

TUESDAY



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07/12/2010  
COMPANIES HOUSE

**THE NORFOLK SHRIEVALTY  
TRUST  
(LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK  
PACT**

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2010

Company number 3383805

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**FINANCIAL STATEMENTS**

**For the year ended 31 March 2010**

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Company number	3383805
Charity number	1062899
Registered office	Jubilee House Falconers Chase Wymondham Norfolk NR18 0WW
Trustees	Sir Nicholas Bacon Bt, DL C R Bland CPFA T Courtauld Viscountess Knollys OBE, DL D S Reeve MVO P Seligman OBE, DL, JP K R Williams CVO, CBE, QPM
Patron	R W Jewson JP
Secretary	Ms L Wild
Auditor	Grant Thornton UK LLP Chartered Accountants Statutory Auditor Kingfisher House 1 Gilders Way St James Place Norwich NR3 1UB
Solicitors	Eversheds LLP Kett House Station Road Cambridge CB1 2JY

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**FINANCIAL STATEMENTS**

For the year ended 31 March 2010

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**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**REPORT OF THE TRUSTEES**

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The trustees, who act as directors for the purposes of company law, present their report for the year ended 31 March 2010

**Objects**

The Norfolk Shrievalty Trust was incorporated on 9 June 1997 as a company limited by guarantee governed by its Memorandum and Articles of Association and operates under the heading Norfolk PACT. It is a registered charity (number 1062899) and acts as a catalyst in forming partnerships between industry, commerce, the public sector and the people of Norfolk. The objects of the charitable company are to advance the education of the public and promote awareness and greater understanding of crime, its social implications and harmful effects on the community in and around Norfolk, to enhance the protection of people and property from criminal activity (including drug abuse) and to encourage greater public participation in the prevention and detection of crime for the benefit of the Norfolk public generally.

**Governance**

The trustees are selected to provide a range of business skills and understanding of the areas of activity undertaken by the charitable company. The trustees meet regularly throughout the year and, in addition to formal business, receive briefings from appropriate experts on key issues facing the charitable company including regulatory changes and requirements.

The trustees who served during the year were as follows:

Sir Nicholas Bacon Bt, OBE, DL	
C R Bland CPFA	
T Courtauld	
Viscountess Knollys OBE DL	(appointed 3 April 2009)
D S Reeve MVO	
P Seligman OBE, DL, JP	
K R Williams CVO, CBE, QPM	
B C Welsh	(resigned 3 April 2009)
J A H Woodrow	(resigned 3 April 2009)
I A McPherson QPM	(resigned 11 December 2009)

While the trustees remain in overall operational control and approve all significant activity, the day to day running of Norfolk PACT is delegated to an officer of the company, Ms L Wild, who also acts as the company secretary.

The registered office address (which is also the principal office of the charitable company) together with those of the principal advisors are noted at the front of the financial statements.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the financial statements of the charitable company.

**Public benefit**

The trustees confirm that they have complied with the duty in Section 4 Charities Act 2006 to have due regard to the Charity Commission as general guidance in public benefit.

The trustees consider the activities set out below fully demonstrate the considerable public benefit provided by Norfolk PACT.

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**REPORT OF THE TRUSTEES**

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**Activities review**

During the year Norfolk PACT has been involved in the following activities

**Safe and Secure Scheme**

This scheme provides a free security upgrade and repair service to people who are identified as being vulnerable or who have been burgled. During the year we have upgraded the security in many homes fitting thousands of pounds worth of security hardware. Many of these properties were occupied by elderly residents who had been victims of burglary, domestic violence, harassment by neighbours or from a racially motivated attack.

Grants have continued to be received from Councils throughout Norfolk, and the trust was also supported by Peddars Way and Victory Housing Association.

The Safe and Secure scheme is not just about fitting security hardware to properties, it is about education and ensuring that door chains, locks and other equipment are used in the correct manner. Many burglaries are committed by opportunists who take advantage of open windows or unlocked doors. Additionally, the Safe and Secure scheme has enabled many elderly residents to be and feel safer in their own homes by the fitting of key safes, allowing for carers to access these properties without any increases in security risk that all too often occur when people leave their doors unlocked or their keys in an agreed but unsafe place. Our carpenter takes great care to reassure elderly and vulnerable residents that Norfolk is one of the safest places in the country in which to live but that care needs to be taken to ensure that it remains so, as we all have a part to play in keeping Norfolk safe.

During this financial year the PACT carpenter visited 806 properties and fitted 465 keysafes, 265 window locks, 180 door chains, 16 lockable door chains, 47 Five Lever locks, 18 Five Lever dead locks, 23 Yale locks, 40 Euro Cylinders, 22 security bolts, 9 Eye Viewers, 20 Kick Panels, 3 Patio Bolts and 29 Mirrors. Sixteen of these properties were referrals under the Sanctuary scheme.

Norfolk PACT has continued to work with Norfolk Fire Service to ensure that the safety of recipients of the Safe and Secure Scheme is enhanced by fitting smoke alarms. These are supplied by the Fire Service and fitted free by Norfolk PACT. During this financial year 108 smoke alarms were fitted under this scheme.

**WHAM Project**

This project was suspended following the 2008 finals due to a hiatus in funding, and a review into its future viability was conducted, with a view to a possible relaunch with a revised format in future years.

**No Crime – Get A Life**

This programme, designed to increase young people's understanding of the Criminal Justice System and to alert them to the consequences of crime, has continued to be a huge success, reaching approximately 2,700 school pupils during its second year (September 2008 to July 2009), and is on target to reach as many in its third year. Evaluations of the workshop days delivered at 18 schools across Norfolk have been extremely positive, and an impact assessment is underway to assess the longer term benefits of the project.

The project is delivered in partnership with the Police, the Crown Prosecution Service, the Magistracy, HMP Norwich, Norfolk Fire and Rescue Service, Connexions, the Norfolk Youth Offending Team, the Matthew Project and Victim Support and is supported by the Norfolk Criminal Justice Board.

The project has received generous financial support from the Geoffrey Watling trust and by the County Strategic Group for Crime Reduction, as well as by a few smaller donations.

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**REPORT OF THE TRUSTEES**

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**Domestic Violence Survival Card**

These cards have continued to be very popular with professionals working with this vulnerable group, and surplus money from the Criminal Justice & Issues Relating to Mental Health Conference organised by HH Judge Jacobs which was held this year, has been allocated towards reprinting these cards for on-going distribution

**Statement of trustees' responsibilities**

The trustees (who are also directors of The Norfolk Shrievalty Trust for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and regulations

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP
- make judgments 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 presume that the charitable company will continue in business

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

In so far as each of the trustees is aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

**Financial review**

The Statement of Financial Activities is presented on page 9

The main activities of the charitable company have been adequately supported and funds exist for the coming year

A subsidiary company, Norfolk PACT (Trading) Limited was formed on 8 March 2006 but did not trade during the current year. It commenced trading with effect from 1 April 2010

**Investment policy**

Surplus funds which are considered to be short term in nature are held on a COIF cash account to generate interest receipts

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**REPORT OF THE TRUSTEES**

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**Reserves policy**

The reserves are reviewed along with all other financial accounts information at our meetings. The trustees aim to maintain sufficient unrestricted reserves to fund the budgeted costs of the charitable company. The trustees are satisfied that resources are sufficient to meet liabilities on a fund by fund basis.

**Restricted reserves**

As outlined in note 8, the charitable company has the following restricted reserves, Norfolk Safe & Secure, Millennium Motor Cycle Project, No Crime - Get a Life and Domestic Violence. The charitable company received restricted fund income for Norfolk Safe & Secure, No Crime - Get a Life and Domestic Violence. Income is received in the form of donations, grants or services in kind for the specified project and is accounted for as such.

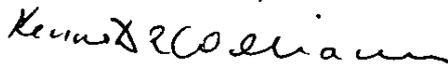
**Risk management**

The trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that proper systems are being established to mitigate exposure to those risks.

**Future development and strategy**

With the support of our members we intend to continue looking for new projects as well continuing our successful projects.

ON BEHALF OF THE TRUSTEES



K R Williams CVO, CBE, QPM  
Chair of the Trustees

3 December 2010



## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NORFOLK SHRIEVALTY TRUST**

We have audited the financial statements of The Norfolk Shrievalty Trust for the year ended 31 March 2010 which comprise the principal accounting policies, the statement of financial activities, the balance sheet and notes 1 - 8. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

The trustees' (who are also the directors of The Norfolk Shrievalty Trust for the purposes of company law) responsibilities for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the statement of trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether the information given in the report of the trustees is consistent with those financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the report of the trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.



**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NORFOLK  
SHRIEVALTY TRUST (CONTINUED)**

**Opinion**

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the report of the trustees is consistent with the financial statements

A handwritten signature in black ink, appearing to read "Nigel Savory".

**NIGEL SAVORY  
SENIOR STATUTORY AUDITOR  
FOR AND ON BEHALF OF GRANT THORNTON UK LLP  
STATUTORY AUDITOR, CHARTERED ACCOUNTANTS  
NORWICH**

*3 December 2010*

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**PRINCIPAL ACCOUNTING POLICIES**

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**BASIS OF PREPARATION**

The financial statements have been prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and Statement of Recommended Practice Accounting and Reporting by Charities issued in 2005 and under the historical cost convention

The effects of events relating to the year ended 31 March 2010 which occurred before the date of approval of the financial statements have been included to the extent required to show a true and fair view of the state of affairs at 31 March 2010 and of the results for the year then ended

The charitable company has taken advantage of the exemption for small companies in not preparing a cash flow statement

**GOING CONCERN**

The charitable company has generated sufficient financial resources from its activities to allow the trustees to believe that the charitable company is well placed to manage its business risks successfully in the current economic climate

Accordingly, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future, thus they continue to adopt the going concern basis of accounting in preparing the financial statements

**INCOME**

Income represents monies received from donations, appeals, grants and other forms of voluntary income or benefit to the charitable company which is recognised when received. Gifts in kind are stated at the estimated value of the goods or services received, where this can be reasonably ascertained, less any payment made by the charitable company towards the cost

**DEPRECIATION**

Depreciation is provided to write off the cost less estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows

Motor vehicles	25% straight line
Office equipment	20% straight line

**UNRESTRICTED FUNDS**

Funds received for non-specific purposes have been included in the financial statements as unrestricted

**DESIGNATED FUNDS**

Certain unrestricted funds have been set aside by the trustees for use on specific projects. These are classed as designated funds

**RESTRICTED FUNDS**

Where funds have been received for projects specified by the donor they are treated as restricted funds. Grants from the Millennium Commission have also been treated as restricted

**COST OF GENERATING FUNDS**

The cost of generating funds comprises advertising and promotional overhead costs and a proportion of the chief executive's cost

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**PRINCIPAL ACCOUNTING POLICIES**

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**GOVERNANCE COSTS**

Governance costs comprise all costs involving the public accountability of the charitable company and its compliance with regulation and good practice. These costs include costs related to the statutory audit, any legal fees incurred for trustee advice and an apportionment of support costs and overheads.

**ALLOCATION OF SUPPORT COSTS AND OVERHEADS**

Support costs and overheads have been allocated between charitable activities and governance. Costs are allocated on the basis of a best estimate of the purpose of the expenditure. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2010

	Note	Unrestricted funds £	Restricted funds £	Capital funds £	Total funds 2010 £	Total funds 2009 £
<b>Income and expenditure</b>						
<b>Incoming resources</b>						
Donations and gifts		500	79,147	-	79,647	44,019
Grants		-	84,931	-	84,931	101,175
Bank interest		1,406	-	-	1,406	8,711
Other income		769	-	-	769	313
<b>Total incoming resources</b>		<b>2,675</b>	<b>164,078</b>	<b>-</b>	<b>166,753</b>	<b>154,218</b>
<b>Resources expended</b>						
Direct charitable expenditure	1	20,002	137,430	-	157,432	156,115
Governance	2	1,835	1,822	-	3,657	3,383
<b>Total resources expended</b>		<b>21,837</b>	<b>139,252</b>	<b>-</b>	<b>161,089</b>	<b>159,498</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>(19,162)</b>	<b>24,826</b>	<b>-</b>	<b>5,664</b>	<b>(5,280)</b>
Transfers	8	-	4,112	(4,112)	-	-
<b>Net incoming/(outgoing) resources after transfers</b>		<b>(19,162)</b>	<b>28,938</b>	<b>(4,112)</b>	<b>5,664</b>	<b>(5,280)</b>
Funds brought forward		170,179	71,394	10,080	251,653	256,933
<b>Funds carried forward</b>		<b>151,017</b>	<b>100,332</b>	<b>5,968</b>	<b>257,317</b>	<b>251,653</b>

There are no recognised gains and losses other than those shown above

All operations are continuing

The accompanying accounting policies and notes form an integral part of these financial statements

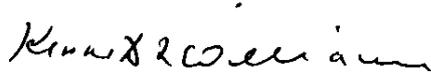
**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

BALANCE SHEET AT 31 MARCH 2010

Company registered number 3383805

	Note	2010		2009	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	3		5,968		10,080
Investments	4		1		1
Cash investment			177,949		176,544
			<u>183,918</u>		<u>186,625</u>
<b>Current assets</b>					
Debtors	5	38,599		44,904	
Cash at bank and in hand		115,790		42,336	
		<u>154,389</u>		<u>87,240</u>	
<b>Creditors: amounts falling due within one year</b>	6	(80,990)		(22,212)	
<b>Net current assets</b>			<u>73,399</u>		<u>65,028</u>
<b>Net assets</b>			<u>257,317</u>		<u>251,653</u>
<b>Funds</b>					
Unrestricted			151,017		170,179
Restricted	8		100,332		71,394
Capital funds			5,968		10,080
			<u>257,317</u>		<u>251,653</u>

These financial statements were approved by the trustees and authorised for issue on *3 December 2010* and signed on their behalf by

  
K R Williams CVO, CBE, QPM Trustee

The accompanying accounting policies and notes form an integral part of these financial statements

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2010

**1 DIRECT CHARITABLE EXPENDITURE**

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Provision of services and grants	17,710	125,918	143,628	151,760
Support costs				
Provision for doubtful debt	-	5,406	5,406	-
Stationery	641	642	1,283	426
Accountancy	1,651	1,651	3,302	3,165
Depreciation	-	4,187	4,187	764
Profit on disposal of fixed assets	-	(374)	(374)	-
	<u>20,002</u>	<u>137,430</u>	<u>157,432</u>	<u>156,115</u>

**2 GOVERNANCE**

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Public liability and contents insurance	-	1,075	1,075	1,258
Other office costs	835	747	1,582	1,125
Audit	1,000	-	1,000	1,000
	<u>1,835</u>	<u>1,822</u>	<u>3,657</u>	<u>3,383</u>

The trustees did not receive any remuneration during the year (2009 £Nil) and were not paid any expenses (2009 £Nil)

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2010

**3 FIXED ASSETS**

	Motor vehicles (Motor Cycle Project) £	Motor vehicles (Safe and Secure Project) £	Office equipment £	Total £
Cost				
At 1 April 2009	66,884	19,267	1,135	87,286
Additions	-	851	450	1,301
Disposals	-	(7,520)	-	(7,520)
At 31 March 2010	66,884	12,598	1,585	81,067
Depreciation				
At 1 April 2009	66,456	9,615	1,135	77,206
Charge for the year	428	3,670	89	4,187
On disposals	-	(6,294)	-	(6,294)
At 31 March 2010	66,884	6,991	1,224	75,099
Net book value at 31 March 2010	-	5,607	361	5,968
Net book value at 31 March 2009	428	9,652	-	10,080

All assets held are for use in the charitable company's activities

**4 INVESTMENTS**

The company holds one share of £1, being all of the issued share capital, of Norfolk PACT (Trading) Limited. The subsidiary undertaking was incorporated on 8 March 2006, registered in England and Wales and is dormant at 31 March 2010.

**5 DEBTORS**

	2010 £	2009 £
Trade debtors	33,114	25,343
VAT	310	6,792
Prepayments and accrued income	5,175	12,769
	<u>38,599</u>	<u>44,904</u>

**THE NORFOLK SHRIEVALTY TRUST (LIMITED BY GUARANTEE)  
OPERATING AS NORFOLK PACT**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2010

**6 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Trade creditors	44,444	11,894
Amount due to subsidiary undertaking	1	1
Other creditors	-	1,078
Accruals and deferred income	36,545	9,239
	<u>80,990</u>	<u>22,212</u>

**7 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed assets £	Net current assets £	Total £
Unrestricted	177,950	(26,933)	151,017
Restricted	-	100,332	100,332
Capital	5,968	-	5,968
	<u>183,918</u>	<u>73,399</u>	<u>257,317</u>

**8 RESTRICTED FUNDS**

	Balance 1 April 2009 £	Movement in resources		Transfer between funds £	Balance 31 March 2010 £
		Incoming £	Outgoing £		
Norfolk Safe & Secure	63,297	121,704	(111,394)	4,112	77,719
Millennium Motor Cycle Project	8,097	-	-	-	8,097
No Crime - Get a Life	-	36,500	(24,962)	-	11,538
Domestic Violence	-	5,874	(2,896)	-	2,978
	<u>71,394</u>	<u>164,078</u>	<u>(139,252)</u>	<u>4,112</u>	<u>100,332</u>

In addition to the resources noted above, part of the Norfolk Safe & Secure and the Millennium Motor Cycle Project funds have been utilised for the purchase of tangible fixed assets which have been described as capital funds

The Norfolk Safe & Secure Project provides a free security upgrade and repair service to people who have been burgled or are identified as being vulnerable

No Crime - Get a Life is a project targeted at the 11 - 12 year age group It is designed to alert young people to the consequence of getting involved in crime and aims to raise awareness of the Criminal Justice process

Domestic Violence assists the victims of domestic violence get the right advice, support and guidance they need to break the cycle of abuse by providing a card with vital help line numbers of local agencies that will provide support