

Registration Number: 06654464

# **Solicitors Disciplinary Tribunal Administration Limited**

(A company limited by guarantee)

Financial Statements

Year Ended 31 December 2021



# **Solicitors Disciplinary Tribunal Administration Limited**

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## **Solicitors Disciplinary Tribunal Administration Limited**

### **Company Information**

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<b>Chair</b>	Alison Kellett
<b>Directors</b>	Dr Stephanie Bown Alison Kellett (appointed 13.05.2021) Bellamy Forde (appointed 04.07.2021) Robert Slack (appointed 25.10.2021) Paul Lewis (appointed 03 February 2022)
<b>Company Secretary</b>	Geraldine Newbold
<b>Registered office</b>	Gate House 1 Farringdon Street London EC4M 7LG
<b>Bankers</b>	Lloyds Bank plc 4 <sup>th</sup> Floor 125 London Wall London EC2Y 5AS
<b>Auditors</b>	Dixon Wilson Audit Services LLP 22 Chancery Lane London WC2A 1LS

# Solicitors Disciplinary Tribunal Administration Limited

(registration number: 06654464)

## Balance Sheet as at 31 December 2021

	Note	2021	2020
		£	£
<b>Fixed assets</b>			
Tangible assets	9	29,559	64,233
Intangible assets	10	113,137	29,063
		<u>142,696</u>	<u>93,296</u>
<b>Current assets</b>			
Debtors	11	2,594,860	2,592,873
Cash at bank and in hand		<u>1,540,905</u>	<u>1,465,095</u>
		4,135,765	4,057,968
Creditors: Amounts falling due within one year	12	<u>(3,427,508)</u>	<u>(3,301,836)</u>
<b>Net current assets</b>		<u>708,257</u>	<u>756,132</u>
<b>Net assets</b>		<u>850,953</u>	<u>849,428</u>
<b>Capital and reserves</b>			
<b>Reserves</b>	14	<u>850,953</u>	<u>849,428</u>

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on 20 July 2022 and signed on its behalf by:



Alison Kellett

Chair

The notes on pages 4 to 8 form an integral part of these financial statements.

# Solicitors Disciplinary Tribunal Administration Limited

## Notes to the Financial Statements

Year Ended 31 December 2021

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### 1 General information

The company is a company limited by guarantee incorporated in England and Wales.

The address of its registered office is:

Gate House  
1 Farringdon Street  
London  
EC4M 7LG

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A – 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

#### Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

The financial statements are presented in Sterling which is the functional currency of the company and rounded to the nearest £.

#### Income recognition

Under section 46A of the Solicitors Act 1974 (as amended by the Legal Services Act 2007). The Tribunal is to be funded pursuant to a budget submitted to and approved by the Legal Services Board. Accordingly income is recognised as receivable from the date of approval of the budget by the Legal Services Board for the year under review and recognised in the income and expenses account in the period for which it is budgeted.

#### Tangible assets

Tangible assets are stated at cost, less than any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

#### Intangible assets

Intangible assets are stated at cost, less than any subsequent accumulated amortisation and subsequent accumulated impairment losses.

The cost of intangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

#### Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the costs, less estimated residual value of each asset evenly over its expected useful life, as follows:

Asset class	Depreciation method and rate
Leasehold property improvements	over 10 years
Office equipment	over 3 years

# Solicitors Disciplinary Tribunal Administration Limited

## Notes to the Financial Statements

### Year Ended 31 December 2021

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#### Amortisation

Amortisation is provided on all intangible fixed assets at rates calculated to write off the costs, less estimated residual value of each asset evenly over its expected useful life, as follows:

Asset class	Amortisation method and rate
Intangible assets: bespoke computer software	over 6 years

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Trade creditors are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Leases

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.

#### Defined contribution pension obligation

The company operates a defined contribution pension scheme. Contributions payable are recognised in the income and expenses account when due.

### 3 Staff numbers

The average number of persons employed by the company (including directors) during the year, was: 17 (2020: 17).

# Solicitors Disciplinary Tribunal Administration Limited

## Notes to the Financial Statements

### Year Ended 31 December 2021

#### 4 Tangible assets

	Leasehold Improvements	Office equipment	Total
	£	£	£
<b>Cost or valuation</b>			
At 1 January 2021	243,735	232,553	476,288
Additions	-	794	794
At 31 December 2021	243,735	233,347	477,082
<b>Depreciation</b>			
At 1 January 2021	193,379	218,676	412,055
Charge for the year	25,179	10,289	35,468
At 31 December 2021	218,558	228,965	447,523
<b>Carrying amount</b>			
At 31 December 2021	25,177	4,382	29,559
At 31 December 2020	50,356	13,877	64,233

#### 5 Intangible assets

	Computer software
	£
<b>Cost or valuation</b>	
At 1 January 2021	29,063
Additions	106,703
At 31 December 2021	135,766
<b>Amortisation</b>	
At 1 January 2021	-
Charge for year	22,629
At 31 December 2021	22,629
<b>Carrying Amount</b>	
At 31 December 2021	113,137
At 31 December 2020	29,063

# Solicitors Disciplinary Tribunal Administration Limited

## Notes to the Financial Statements

Year Ended 31 December 2021

### 6 Debtors

	2021 £	2020 £
Due from The Law Society	2,367,266	2,362,955
Other debtors	-	1,064
Prepayments	227,594	228,854
	<u>2,594,860</u>	<u>2,592,873</u>

### 7 Creditors

	2021 £	2020 £
<b>Due within one year</b>		
Trade creditors	156,575	55,612
Other creditors	42,062	41,020
Accrued expenses	72,517	54,597
Deferred income	3,156,354	3,150,607
	<u>3,427,508</u>	<u>3,301,836</u>

### 8 Reserves

	At 1 January 2021 £	Income £	Expenditure £	Inter-reserve transfers £	At 31 December 2021 £
Income and expenses account	616,718	3,150,607	(3,149,082)	(108,885)	509,358
<b>Designated reserves</b>					
Sitting days	232,710	-	-	108,885	341,595
	<u>849,428</u>	<u>3,150,607</u>	<u>(3,149,082)</u>	<u>-</u>	<u>850,953</u>

#### Designated reserves

Designated reserves are created out of free reserves for specific purposes. Funds are released once the purpose for which they have been established has been fulfilled or when the Board are of the opinion that circumstances no longer warrant the designation of funds.

A sitting days designated reserve has been established to record budgeted members' fees, which have been received from The Law Society, but not been spent in the year. The reserve would be released in years when actual sitting days exceed the budgeted level.



# **Solicitors Disciplinary Tribunal Administration Limited**

## **Notes to the Financial Statements**

### **Year Ended 31 December 2021**

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#### **9 Covid-19**

On 18 March 2020 the SDTA closed its offices and courtrooms at Gate House in response to the Covid-19 pandemic.

Previous investment in an online evidence management and presentation platform meant the SDTA was able quickly to move from in-person to remote hearings, enabling the timely determination of applications to continue. This significantly mitigated the adverse effect of the pandemic on the Tribunal's business operations. The SDTA has further invested in technology by developing to facilitate flexible and efficient working by implementing a new case management system during 2020/21, funded from reserves.

Since September 2020, following physical and technological adaptations, the Tribunal has also been able to offer 'hybrid' hearings (i.e. with a mix of remote and in-person attendees) in a Covid-secure courtroom environment. Financially, the shift to remote and hybrid hearings resulted in a decrease in Members' travel and subsistence expenses as Members were not required to travel to Gate House. Conversely, there was an initial increase in unplanned expenditure to facilitate the use of a remote hearing platform and to equip a Covid-secure courtroom environment.

Going forward, it is anticipated that the number of in-person hearings will increase considerably, but that a proportion of matters will continue to be heard remotely.

#### **10 Audit report**

The audit report on the full accounts was signed by Steven Wakefield as senior statutory auditor on behalf of Dixon Wilson Audit Services LLP, Statutory Auditor. The audit report was unqualified and no reference was made to any matters to which the auditor drew attention by way of emphasis.