

FRIDAY



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COMPANIES HOUSE

## **GLOUCESTER LAW CENTRE**

### **Trustees report for the year ended 31 March 2015**

The Management Committee, trustees for the purposes of the Charities Act, present their report and the independently examined financial statements for the year ended 31st March 2015.

#### **Reference and Administrative Information**

Charity Name: Gloucester Law Centre

Charity Registration Number: 900439

Company Registration Number: 1937081

Those who served as management committee members otherwise known as trustees during the year and up to the date of this report were as follows:

#### **Trustees and Their Interests**

Jim Dale

Chris Hill

Stella Jensen

Kay Mills

Michael Anwyll

No trustee has any beneficial interest in the company. All trustees are members of the company and guarantee to contribute £1 in the event of winding up. The number of guarantees at [31<sup>st</sup> March 2015] was 5.

#### **Bankers**

The company's bankers are the Co-operative Bank, 23A St Aldate St. Gloucester.

#### **Independent Examiner**

The company's Independent Examiner is Richard Maule, senior statutory auditor, 10-12 Picton St. Bristol.

#### **Structure, Governance and Management**

##### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 7 August 1985 and registered as a charity on 29 May 1990. The company was established under a Memorandum of Association, which established the objects and powers of the charitable

company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Articles of Association the members of the Management Committee are elected at the Annual General Meeting.

#### Trustee Induction and Training

New trustees are provided with an induction pack which includes information about the responsibilities of charity trustees, the roles of trustees and officers, how to be an effective charity trustee and a code of conduct for meetings.

Trustees are encouraged to attend training sessions provided by Gloucester AVCA on the roles and responsibilities of trustees.

#### Reserves Policy and Risk Assessment

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity's Commission and have set aside or designated unrestricted reserves of £116,393 to cover expenditure, in the event of redundancy.

The trustees consider it prudent that the Law Centre should also aim to hold general unrestricted reserves equivalent to 4 months of the charity's average general expenditure over the preceding two years. In 2014/15 this equated to £166,693.

This is to safeguard the charity's service commitment in the event of loss of or delays in receipt of grant income.

To comply with our Reserves Policy, reserves as at 31.3.15 should be £116,393 set aside for redundancy + £166,693 general reserves = £283,086.

General unrestricted reserves are currently above the stated range by £106,026.

Reserves also need to be set aside in the event of the Law Centre having to find alternative accommodation.

The level of reserves is monitored and reviewed by the trustees twice a year.

#### **Organisational Structure**

The Law Centre has a Management Committee of up to 8 members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the committee has 5 members from a variety of backgrounds relevant to the work of the charity.

## **Objectives and Activities**

The company is a charity and exists to promote the following aims and objectives:

1. To provide free, independent, high quality advice and representation in welfare benefits, council tax, housing, employment and immigration and nationality law to persons resident in the City of Gloucester.  
Immigration and nationality law is also provided to persons resident in the whole of the county of Gloucestershire.
2. To provide advice and consultancy in these and related areas to local voluntary and statutory agencies.
3. To work with other organisations and local authorities on matters of mutual concern e.g. meeting unmet need for legal services.
4. To inform local people of their legal rights and obligations and to enable them to understand them and to become more assertive in obtaining their rights.
5. To involve the community in the management of the services and in the decision making about the type of service and the way it is provided.
6. To provide training and information to local groups.

All activities are considered to be for the public benefit.

## **Achievements and Performance**

Our main activities are described below. Our charitable activities focus on providing free legal advice in particular areas of law.

Our barristers, solicitors, professional and skilled staff continue to champion the rights of citizens of Gloucester city, and in some areas of law throughout the county, through:

- Legal representation, including through the courts and tribunals and at the very highest level, even with ground breaking test cases.
- Consultation, advice and assistance to other less specialised agencies
- Policy work with local statutory agencies

*Our quality of work is maintained through:*

- Stringent annual auditing by the Legal Services Commission (LSC) to ensure that we continue to meet the high standards for the award of the Specialist Quality mark, which we hold in all our casework areas
- Detailed annual monitoring of our services by Gloucester City Council
- Analysing client feedback obtained through a client satisfaction survey
- Attendance by all staff at regular specialist training

## **Management Committee Responsibilities**

Company law requires the management committee, who are also the charity trustees, to prepare financial statements for each financial year which give a true and fair view of the

state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the trustees are required to:

- \* select suitable accounting policies and then apply them consistently;
- \* make judgements and estimates that are reasonable and prudent;
- \* state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- \* prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

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

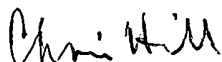
Members of the Board who are management committee for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

In accordance with Company law, as the company's directors, we certify that: so far as we are aware, there is no relevant audit information of which the company's independent examiners are unaware; and as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

#### **Independent Examiners**

The independent examiners have expressed their willingness to be reappointed in accordance with the Companies Act 2006.

Approved by the Trustees on 27th October 2015 and signed on their behalf by



..... Chris Hill, Chair of Trustees

## **Independent Examiner's Report to the Trustees of Gloucester Law Centre**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2015 which are set out on pages 7 to 12.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company 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:

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

### **Basis of independent examiner's report**

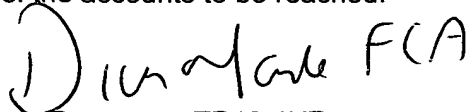
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - 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 Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dick Maule FCA



3 Penlee View Terrace, Penzance, TR18 4HZ

Also at : 10-12 Picton St, Bristol, BS6 5QA

Date 16-11-15

**Gloucester Law Centre**

**Balance sheet as at 31st. March 2015**

	Notes	2015		2014
		£	£	£
<b>Tangible assets</b>	(2)		-	-
<b>Current assets</b>				
Debtors and work in progress	(6)	31,500		7,865
Cash at bank		<u>435,676</u>		<u>340,741</u>
		467,176		348,606
<b>Current liabilities</b>				
Creditors: amounts falling due within 12 months	(7)	<u>(78,064)</u>		<u>(20,246)</u>
<b>Net Current assets</b>			<u>389,112</u>	<u>328,360</u>
<b>Net assets</b>			<u>389,112</u>	<u>328,360</u>
<b>Unrestricted funds</b>	(8)			
General funds			272,719	188,360
Designated funds			<u>116,393</u>	<u>140,000</u>
			389,112	328,360
<b>Restricted funds</b>			<u>-</u>	<u>-</u>
<b>Total funds</b>			<u>389,112</u>	<u>328,360</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime, and in accordance with the Financial Reporting Standard for Small Entities (effective April 2008).

These financial statements were approved and authorised for issue by the Trustees and signed on their behalf.

On behalf of the Trustees

Chris Hill

Chris Hill

dated:- 27.10.15

Gloucester Law Centre

**Statement of Financial Activities [including Income and Expenditure Account]  
for the year ended 31st. March 2015**

	Notes	Unrestricted Fund 2015 £	Restricted Fund 2015 £	Total 2015 £	2014 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income</i>					
Miscellaneous income and fund-raising		1,621	-	1,621	16,122
Investment income		437	-	437	398
<b>Incoming resources from charitable activities:</b>					
Legal Aid and legal fees		211,622	-	211,622	357,648
Grants and contracts		159,745	51,270	211,015	159,746
<b>Total Incoming Resources</b>		<u>373,425</u>	<u>51,270</u>	<u>424,695</u>	<u>533,914</u>
<b>Resources expended</b>					
	[3]				
Charitable activities		307,823	51,270	359,093	474,857
Governance costs		4,850	-	4,850	5,765
<b>Total Resources Expended</b>		<u>312,673</u>	<u>51,270</u>	<u>363,943</u>	<u>480,622</u>
Net incoming resources					
- Net income for the year		60,752	-	60,752	53,292
Total funds at 1st. April 2014		<u>328,360</u>	<u>-</u>	<u>328,360</u>	<u>275,068</u>
<b>Total funds at 31st. March 2015</b>		<u><u>389,112</u></u>	<u><u>-</u></u>	<u><u>389,112</u></u>	<u><u>328,360</u></u>

**Notes to the accounts for the year ended 31st. March 2015**

**(1) Principal Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

**(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: *Accounting and Reporting by Charities* issued in March 2005 and the Financial Reporting Standard for Smaller Entities [FRSSE] (effective April 2008).

**(b) Fund accounting**

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(c) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

[i] Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Incoming resources from charitable trading activity are accounted for when earned.

[vi] Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**(d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

[iii] Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examiner's fees and costs linked to the strategic management of the charity.

[iv] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.



## Gloucester Law Centre

### Notes to the accounts for the year ended 31st. March 2015

#### (1) Principal Accounting Policies

##### (e) Fixed assets

Tangible fixed assets are written off over the expected useful life of the asset, at equipment, fixtures and fittings 20% per annum

Items costing over £500 are capitalised.

##### (f) Work in Progress

Work in Progress relates to legal case work started but not completed at the end of the year.

It is valued according to the contract with Legal Services Commission.

##### (g) Deferred grants

Grants of a revenue nature are credited to incoming resources in the period in which they are receivable. Grants received in advance for future specific periods are carried forward as deferred income.

#### (2) Tangible Assets

	Furniture fittings equipment £
Cost:	
balance brought forward	79,430
additions in the year	-
	<u>79,430</u>
Depreciation	
balance brought forward	79,430
charge for the year	-
	<u>79,430</u>
Net book value at 31st. March 2015	<u>-</u>
Net book value at 31st. March 2014	<u>-</u>

## Gloucester Law Centre

### Notes to the accounts for the year ended 31st. March 2015

#### (3) Resources expended

	Charitable activities	Governance costs	Total 2015	Total 2014
	£	£	£	£
Wages	220,268	4,000	224,268	352,418
Rent and rates	14,699	-	14,699	9,905
Non capitalised equipment	-	-	-	4,290
Advertising, publicity and recruitment	346	-	346	-
Travel and transport	43	-	43	112
Books and periodicals	1,692	-	1,692	378
Staff training and conferences	925	-	925	1,730
Print, post, stationery and photocopier	9,324	-	9,324	10,940
Telephone	8,568	-	8,568	8,999
Volunteers' expenses	1,445	-	1,445	1,522
Committee expenses	-	-	-	15
Subscriptions and affiliations	4,857	-	4,857	4,908
Miscellaneous office expenses	976	-	976	7,251
Bank charges	292	-	292	120
Independent examination/ Audit	-	850	-	1,750
Insurance	2,100	-	2,100	2,149
Legal and professional	90,891	-	90,891	70,692
I.T. and website design	1,611	-	1,611	2,063
Practising certificates	1,056	-	1,056	1,380
	<u>359,093</u>	<u>4,850</u>	<u>363,943</u>	<u>480,622</u>

#### (4) Capital commitments and contingent liabilities

There are none at 31st. March 2015

#### (5) Status

Gloucester Law Centre is a company limited by guarantee [no. 1937081], and also a registered charity [no. 900439].

#### (6) Debtors

	2015	2014
	£	£
Legal Aid work in progress	20,000	7,865
Grant receivable	7,500	-
Prepayment	4,000	-
	<u>31,500</u>	<u>7,865</u>

#### (7) Creditors

Amounts falling due within 12 months

V.A.T.	10,007	10,140
Grant repayable	42,153	-
Sundry creditors	25,904	10,106
	<u>78,064</u>	<u>20,246</u>

# Gloucester Law Centre

## Notes to the accounts for the year ended 31st. March 2015

### (8) Movements in funds

	Balance 1st. April £	Incoming 2014 Resources £	Outgoing Resources £	Balance Transfers £	Balance 31st. March 2015 £
<b>Restricted funds</b>					
National Lottery:					
Advice Services Transition Fund	-	51,270	(51,270)	-	-
<b>Unrestricted funds</b>					
Designated Funds					
Sickness, maternity and redundancy	140,000	-	-	(23,607)	116,393
General Fund	188,360	373,425	(312,673)	23,607	272,719

### (9) Analysis of net assets between funds

	General Funds £	Restricted Funds £	Designated Funds £	Total £
Tangible fixed assets	-	-	-	-
Current assets	350,783	-	116,393	467,176
Current liabilities	(78,064)	-	-	(78,064)
Net assets at 31st March 2015	272,719	-	116,393	389,112

### (10) Employee and trustee information

	2015	2014
Number of employees	9	15
The average weekly number of employees during the year were calculated on the basis of full time equivalents.		
No employee received emoluments of more than £60,000.		
	£	£
Salaries and wages	198,662	310,367
Social security costs	17,659	28,034
Pensions	7,947	14,017
	224,268	352,418

The Law Centre makes a contribution of 6% of gross annual salary to its employees' stakeholder pension scheme, or an alternative personal pension scheme.

Trustees remuneration and expenses	-	15
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The trustees received no remuneration in the year, except for reimbursed travel costs.