

**Registration number 07126773**  
**Charity Registration number: 1134778**

**Harrow Law Centre**  
**Company limited by guarantee**

**Trustees' report and financial statements**

**for the year ended 31 March 2016**



**Harrow Law Centre**  
**Company limited by guarantee**

**Company information**

|                      |                                                                                     |
|----------------------|-------------------------------------------------------------------------------------|
| Trustees             | Adam Convisser<br>Dr. Ben Lucas<br>Anne Whitehead<br>Cyril Dennemont<br>Sandra Paul |
| Centre Director      | Pamela Fitzpatrick                                                                  |
| Secretary            | Pamela Fitzpatrick                                                                  |
| Company number       | 07126773                                                                            |
| Registered office    | The Lodge<br>64 Pinner Road<br>Harrow<br>Middlesex<br>HA1 4HZ                       |
| Accountants          | J W Grogan<br>95 Headstone Lane<br>Harrow<br>Middlesex<br>HA2 6JL                   |
| Independent Examiner | Myrnel Abdullahi<br>3 Stapenhill Road<br>North Wembley<br>Middlesex<br>HA0 3JF      |

**Harrow Law Centre**  
**Company limited by guarantee**

**Contents**

|                                   | <b>Page</b>  |
|-----------------------------------|--------------|
| Trustees' report                  | <b>1 - 3</b> |
| Independent Examiner's report     | <b>4</b>     |
| Statement of Financial Activities | <b>5</b>     |
| Balance sheet                     | <b>6 - 7</b> |
| Notes to the financial statements | <b>8 - 9</b> |

**Harrow Law Centre**  
**Company limited by guarantee**

**Trustees' report**  
**for the year ended 31 March 2016**

The trustees present their report and the financial statements for the year ended 31 March 2016.

**Establishment and Legal Structure**

Harrow Law Centre is a registered charity, incorporated under the Companies Act 2006 on 15 January 2010, being a company limited by guarantee without share capital. The charity's governing document is the Memorandum and Articles of Association.

**Public Benefit**

The trustees recognise their responsibilities towards public benefit under the requirements of the Charities Act 2006.

The Law Centre was established with objects that are for the public benefit. The Centre keeps records of the outcomes of all cases and this information is used to demonstrate achievements to funders and is monitored by the Law Centres Federation. The trustees believe that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

**Principal activity**

The main objects of the Law Centre are the relief of financial hardship by the provision of free, independent legal advice and assistance to persons who, through lack of means, would otherwise be unable to obtain such advice; to advance education in the laws of England and Wales from time to time in force for the public benefit; and to advance such other charitable purposes as the directors at their absolute discretion may from time to time determine.

**Principal Achievements and Performance during the Year**

The past year has been one where we were delighted to welcome former Court of Appeal Judge Sir Henry Brooke as the Law Centre's first ever patron. In addition Harrow Law Centre was one of only 19 organisations awarded Centre of Excellence status by the London Legal Support Trust (LLST).

We have provided legal casework, representation and advice in the following areas of social welfare law: Community Care, Education, Housing, Immigration & Asylum Public Law and Welfare Rights. We are Lexcel accredited and have legal aid contracts in Community Care, Housing, Immigration and Asylum, Public Law and Welfare Benefits.

The Law Centre employs an expert staff team of 10 people delivering legal advice and representation in areas of social welfare law. The Law Centre has a growing reputation for excellence and there is no shortage of clients. The Law Centre is able to assist those who would otherwise have little prospect of receiving legal advice and representation from other providers.

In the last year we have received continued funding from City Bridge Trust for housing advice, John Lyon Charity to work with young people, Trust for London for work with EU nationals, the Legal Education Foundation to generate additional income through EU funding streams. These larger grants have been complemented by a number of smaller grants from the AB Charitable Trust, London Community Foundation, London Borough of Harrow, the Gordon Family Fund and the London Legal Support Trust.

We thank Leigh Day Solicitors for hosting a quiz night and the 1 Inner Temple Lane Chambers for taking part in Law Rocks to raise funds for the Law Centre.

**Harrow Law Centre**  
**Company limited by guarantee**

**Trustees' report**  
**for the year ended 31 March 2016**

..... continued

The accounts show low reserves for the year-end reflecting the current financial difficulties affecting much of the voluntary sector. However the Law Centre has managed to balance the books for the year end.

**Future Plans**

The main aim for the Law Centre is to continue to meet the demand for legal advice locally. We expect the demand to continue to increase with further welfare reforms. We therefore aim to increase provision for representation at Tribunals in Welfare Benefits cases.

**Financial Review**

During the year, the Centre had incoming resources of £308,548, of which £152,622 were restricted funds. At the end of the year it had reserves of £19,198, of which £2,539 were restricted funds. The trustees monitor carefully the finances of the Centre, and believe that at present they are satisfactory.

**Major Risks**

The trustees have reviewed and identified the major risks to which the charity is exposed. They are satisfied that appropriate systems have been installed to mitigate those risks.

**Reserves**

The trustees continuously review the level of reserves and believe that they are at a reasonable level.

**Investment Policy**

Where the Law Centre has funds in its current account that are in excess of forecast requirements for a specific period, these will be moved to an investment account in order to maximise interest earned. Decisions on moving funds are delegated to the chairperson and are made in accordance with the investment policy approved by the trustees. This policy is reviewed annually.

**Management Structure**

The trustees have overall responsibility for the work of the Law Centre, for its strategic direction and for its financial integrity under both company law and Charity Commission regulations.

They meet regularly as a committee to enable them to carry out their role. They have set out a three year business plan for the organisation and regularly review it.

The trustees have appointed a part-time director to oversee the staff team and the day to day running of the Centre.

**Harrow Law Centre**  
**Company limited by guarantee**

**Trustees' report**  
**for the year ended 31 March 2016**

..... continued

**Trustees**

The trustees who served during the year are as stated below:

|                |                 |
|----------------|-----------------|
| Adam Convisser | Sandra Paul     |
| Dr. Ben Lucas  | Cyril Dennemont |
| Anne Whitehead |                 |

The trustees are appointed having regard to the specific skills that are required for the governance of the charity. In view of the size of the Centre, the trustees consider that they have a wide range of experience that is suitable for the governance of a charity.

**Trustees' Responsibilities**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that year. In preparing these the trustees are required to:

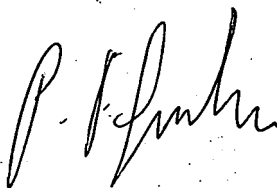
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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 them 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 and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board on 16 December 2016 and signed on its behalf by

**Pamela Fitzpatrick**  
**Secretary**



**Harrow Law Centre**  
**Company limited by guarantee**

**Independent Examiner's Report to the Members on the Financial Statements  
of Harrow Law Centre**

I report on the financial statements for the year ended 31 March 2016.

**Respective responsibilities of trustees and examiner**

As described on page 5, the company's trustees (who are also trustees for the purposes of company law) are responsible for the preparation of financial statements, and they 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 required.

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; to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and to 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**

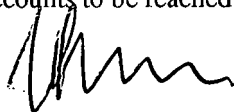
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- (a) to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
- (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have 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.



Myrmel Abdullahi BA (Hons) ACMA

16 December 2016

**Harrow Law Centre**  
**Company limited by guarantee**

**Summary Statement of Financial Activities (incorporating Income and Expenditure Account)**  
**for the year ended 31 March 2016**

|                              |             | <b>2016</b>         |                         |                | <b>2015</b>   |
|------------------------------|-------------|---------------------|-------------------------|----------------|---------------|
|                              | <b>Note</b> | <b>General Fund</b> | <b>Restricted Funds</b> | <b>Total</b>   | <b>Total</b>  |
|                              |             | <b>£</b>            | <b>£</b>                | <b>£</b>       | <b>£</b>      |
| <b>Incoming resources</b>    |             | 155,926             | 152,622                 | 308,548        | 249,663       |
| <b>Resources expended</b>    |             | (139,283)           | (154,622)               | (293,905)      | (245,593)     |
| <b>Net movement in funds</b> |             | 16,643              | (2,000)                 | 14,643         | 4,070         |
| <b>Funds brought forward</b> |             | 15                  | 4,540                   | 4,555          | 485           |
| <b>Funds carried forward</b> |             | <u>£16,658</u>      | <u>£2,540</u>           | <u>£19,198</u> | <u>£4,555</u> |

There are no recognised gains or losses other than the net movement in funds for the above financial years.

**The notes on pages 8 to 9 form an integral part of these financial statements.**



**Harrow Law Centre**  
**Company limited by guarantee**

**Balance sheet**  
**as at 31 March 2016**

|                                                       | Notes | 2016            |                | 2015            |               |
|-------------------------------------------------------|-------|-----------------|----------------|-----------------|---------------|
|                                                       |       | £               | £              | £               | £             |
| <b>Current Assets</b>                                 |       |                 |                |                 |               |
| Stocks - WIP                                          |       | 30,000          |                | 21,000          |               |
| Debtors                                               | 4     | 22,000          |                | 22,777          |               |
| Cash at bank and in hand                              |       | 20,366          |                | 36,597          |               |
|                                                       |       | <u>72,366</u>   |                | <u>80,374</u>   |               |
| <b>Creditors: amounts falling due within one year</b> | 5     | <u>(53,168)</u> |                | <u>(75,819)</u> |               |
| <b>Net Current assets</b>                             |       |                 | <u>19,198</u>  |                 | <u>4,555</u>  |
| <b>Total Assets Less Current Liabilities</b>          |       |                 | <u>19,198</u>  |                 | <u>4,555</u>  |
| <b>Accumulated Funds</b>                              |       |                 |                |                 |               |
| General Fund                                          |       |                 | 16,658         |                 | 15            |
| Restricted Funds                                      |       |                 | 2,540          |                 | 4,540         |
|                                                       |       |                 | <u>£19,198</u> |                 | <u>£4,555</u> |

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

**The notes on pages 8 to 9 form an integral part of these financial statements.**

**Harrow Law Centre  
Company limited by guarantee**

**Balance sheet (continued)**

**Directors' statements required by Sections 475(2) and (3)  
for the year ended 31 March 2016**

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2016 ; and
- (c) that we acknowledge our responsibilities for:
  - (1) ensuring that the company keeps accounting records which comply with Section 386 ; and
  - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on 16 December 2016 and signed on its behalf by

**Anne Whitehead  
Trustee**



**The notes on pages 8 to 9 form an integral part of these financial statements.**

**Harrow Law Centre**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31 March 2016**

**1. Accounting policies**

**1.1. Accounting convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**1.2. Incoming resources**

Incoming resources represent the total amounts receivable in respect of grants, donations, fees and legal aid contributions for the year.

Grants received are accounted for as either unrestricted or restricted ordinary non-performance related grants and are recognised when the conditions of entitlement, certainty and measurement are met in accordance with SORP 2005.

**1.3. Funds**

**General Fund**

The General Fund is an unrestricted Fund receiving grants, donations and other income out of which the salaries and general running costs of the Centre are met.

The trustees have set a reserves policy which requires the General Fund to be maintained in a readily realisable form at a level which ensures that the Centre's core activity could continue during any period of unforeseen difficulty. The trustees consider that the General Fund should be maintained at a level sufficient to cover the Centre's salary and running costs for a period of three to six months.

**Restricted Funds**

The Restricted Funds are those Funds which the trustees are required, under conditions attaching, to expend on a specified purpose or purposes.

**1.4. Stock and work in progress**

Work in progress represents unbilled legal aid contributions, and is valued at the lower of cost and net realisable value.

**2. Net movement in funds**

**2016**

**2015**

**£**

**£**

The net movement in funds is stated after charging:

Trustees' remuneration

-

-

Trustees' pension contributions

-

-

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No expenses were incurred by any Trustee.

**Harrow Law Centre**  
**Company limited by guarantee**

**Notes to the financial statements**  
**for the year ended 31 March 2016**

..... continued

**3. Employees**

| <b>Number of employees</b>                                                                 | <b>2016</b>       | <b>2015</b>       |
|--------------------------------------------------------------------------------------------|-------------------|-------------------|
| The average monthly numbers of employees<br>(excluding the trustees) during the year were: | 10                | 9                 |
|                                                                                            | <u>          </u> | <u>          </u> |
| <b>Employment costs</b>                                                                    | <b>2016</b>       | <b>2015</b>       |
|                                                                                            | <b>£</b>          | <b>£</b>          |
| Wages and salaries                                                                         | 220,044           | 167,044           |
| Social security costs                                                                      | 16,810            | 12,194            |
|                                                                                            | <u>£236,854</u>   | <u>£179,238</u>   |

No employee received emoluments of more than £60,000 in the year.

|                   |                   |                   |
|-------------------|-------------------|-------------------|
| <b>4. Debtors</b> | <b>2016</b>       | <b>2015</b>       |
|                   | <b>£</b>          | <b>£</b>          |
| Trade debtors     | 22,000            | 22,777            |
|                   | <u>          </u> | <u>          </u> |

|                                                          |               |               |
|----------------------------------------------------------|---------------|---------------|
| <b>5. Creditors: amounts falling due within one year</b> | <b>2016</b>   | <b>2015</b>   |
|                                                          | <b>£</b>      | <b>£</b>      |
| London Legal Support Trust loan                          | -             | 10,000        |
| Other taxes and social security costs                    | 1,127         | 1,009         |
| Deferred grant income                                    | 44,750        | 55,698        |
| Accruals and deferred income                             | 7,291         | 9,112         |
|                                                          | <u>53,168</u> | <u>75,819</u> |

**6. Company limited by guarantee**

The company is limited by guarantee and does not have a share capital. Members have undertaken to contribute a sum not exceeding £1 each, if required, in the event of the company being wound up.

**Harrow Law Centre**  
**Company limited by guarantee**

**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2016**

|                                           | <u>General Fund</u> | <u>Restricted Funds</u> | <u>2016</u><br><u>Total</u> | <u>2015</u><br><u>Total</u> |
|-------------------------------------------|---------------------|-------------------------|-----------------------------|-----------------------------|
|                                           | £                   | £                       | £                           | £                           |
| <b>Incoming resources</b>                 |                     |                         |                             |                             |
| <b>Grants</b>                             |                     |                         |                             |                             |
| AB Charitable Trust                       | 6,667               |                         | 6,667                       | -                           |
| J P Getty                                 | 11,667              |                         | 11,667                      | 20,000                      |
| Nexxon                                    | 5,000               |                         | 5,000                       | -                           |
| London Legal Support Trust                | 15,000              |                         | 15,000                      | 10,000                      |
| Other grants                              | -                   |                         | -                           | 2,958                       |
| Restricted income grants                  |                     | 152,622                 | 152,622                     | 143,000                     |
| <b>Legal Services Commission</b>          | 83,445              |                         | 83,445                      | 40,246                      |
| <b>Consultancy and fees</b>               | 27,760              |                         | 27,760                      | 26,900                      |
| <b>Other voluntary income</b>             |                     |                         |                             |                             |
| Sundry donations                          | 1,629               |                         | 1,629                       | 2,322                       |
| Fund-raising                              | 4,758               |                         | 4,758                       | 4,237                       |
| <b>Total incoming resources</b>           | <u>155,926</u>      | <u>152,622</u>          | <u>308,548</u>              | <u>249,663</u>              |
| <b>Administrative expenses</b>            |                     |                         |                             |                             |
| Wages and salaries                        | 90,652              | 146,202                 | 236,854                     | 179,238                     |
| Solicitors' training                      | (308)               | 1,000                   | 692                         | 1,419                       |
| Case costs                                | 26,941              | -                       | 26,941                      | 29,229                      |
| Practicing certificates and accreditation | 1,312               | 800                     | 2,112                       | 2,200                       |
| Rent payable                              | 4,765               | 2,520                   | 7,285                       | 10,370                      |
| Insurance                                 | 1,244               | 300                     | 1,544                       | 2,836                       |
| Maintenance and repairs                   | 53                  | -                       | 53                          | 2,931                       |
| Library costs                             | -                   | -                       | -                           | 992                         |
| Computer costs                            | 1,216               | -                       | 1,216                       | 2,182                       |
| Printing, postage and stationery          | 5,089               | 1,300                   | 6,389                       | 6,279                       |
| Subscriptions                             | 2,519               | -                       | 2,519                       | 2,077                       |
| Telephone                                 | 4,052               | 400                     | 4,452                       | 2,835                       |
| Promotion costs                           | 119                 | -                       | 119                         | -                           |
| Travel expenses                           | 181                 | 100                     | 281                         | 555                         |
| Accountancy                               | 1,440               | -                       | 1,440                       | 1,200                       |
| Consultancy                               | -                   | -                       | -                           | -                           |
| Cold weather payments                     | -                   | 2,000                   | 2,000                       | 1,250                       |
| General expenses                          | 8                   | -                       | 8                           | -                           |
|                                           | <u>£139,283</u>     | <u>£154,622</u>         | <u>£293,905</u>             | <u>£245,593</u>             |
| <b>Surplus/(deficit) for the year</b>     | <u>£16,643</u>      | <u>£(2,000)</u>         | <u>£14,643</u>              | <u>£4,070</u>               |

**Harrow Law Centre**  
**Company limited by guarantee**

**Restricted Funds**  
**For the year ended 31 March 2016**

|                           | <b>LB Harrow<br/>Hardship<br/>Fund</b> | <b>TFL</b> | <b>LBH<br/>Housing<br/>Solicitor</b> | <b>City<br/>Bridge<br/>Trust</b> | <b>Legal<br/>Education<br/>Foundatio</b> | <b>John<br/>Lyon</b> | <b>Evening<br/>Standard</b> | <b>LCF<br/>Family<br/>Fund</b> | <b>LCF<br/>Weather<br/>Payment</b> | <b>Lottery<br/>Fund</b> | <b>Total</b> |
|---------------------------|----------------------------------------|------------|--------------------------------------|----------------------------------|------------------------------------------|----------------------|-----------------------------|--------------------------------|------------------------------------|-------------------------|--------------|
|                           | £                                      | £          | £                                    | £                                | £                                        | £                    | £                           | £                              | £                                  | £                       | £            |
| <b>Incoming resources</b> |                                        |            |                                      |                                  |                                          |                      |                             |                                |                                    |                         |              |
| Grants                    | 13,250                                 | 24,000     | 19,958                               | 25,800                           | 10,000                                   | 37,000               | 12,270                      | 5,000                          | -                                  | 5,344                   | 152,622      |
| <b>Expenditure</b>        |                                        |            |                                      |                                  |                                          |                      |                             |                                |                                    |                         |              |
| Salaries                  | (13,250)                               | (21,600)   | (19,958)                             | (21,780)                         | (10,000)                                 | (37,000)             | (12,270)                    | (5,000)                        | -                                  | (5,344)                 | (146,202)    |
| Overheads                 | -                                      | (2,400)    | -                                    | (4,020)                          | -                                        | -                    | -                           | -                              | (2,000)                            | -                       | (8,420)      |
| Surplus for year          | -                                      | -          | -                                    | -                                | -                                        | -                    | -                           | -                              | (2,000)                            | -                       | (2,000)      |
| Surplus b/f               | -                                      | -          | -                                    | -                                | -                                        | -                    | -                           | -                              | 4,540                              | -                       | 4,540        |
| Surplus c/f               | £-                                     | £-         | £-                                   | £-                               | £-                                       | £-                   | £-                          | £-                             | £2,540                             | £-                      | £2,540       |