

**Registered Charity Number**  
**1064266**

**Registered Company Number**  
**3370871**

**EAST LONDON COMMUNITY LAW SERVICE**

**REPORT AND ACCOUNTS**

**31 MARCH 2015**

WEDNESDAY



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**East London Community Law Service  
Report and Accounts  
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**East London Community Law Service (a company limited by guarantee but without a share capital)**  
**Report of the trustees for the year ended 31<sup>st</sup> March 2015**  
**Governing Document**

**Name, registered office and constitution of the charity**

<b>The full name of the charity is</b>	East London Community Law Service (ELCLAS)
<b>Date of Incorporation</b>	08/09/1997
<b>Company registration Number</b>	3370871
<b>Registered Office</b>	Dahir Community House, 702 High Road Leyton, London E10,6JP
<b>Charity Registration Number</b>	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 had to let go of our Chief Executive Officer Connie Mante at a time when we needed to improve and consolidate our services and seek new funding sources and we have not been in a position to replace her post

We now depend on volunteers who despite the sterling work they do cannot cope with the volume of work and maintain established systems at the same time.

However we are not without hope not least because the service we provide is essential in a community where people are under extreme pressure due to this government's austerity measures.

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

Our hate crime and domestic violence project ( 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 a little bit more support by asking 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 £2,518 (2014/2015) compared to a loss of £32,728 in ( 2013/2014)

The reduction in the loss made was due mainly to the reduction of staff costs and a significant economisation of resources used by the organisation. We had difficulty with our financial lease arrangements for the telephone system and the photocopiers. The effect of these is been carried forward into the next finance period. The level of funding the organisation received in the current year ( 2014/2015 ) 78,799 as compared to £1115,081 ( 2013/2014)

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 1765 clients covering a wide range of ethnic origins age, sex and religion. 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 some success in securing both accommodation and subsistence support for them.

We assisted clients who were granted refugee status in their difficult transitional period from being asylum seekers to being recognised as refugees by applying for the right benefits for them while waiting to get jobs where they are found fit to work.

We managed to secure affordable accommodation for many of the people attending our centre for advice who were previously homeless or threatened with homelessness.

We also assisted clients with problems relating to debt and we managed to reach agreement with the creditors to pay affordable amounts monthly .

The Team also received a lot of enquiries from refugees & asylum seekers seeking help from hate crime and domestic violence. Because of the protective nature of this service and the limitations of time and staff, we had to sign post to other agencies where available

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:

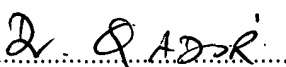
- 1, Select suitable accounting policies and then apply them consistently.
- 2, Make judgements and estimates that are reasonable and prudent.
- 3, Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 13<sup>th</sup> November 2015 and signed on their behalf

Signed.....

Name..... QADIR BAKSH

## **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 31<sup>st</sup> March 2015**

I report on the financial statements of the Charity on **pages 6 to 9** for the year ended 31<sup>st</sup> March 2015 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 89**.

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

As described on **page 1-2**, 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 £ 78,799 appears <sup>not</sup> to 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;

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;

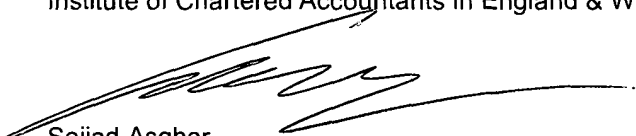
(iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities

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:

Institute of Chartered Accountants in England & Wales



Sajjad Asghar  
S.Asghar & Co

85 Station Road  
Harrow  
London  
HA2 7SW

The date upon which my opinion is expressed is:-

13<sup>th</sup> November 2015

**East London Community law Service**  
**Statement of Financial Activities**  
**for the year ended 31st March 2015**

	notes	Unrestricted Funds 2015	Restricted Funds 2015	Total Funds 2015	Total Funds 2014
<b>Incoming Resources</b>					
Incoming Resources from generated funds					
Voluntary Income	2	0	39,852	39,852	87,464
Activities for generating funds	3	35,256		35,256	27,617
Other Income	3	3,690	0	3,690	
Total Incoming Resources		<u>38,947</u>	<u>39,852</u>	<u>78,799</u>	<u>115,081</u>
<b>Expenditure</b>					
Cost of charitable activities		41,274	39,852	81,126	147,809
Governance costs		784	-	784	
Total Resources Expended		<u>42,058</u>	<u>39,852</u>	<u>81,910</u>	<u>147,809</u>
Net Incoming Resources Before Transfers	-	3,111	- -	3,111 -	32,728
Total Funds Brought Forward		-	358,179	358,179	390,907
Total Funds Carried Forward		<u>-</u>	<u>358,179</u>	<u>355,067</u>	<u>358,179</u>



**East London Community law Service**  
**Balance Sheet as at 31st March 2015**

	notes	2015	2014
<b>Fixed Assets</b>			
Tangible Assets	6	360,346	360,939
<b>Current Assets</b>			
Debtors	7	11,520	
Cash at bank & in hand		3,101	3,739
<b>Total Current assets</b>		<b>14,621</b>	<b>3,739</b>
<b>Current Liabilities</b>			
Amounts due within one year	8	4,900	6,499
<b>Net Current assets</b>		<b>9,721</b>	<b>-2,760</b>
<b>Total Assets less Current liabilities</b>		<b>370,067</b>	<b>358,179</b>
Long Term Liability		15,000	0
<b>Total Net assets</b>		<b>355,067</b>	<b>358,179</b>
<b>Funds of the Charity</b>			
Unrestricted Accumulated Funds	-	19,933	16,821
Restricted Accumulated Funds		110,000	110,000
Restricted Fixed asset Revaluation Reserve		265,000	265,000
<b>Total Charity Funds</b>		<b>355,067</b>	<b>358,179</b>

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 2015

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 2015 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 **13th November 2015**

..... chairman, Board of Trustees.

Name ..... **QADIR BAKHSH**

## East London Community Law Service

### Notes to the Accounts for the period ending 31st March 2015

#### 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.

	2015	2014
	£	£
<b>2, Commissioning Contracts ( Restricted Funds )</b>		
Legal & Advice Service CAB partnership	13,500	6,750
LBWF Jubilee Centre ( WFCCC )	5,696	5,645
MASC contract	-	11,823
LBWF Hate Crime & Domestic Violence (Report It )	19,200	63,246
Government Funding for Job Search Club	1,455	-
	<u>39,852</u>	<u>87,464</u>

	2015	2014
	£	£
<b>3, Income from Activities ( Unrestricted Funds )</b>		
Rental Income Jubilee Centre	33,669	26,280
Rental Income ELCLAS	1,587	1,330
	<u>35,256</u>	<u>27,610</u>
Interest Receivable & other Income & donations	<u>3,690</u>	<u>7</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 been charged this year retrospectively as the organisation had failed in the past to recognise these charges in error Having been paying charges based on the use of the equipment

	2015	2014
	£	£
<b>5, Staff Costs</b>		
Gross Salaries	26,345	104,043
Average Nos of staff	3	3
Redudancy payments	11,010	-
	<u>37,357</u>	<u>104,045</u>

## East London Community Law Service

### Notes to the Accounts for the period ending 31st March 2015

	Freehold Land & Building	Fixture & Fittings & Equipment	Total Fixed Value
<b>6, Tangible Functional Fixed Assets</b>			
At Cost /Valuation/ Revaluation	375,000	64,236	439,236
Additions	-	-	-
At 31st March 2015	375,000	64,236	439,236
<b>Accumulated Depreciation &amp; Impairment value</b>			
Opening balance B/Forward	15,840	62,457	78,297
Charge for the year 2015	-	593	593
Total Cumulative depreciation	15,840	63,050	78,890
Net Book Value @31st March 2015	<b>359,160</b>	<b>1,186</b>	<b>360,346</b>
Net Book Value @31st March 2014	359,160	1,779	360,939

	Year 2015	Year 2014
<b>7, Debtors</b>		
Sundry Debtors Vat payable	1,920	-
Grant Receivable exclude VAT	9,600	-
	<b>11,520</b>	-

<b>8, Creditors falling due within 1 year</b>		
Sundry creditors ( Bengali International )	3,607	1,620
Paye/NIC	200	-
Closing Vat liability	1,093	-
Net Salaries Due	-	4,879
	<b>4,900</b>	<b>6,499</b>

#### 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 of 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 nor in the previous year.