Private Tenants' Rights Group Limited
Charity registration number 1051979
Company registration number 2436887
Principal office and registered office 36-38 Willesden Lane
Kilburn
London
NW6 7ST

The trustees

John Kwan
Helen Mangan
Ilias Efessios (Chair)
George Bangham (Appointed 15 November 2018)
Robert Johnson (Appointed 29 January 2019)
Jermaine Ranger (Appointed 11 April 2019)
Susan Waller (Appointed 11 April 2019)
Amita Bhardway (Resigned 15 November 2018)
Oliver Ribert (Resigned 24 October 2018)
Luke Sandford (Resigned 14 September 2018)

Chief Executive Jacky Peacock OBE

Company secretary John Kwan

Bankers Unity Trust Bank
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Metro Bank
1 Southampton Row
London
WC1B 5HA

Independent examiner Jackson Nicholas Assie Limited
Chartered Certified Accountants
Meridian House
62 Station Road
Chingford
London
E4 7BA

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2019

Structure, governance and management

BPTRG is a charitable company limited by guarantee and was incorporated on 26 October 1989. It was registered as a charity on 31 January 1996. It is governed by a memorandum and articles of association.

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 each in the event of a winding up for payments of any unsatisfied liabilities.

There are no persons with significant control.

Trustees meet regularly at least 4 times a year to manage BPTRG's affairs, with 'virtual' reviews principally conducted through email correspondence in between each face to face meeting. At each AGM all Board members stand down and if they wish to continue, offer themselves for re-election.

During the year the charity employed an average of 10 staff (representing 8.6 full-time equivalents) who were engaged in charitable activities, finance and administration. The number of staff employed increased from the previous year due to our new projects, *Green Light Laws* (from April 2018), *Under One Roof* (from May 2018) and *It's All About Money* (from January 2019).

Risk Management

The trustees have assessed the major risks to which BPTRG is exposed to 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 England who are in need, and in particular by assisting in the provision of advice, information and services.

The focus of our work

The objectives continue to be achieved for the most part through the operation of our Housing Advice Centre, with most work being delivered under our contract with the Legal Aid Agency. The reduction in fees payable for legal aid work in 2011, and the subsequent freezing of those fees ever since, means that income from this source alone is no longer sufficient to sustain our specialist advice services. We are very grateful to the Trust for London for their grant which enables us to advise tenants whose problems fall outside the narrow confines of legal aid. With this grant we have been able to assist tenants to use the First Tier Tribunal (Property Chamber) where they are eligible to apply for a Rent Repayment Order, and to explore and test under-used areas of law.

Our Housing Advice Centre has also been able to focus on tenants whose living conditions adversely affect their health and wellbeing, including those in fuel poverty and those finding it difficult to cope with their housing costs. This is thanks to the generous grants from The Tudor Trust and the City Bridge Trust who agreed to provide joint funding for our Under One Roof project which funds not only legal advice but also the invaluable complementary support through our Mentoring service, and our training for Community Money Mentors, provided for us by our partners, Toynbee Hall. In the last quarter of the year under review, we have been able to offer additional money advice and support services with funding from Brent Council's Community Infrastructure Levy.

Brent Private Tenants' Rights Group Limited

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Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2019

In addition to our specialist legal team, we provide generalist advice through our Reception, and in outreach venues in Harlesden and South Kilburn.

As members of the Brent Advice Partnership, we continue our work to co-ordinate and develop Brent Community Advice Network which now has more than 60 member organisations. Membership ranges from large national organisations providing services for Brent residents, to small and often unfunded community groups responding to specific local community needs. Our work in meeting the development needs of members includes, training to achieve Quality First accreditation, peer support, and exploring innovative ways of collaborative working to provide holistic support for local people.

How our services deliver public benefit

The trustees confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The overarching benefit which we aim to achieve is to improve health and wellbeing. We strive to achieve this by promoting decent, secure, affordable private rented homes with access to rights and justice for all regardless of income. We do this by,

- Providing direct advice and support to private tenants
- Bringing tenants together to strengthen their voice
- Collecting information and evidence and disseminating for change
- Working with others to deliver services, share messages and increase the charity's influence
- Empowering through tenant involvement and representation

Achievement and performance

BPTRG fulfilled all its contractual obligations, handling a total of 431 cases during the year.

Financial Review

The charity suffered an in year loss of almost £11k which is mainly due to a drop in legal aid income. Fee income is being closely monitored in the current year.

Reserves Policy

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

Investment Policy

The charity does not yet have sufficient reserves to merit an Investment Policy.

Plans for future periods

Most of the grant funding secured in the year under review will continue to 2021 and a new Legal Aid Agency contract for three years was awarded from September 2018. Changes in the Board of Trustees during the year have introduced new skills and experience. This fresh input, combined with the income already in place, will enable trustees to undertake a longer-term strategic look at the future direction which the charity should take, in consultation with staff, members and service users.

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2019

Independent Examiners

Jackson and Jackson were re-appointed as our independent examiners at our Annual General Meeting. As auditors, Jackson and Jackson are also responsible for producing an annual Report on our client account.

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, as well as the Charity Commission's *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)*.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report (incorporating the directors' report) was approved on 29 July 2019 and signed on behalf of the board of trustees by:


John Kwan
(Trustee)

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Brent Private Tenants' Rights Group Limited

Year ended 31 March 2019

I report to the trustees on my examination of the financial statements of Brent Private Tenants' Rights Group Limited ('the charity') for the year ended 31 March 2019.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

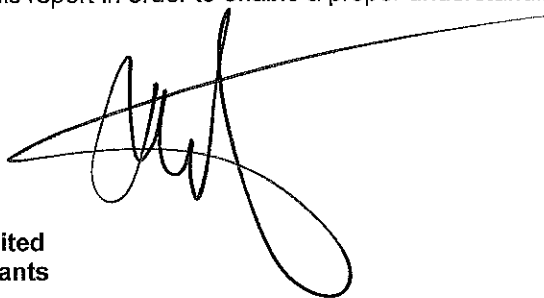
Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Brent Private Tenants' Rights Group Limited *(continued)*

Year ended 31 March 2019

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**John Assie FCCA
Independent Examiner
Jackson Nicholas Assie Limited
Chartered Certified Accountants
Meridian House
62 Station Road
Chingford
London E4 7BA**

Date: 31 July 2019

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2019

		Unrestricted funds £	2019 Restricted funds £	Total funds £	2018 Total funds £
	Note				
Income and endowments					
Donations and Gifts	5	20,772	–	20,772	56,426
Charitable activities	6	190,006	140,738	330,744	273,450
Other trading activities	7	5,845	–	5,845	8,455
Investment income	8	49	–	49	12
Total income		<u>216,672</u>	<u>140,738</u>	<u>357,410</u>	<u>338,343</u>
Expenditure					
Expenditure on charitable activities	9,10	<u>210,366</u>	<u>157,885</u>	<u>368,251</u>	<u>325,891</u>
Total expenditure		<u>210,366</u>	<u>157,885</u>	<u>368,251</u>	<u>325,891</u>
Net (expenditure)/income		<u>6,306</u>	<u>(17,147)</u>	<u>(10,841)</u>	<u>12,452</u>
Transfers between funds		(11,870)	11,870	–	–
Net movement in funds		<u>(5,564)</u>	<u>(5,277)</u>	<u>(10,841)</u>	<u>12,452</u>
Reconciliation of funds					
Total funds brought forward		62,460	7,173	69,633	57,181
Total funds carried forward		<u>56,896</u>	<u>1,896</u>	<u>58,792</u>	<u>69,633</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 10 to 21 form part of these financial statements.

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible fixed assets	17	4,125	7,386
Current assets			
Debtors	18	95,293	124,881
Cash at bank and in hand		96,233	52,403
		<u>191,526</u>	<u>177,284</u>
Creditors: amounts falling due within one year	19	<u>(136,859)</u>	<u>(115,037)</u>
Net current assets		<u>54,667</u>	<u>62,247</u>
Total assets less current liabilities		<u>58,792</u>	<u>69,633</u>
Net assets		<u>58,792</u>	<u>69,633</u>
Funds of the charity			
Restricted funds		1,896	7,173
Unrestricted funds		<u>56,896</u>	<u>62,460</u>
Total charity funds	22	<u>58,792</u>	<u>69,633</u>

For the year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 29 July 2019, and are signed on behalf of the board by:


John Kwan
(Trustee)


George Bangham
(Trustee)

The notes on pages 10 to 21 form part of these financial statements.

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2019

	2019 £	2018 £
Cash flows from operating activities		
Net (expenditure)/income	(10,841)	12,452
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	3,261	3,990
Other interest receivable and similar income	(49)	(12)
Accrued (income)/expenses	(10,490)	10,012
<i>Changes in:</i>		
Trade and other debtors	29,588	(34,959)
Trade and other creditors	9,781	44,722
Other operating cash flow changes	22,531	272
Cash generated from operations	43,781	36,477
Interest received	49	12
Net cash from operating activities	43,830	36,489
Net increase in cash and cash equivalents	43,830	36,489
Cash and cash equivalents at beginning of year	52,403	15,914
Cash and cash equivalents at end of year	96,233	52,403

Brent Private Tenants' Rights Group Limited

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Notes to the Financial Statements

Year ended 31 March 2019

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 36-38 Willesden Lane, Kilburn, London, NW6 7ST.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income and expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

At the year end the charity had free reserves of £58,792 (2018: £69,633). The charity is partly dependent on uncommitted and contingent grant or project funding. The budget and cash flow forecast for 2019/20 show that the charity has obtained sufficient funding to cover all anticipated expenses of the following twelve months. The financial statements have therefore been prepared on a going concern basis.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There have been no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements. Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. There have been no assumptions or other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.

- legacy income is recognised when receipt is probable and entitlement is established.- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

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 classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold Property	-	over the term of lease
Fixtures and fittings	-	straight line over 3 years

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Other financial instruments are subsequently measured at fair value, with any changes recognised in profit or loss. Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

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.

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.

5. Donations and gifts

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Donations				
Individuals and other	3,948	3,948	2,988	2,988
London Legal Support Trust	–	–	20,000	20,000
Gifts				
Gifts in kind	16,824	16,824	33,438	33,438
	<u>20,772</u>	<u>20,772</u>	<u>56,426</u>	<u>56,426</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Housing Advice	135,556	139,738	275,294
Policy and Central Service	54,450	–	54,450
Capital Grants	–	1,000	1,000
	<u>190,006</u>	<u>140,738</u>	<u>330,744</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Housing Advice	153,302	49,286	202,588
Policy and Central Service	57,316	8,890	66,206
Capital Grants	–	4,656	4,656
	<u>210,618</u>	<u>62,832</u>	<u>273,450</u>

Brent Private Tenants' Rights Group Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

6. Charitable activities *(continued)*

The total income of £330,744 has been received from the following organisations:

	2019 £	2018 £
Legal Aid Agency	120,431	138,505
CIL	6,135	–
Shanly Foundation	1,000	–
CAB (BCAN)	54,450	57,316
TDS Foundation	–	13,987
Brent Advice Fund (ASK)	4,348	–
Edward Harvist Trust	–	4,656
Local Sustainability Fund	–	16,299
Brent Advice Fund (Harlesden Hub) End Aug 18	18,173	–
Brent Advice Fund (Harlesden Hub) From Aug 18	9,660	–
Trust for London	52,000	–
City Bridge Trust	21,633	–
Tudor Trust	25,000	–
Tonybee Hall	2,769	–
Ground Work (Tesco Bags for Help)	2,000	–
South Kilburn Trust (SKT)	13,125	14,797
CVS Brent	–	18,500
Awards for All	–	8,890
Hardship Fund	20	500
	<u>330,744</u>	<u>273,450</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Rental Income	2,745	2,745	5,625	5,625
Legal Advice Income	3,100	3,100	2,733	2,733
Other income	–	–	97	97
	<u>5,845</u>	<u>5,845</u>	<u>8,455</u>	<u>8,455</u>

8. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest	<u>49</u>	<u>49</u>	<u>12</u>	<u>12</u>

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Provision of advice, information and services	207,163	157,885	365,048
Support costs	3,203	—	3,203
	<u>210,366</u>	<u>157,885</u>	<u>368,251</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Provision of advice, information and services	250,417	72,586	323,003
Support costs	2,888	—	2,888
	<u>253,305</u>	<u>72,586</u>	<u>325,891</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2019 £	Total fund 2018 £
Provision of advice, information and services	365,048	—	365,048	323,003
Governance costs	—	3,203	3,203	2,888
	<u>365,048</u>	<u>3,203</u>	<u>368,251</u>	<u>325,891</u>

11. Analysis of governance costs

	2019 £	2018 £
Independent examiners fees	2,313	2,313
SRA audit fees	590	575
Corporation tax return fees	300	—
Total	<u>3,203</u>	<u>2,888</u>

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

12. Analysis of charitable activities

	Housing Advice £	Policy and Central Services £	Total 2019 £	Total 2018 £
Staff costs	189,280	89,692	278,972	222,839
Depreciation	—	3,260	3,260	3,990
Other direct costs	20,239	36,021	56,260	71,189
Support costs	1,441	25,115	26,556	24,985
	<u>210,960</u>	<u>154,088</u>	<u>365,048</u>	<u>323,003</u>

Staff costs include £16,824 which corresponds to a component amount of the income included under "Gifts in kind", shown in note 5.

The breakdown of other direct and support costs are:

	2019 £	2018 £
Premises	36,966	41,791
Running costs	12,049	11,234
Client costs	19,294	15,843
Administration	9,614	13,751
Consultants	4,893	13,555
	<u>82,816</u>	<u>96,174</u>

13. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2019 £	2018 £
Depreciation of tangible fixed assets	<u>3,261</u>	<u>3,990</u>

14. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,313</u>	<u>2,313</u>

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019	2018
	£	£
Wages and salaries	220,486	137,912
Social security costs	16,964	8,252
Employer contributions to pension plans	2,884	913
	<u>240,334</u>	<u>147,077</u>

The chief executive was paid £27,980 (2017: £13,650). This was after a salary sacrifice of £16,824 (2018: £32,838).

The average head count of employees during the year was 10 (2018: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2019	2018
	No.	No.
Number of staff engaged in charitable, finance and admin activities	<u>9</u>	<u>5</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

16. Trustee remuneration and expenses

None of the trustees (or any persons connected with them) received any remuneration during the year and there were no trustee travelling expenses in 2019 or 2018.

17. Tangible fixed assets

	Land and buildings	Fixtures and fittings	Total
	£	£	£
Cost			
At 1 April 2018 and 31 March 2019	<u>82,314</u>	<u>9,060</u>	<u>91,374</u>
Depreciation			
At 1 April 2018	77,211	6,777	83,988
Charge for the year	978	2,283	3,261
At 31 March 2019	<u>78,189</u>	<u>9,060</u>	<u>87,249</u>
Carrying amount			
At 31 March 2019	<u>4,125</u>	<u>-</u>	<u>4,125</u>
At 31 March 2018	<u>5,103</u>	<u>2,283</u>	<u>7,386</u>

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

18. Debtors

	2019	2018
	£	£
Trade debtors	27,008	26,346
Prepayments and accrued income	67,860	98,160
Other debtors	425	375
	<u>95,293</u>	<u>124,881</u>

19. Creditors: amounts falling due within one year

	2019	2018
	£	£
Payments received on account	–	14,946
Trade creditors	7,294	12,013
Accruals and deferred income	29,293	17,252
Social security and other taxes	13,123	6,910
Other creditors	87,149	63,916
	<u>136,859</u>	<u>115,037</u>

20. Deferred income

	2019	2018
	£	£
Amount deferred in year	<u>26,906</u>	<u>4,375</u>

21. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,884 (2018: £913).

22. Analysis of charitable funds

Unrestricted funds

	At 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
	£	£	£	£	£
General funds	<u>62,460</u>	<u>216,672</u>	<u>(210,366)</u>	<u>(11,870)</u>	<u>56,896</u>

	At 1 April 2017	Income	Expenditure	Transfers	At 31 March 2018
	£	£	£	£	£
General funds	<u>51,015</u>	<u>275,511</u>	<u>(253,305)</u>	<u>(10,761)</u>	<u>62,460</u>

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

22. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2018	Income	Expenditure	Transfers	At 31 March 2019
	£	£	£	£	£
Hardship Fund	406	20	(492)	195	129
Just Renting	6,767	–	(6,767)	–	–
Capital Grant	–	1,000	–	–	1,000
ASK SKT	–	4,347	(4,368)	21	–
Brent Harlesden Hub	–	27,833	(31,700)	3,867	–
Green Light Laws	–	52,000	(56,051)	4,051	–
It's all about money	–	6,135	(5,368)	–	767
Under One Roof	–	49,403	(53,139)	3,736	–
	<u>7,173</u>	<u>140,738</u>	<u>(157,885)</u>	<u>11,870</u>	<u>1,896</u>

	At 1 April 2017	Income	Expenditure	Transfers	At 31 March 2018
	£	£	£	£	£
Smith & Mount Trust	1,503	–	(1,503)	–	–
Edward Harvist Trust	–	4,656	(4,656)	–	–
Local Sustainability Fund	–	16,299	(20,167)	3,868	–
TDS Foundation	4,663	13,987	(21,759)	3,109	–
Hardship Fund	–	500	(94)	–	406
CVS Brent (Brent Advice Fund)	–	18,500	(22,284)	3,784	–
Just Renting	–	8,890	(2,123)	–	6,767
	<u>6,166</u>	<u>62,832</u>	<u>(72,586)</u>	<u>10,761</u>	<u>7,173</u>

Brent Private Tenants' Rights Group Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

23. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	4,125	–	4,125
Current assets	189,630	1,896	191,526
Creditors less than 1 year	(136,859)	–	(136,859)
Net assets	<u>56,896</u>	<u>1,896</u>	<u>58,792</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Tangible fixed assets	7,386	–	7,386
Current assets	170,111	7,173	177,284
Creditors less than 1 year	(115,037)	–	(115,037)
Net assets	<u>62,460</u>	<u>7,173</u>	<u>69,633</u>

24. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2019 £	2018 £
Later than 1 year and not later than 5 years	97,500	112,500
Later than 5 years	–	7,500
	<u>97,500</u>	<u>120,000</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.

25. 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 £60,830 (2018: £32,048) was held in the account.

At the year end there was a temporary loan outstanding of £9,000 owed to the Chief Executive.

During the year Olivier Ribert, a trustee, provided I.T services through a company called Pouné AM Ltd, of which he is a director. The value of the transactions for the year totalled £823.80 (2018: Nil). The Board are disputing the arrangement; external counsel has been engaged to investigate the matter.