

Registered Charity Number
1064266

Registered Company Number
3370871

EAST LONDON COMMUNITY LAW SERVICE

Report and Accounts

For The Year Ended

31 March 2016



**East London Community Law Service
Report and Accounts
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EAST LONDON COMMUNITY LAW SERVICE

Company Information

Trustees

Dr. Qadir Bakhsh MBE (Chairman)
Dr. A Q Sheikh (Vice Chairman)
Mr. Alex Davies (Treasurer)
Mr. Robert Manso
Mr. Said Aweys

Secretary

Mr. Afzal Mirza

Independent Examiners

S.ASGHAR & CO
85 STATION ROAD
HARROW
LONDON
HA2 7SW

Bankers

The Co-Operative Bank Plc
PO Box 101
1 Ballon Street
Manchester, M60 4EP

Registered office

Dahir Community House
702 High Road
Leyton
London, E10 6JP

Registered Charity Number

1064266

Company Number

3370871

East London Community Law Service (a company limited by guarantee but without a share capital)

Report of the trustees for the year ended 31st March 2016

Governing Document

Name, registered office and constitution of the charity

The full name of the charity is	East London Community Law Service (ELCLAS)
Date of Incorporation	08/09/1997
Company registration Number	3370871
Registered Office	Dahir Community House, 702 High Road Leyton, London E10,6JP
Charity Registration Number	1064266

Objectives and Activities

- We provide free advice, information and representation to asylum seekers, migrants and others in matters of asylum, immigration, housing, debt, welfare benefits hate crime and Domestic violence , education, training and employment.
- We provide low fee paying service in immigration to clients who are not eligible for public Funding support
- We work to relief of poverty of asylum seekers, refugees, migrants and other members of the community with restricted income who are resident in greater London by providing free and confidential advice, assistance, representation, counselling, translation and interpretation service in matters of asylum, immigration, money, debt, welfare benefits , housing health, training and employment.
- The advancement of education by the provision of vocational training and English language classes.

Review of Activities

East London Community Law Service has gone through one of its most difficult year both in terms of losing most of its dedicated staff and the loss of its funding.

The Consequence of this has meant that the standard of our service has been put under severe strain as the group we support continue to grow and seek our assistance.

We now depend on volunteers who despite the sterling work they do still leave us unable to cope with the volume of work partly because of the level of skill they can bring to do the work

However we are not without hope, not least because the service we provide is essential in the community

Our Multicultural Advice Service Consortium (MASC) is now operating essentially on a voluntary basis

Our hate crime and domestic violence project (Formerly known as Report it) also had to deal with the same constraints and restrictions. It is for this reason why we had to review all our services and future plans and re arrange how we work

Our futures plan for funding some level of activity now includes, plan to ask our clients for donations for the advice we give and to pay for our printing and other photocopying costs relating to the specific work done for the client

We also plan to ask our partners in the consortium sharing our office facilities to increase their contribution to our costs particularly at the Jubilee Centre and we will continue to seek funding support

Financial Review

The financial results this year reflects the state of our funding. The charity recorded a loss of £8,248 (2015/2016) compared to a loss of £3,111 in (2014/2015)

The increase in the loss made was due mainly to the reduction in our income from activities, And the increase cost of heating & lighting particularly at the Jubilee Centre where the heating system is now in urgent need of replacement.

We had difficulty with our financial lease arrangements for the telephone system and the photocopiers. The effect of these have been concluded this year at a significant cost to our resources. The Total Income achieved by the organisation this year (2015/2016) is £50,677 as compared to the previous year (2014/2015) £78,799

The level of Grant this current year 2015/2016 was £12,289 compared to 2014/2015 of £39,852. The board of trustees however are still positive that this position will improve as all effort is now focused on reversing this trend .

Achievement and Performance of the Charity

The charity was able to advice 1250 clients covering a wide range of ethnic origins, age, sex, religion and disability either face to face or over the phone

We assisted asylum seekers from the day they arrive into the UK in applying for support (National Asylum Support Services) and we were able to achieve a lot of success in securing both accommodation and subsistence support for them.

We assisted clients who were granted refugee status and economic migrants in their difficult transitional period by applying for the right benefits that they are eligible for while waiting to get jobs where they are found fit to work and the total financial amount gained in all the claims we submitted on their behalf is just over £85,000.

We would like to stress out also that thanks to the outstanding efforts of our frontline volunteer advisers, we were successful in securing temporary accommodations for 25 clients threatened with homelessness and easing debt problems for others knowing that we secured over 70 easy payment plans for our clients which amount at £45,000.

The Team also received a lot of enquiries from refugee asylum seekers and migrants seeking help from hate crime and domestic violence. Because of the protracted nature of this service and the limitations of time and staff, we had to sign post to other agencies when circumstances permit .

The demand for the services we provide has continued to grow every year and we are struggling to meet this demand and would like financial support as this is not a problem which will go away soon .

Trustee's responsibilities in relation to the financial Statements:

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its incoming resources and application of resources, including income and expenditure for the financial year. In doing so the trustees are required to:

- 1, Select suitable accounting policies and then apply them consistently.
- 2, Make judgements and estimates that are reasonable and prudent.
- 3, Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 26.8.2016 and signed on their behalf

Signed.....Qadri Bakht.....

Name.....QADRI BAKHT.....

East London Community Law Services

Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiner to the trustees on the accounts of the Charity for the year ended 31st March 2016

I report on the financial statements of the Charity on **pages 7 to 10** for the year ended 31st March 2016 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 as modified in June 2008. (The SORP), under the historical cost convention and the accounting policies set out **on page 10**.

Respective responsibilities of trustees and examiner

As described on **page 2 to 4**, the Charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements.

The trustees are satisfied that the audit requirement of Section 144(1) of the Act does not apply and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under company law, or otherwise, and is eligible for independent examination, it is my responsibility to:-

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

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales setting out the duties of an independent examiner issued by the Charity Commissioners under section 145(5)(b) of the Act) in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above , in connection with my examination , I can confirm that

1) In accordance with Regulation 31 of The Charities (Accounts and Reports) Regulations 2008, (The Regulations) the accounts of this incorporated charity are not required to be audited under Part 16 of the Companies Act 2006;

2) the gross income of the charity in the year ended £ 50,677 do not exceed the sum specified in section 145(3) of the Act, namely £250,000, and that I am qualified to act as independent examiner in accordance with that section by virtue of my being a qualified member of ICAEW ;

3) the accounts are being examined in the circumstances specified in Regulation 34(3)(b), and the date when the Commission dispensed with the requirements of section 144(1) of the Act was;

4) this is a report in respect of an examination carried out under section 145 of the Act and in accordance with any directions given by the Commission under subsection (5)(b) of that section which are applicable;

and that, no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with section 386 of the Companies Act 2006;

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and;

(iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities

have not been met; or

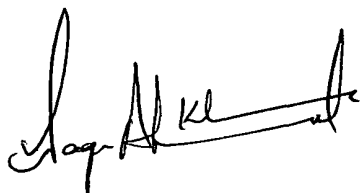
to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached;

The Examiner's relevant professional qualification or body is:

Association of Chartered Certified Accountants.

Waqas Imtiaz Khan
S.Asghar & Co

85 Station Road
Harrow
London
HA2 7SW



The date upon which my opinion is expressed is :-

07th September 2016

East London Community law Service
Statement of Financial Activities
for the year ended 31st March 2016

	notes	Unrestricted Funds 2016	Restricted Funds 2016	Total Funds 2016	Total Funds 2015
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income	2	-	12,289	12,289	39,852
Activities for generating funds	3	37,242	-	37,242	35,256
Other Income	3	1,145	-	1,145	3,690
Total Incoming Resources		<u>38,387</u>	<u>12,289</u>	<u>50,677</u>	<u>78,799</u>
Expenditure					
Cost of charitable activities		44,833	12,289	57,122	81,126
Governance costs		1,802	-	1,802	784
Total Resources Expended		<u>46,635</u>	<u>12,289</u>	<u>58,924</u>	<u>81,910</u>
Net Incoming Resources Before Transfers	-	8,248	-	-8,248	3,111
Total Funds Brought Forward		-	-	355,068	358,179
Total Funds Carried Forward	-	<u>8,248</u>	<u>-</u>	<u>346,820</u>	<u>355,068</u>

East London Community law Service
Balance Sheet as at 31st March 2016

	notes	2016	2015
Fixed Assets			
Tangible Assets	6	359,753	360,346
Current Assets			
Debtors	7	-	11,520
Cash at bank & in hand	-	2,475	3,101
Total Current assets		<u>-2,475</u>	<u>14,621</u>
Current Liabilities			
Amounts due within one year	8	459	4,900
Net Current assets		<u>-2,934</u>	<u>9,721</u>
Total Assets less Current liabilities		<u>356,819</u>	<u>370,067</u>
Long Term Liability		10,000	15,000
Total Net assets		<u>346,819</u>	<u>355,067</u>
Funds of the Charity			
Unrestricted Accumulated Funds	-	28,181	19,933
Restricted Accumulated Funds		110,000	110,000
Restricted Fixed asset Revaluation Reserve		265,000	265,000
Total Charity Funds		<u>346,819</u>	<u>355,067</u>

The trustees are satisfied that the company is entitled to exemption under section 477 of the Companies Act 2006 and no notice has been deposited under section 476 of the act requesting that an audit be conducted for the period ended 31st March 2016

The Trustees acknowledge their responsibilities for;

- ensuring the company keeps accounting records which complies with the requirements of section 386 of Companies Act 2006.
- preparing accounts which give a true and fair view of the state of affairs of the company as at the 31st March 2016 and of its income and expenditure for that finance year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies act relating to accounts so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions applicable to small companies.

Approved by the board on 26.8. 2016

Qadir BAKHSH chairman, Board of Trustees.

Name QADIR BAKHSH

East London Community law Service
Statement of Financial Activities
for the year ended 31st March 2016

	notes	Unrestricted Funds 2016	Restricted Funds 2016	Total Funds 2016	Total Funds 2015
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income	2	-	12,289	12,289	39,852
Activities for generating funds	3	37,242	-	37,242	35,256
Other Income	3	1,145	-	1,145	3,690
Total Incoming Resources		<u>38,387</u>	<u>12,289</u>	<u>50,677</u>	<u>78,799</u>
Expenditure					
Property Licence		500		500	0
TV Licence fee		218		218	291
Staff salaries		16,188	1,859	18,047	37,354
Light & Heat		2,005	7,441	9,446	9,571
Cleaning		5,486	625	6,111	1,708
Insurance		1,023		1,023	1,021
Software support					427
Telephone		136	1,206	1,342	5,734
Stationary		497		497	2,023
Professional Fees		1,602		1,602	998
Accountancy fee		200		200	540
Independent examiners fee		400		400	300
Bank charges					180
Rent		16,000		16,000	12,000
Rates		122	1,158	1,280	1,426
Repairs & Maintenance		1,665		1,665	1,361
Sundry Exp					6,382
Depreciation		593		593	593
Total Resources Expended		<u>46,635</u>	<u>12,289</u>	<u>58,924</u>	<u>81,909</u>
Net Incoming Resources Before Transfers	-	8,248	-	-8,248	-3,111
Total Funds Brought Forward		-	-	355,068	358,179
Total Funds Carried Forward	-	<u>8,248</u>	<u>-</u>	<u>346,820</u>	<u>355,068</u>

East London Community Law Service

Notes to the Accounts for the period ending 31st March 2016

1, Accounting Policies

Accounting Basis

- (a) The Financial statements are prepared under the historic cost basis in accordance with Financial Reporting Standards For Smaller Entities and in compliance with Statements of Recommended Practice applicable to Charities.)
- (b) The organisation's main source of income is from grants and donations. Some income is derived from activities and services provided by the Company.
- (c) Grants received for specific purposes are accounted for as Restricted Funds and are applied in accordance with the terms of the grant.
- (d) Rental Income is included gross in the income and expenditure accounts on a receivable basis
- (e) Income and expenditure relating to the activities of the charity have been taken into account on the accruals basis.

2, Commissioning Contracts (Restricted Funds)

	Year 2016	Year 2015
	£	£
Legal & Advice Service CAB partnership	8,250	13,500
LBWF Jubilee Centre (WFCCLC)	4,039	5,696
LBWF Hate Crime & Domestic Violence (Report It)		19,200
Government Funding for Job Search Club	-	1,455
	<u>12,289</u>	<u>39,852</u>

3, Income from Activities (Unrestricted Funds)

	Year 2016	Year 2015
	£	£
Rental Income Jubilee Centre	34,582	33,669
Rental Income ELCLAS	2,660	1,587
	<u>37,242</u>	<u>35,256</u>
Interest Receivable & other Income & donations	<u>1,145</u>	<u>3,690</u>

4, Finance & operating leases

Rentals payable in respect of leased equipment where substantially all the benefits and risks of ownership remain with the lessor, are now finally settled
New contracts have been signed in relation to the telephone where the equipment is on lease for 5 years with 3 years remaining

5, Staff Costs

	Year 2016	Year 2015
	£	£
Gross Salaries	18,047	26,345
Average Nos of staff equivalent full time	0.50	3
Redundancy payments	-	11,010

notes to the accounts continue

	Freehold Land & Building	Fixture & Fittings & Equipment	Total Fixed Value
	£	£	£
6, Tangible Functional Fixed Assets			
At Cost /Valuation/ Revaluation	375,000	64,236	439,236
Additions	-	-	-
At 31st March 2016	375,000	64,236	439,236
Accumulated Depreciation & Impairment value			
Opening balance B/Forward	15,840	63,050	78,890
Charge for the year 2016		593	593
Total Cumulative depreciation	15,840	63,643	79,483
Net Book Value @31st March 2016	359,160	593	359,753

	Year 2016	Year 2015
	£	£
7, Debtors		
Sundry Debtors Vat receivable on Grant		1,920
Grant Receivable exclude VAT		9,600
	-	11,520

	Year 2016	Year 2015
	£	£
8, Creditors falling due within 1 year		
Sundry creditors (Bengali International)		3,607
Trade Creditors	400	
Paye/NIC (month 12)	59	200
Closing VAT liability		1,093
	459	4,900

9, Fund Structure Policy

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity.

Restricted Funds have been provided to the charity for particular purposes and it is the policy of the board to carefully monitor the application of those funds in accordance with restrictions placed on them

The Freehold Land & Building are treated by the requirements of the funder as restricted and are held on trust for the activities of the charity. The trustees are not in a position to dispose of the property. The detailed operations of this fund is described under the accounting policy " Capital Grants "

10, As a registered charity , the company is exempt from income & corporation tax on income derived from its charitable activities as it falls within the various exemptions available to registered charities

11, No Trustee or management committee member received any remuneration during the year nor were any amounts reimbursed to them in the current year or in the previous year

12, Contingent Liability, The Organisation has a contingent liability re the cancellation of Pensions Trust contracts estimated at £12,757. This liability has not been recognised in the accounts but will be when the amount can be determined with some degree of certainty.