

Company number: 3180659

Charity Number: 1054495

Prisoners' Advice Service

Trustees' annual report and financial statements

For the year ended 31 March 2020

**PRISONERS' ADVICE SERVICE
REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2020**

Trustees

The trustees who served during the year and since the year-end are as follows:

Martine Lignon	Chair	
Lucy Rhodes	Vice Chair	to 26 February 2020
Kassim Gaffar	Treasurer	
Jeanne Harrison		
Jeremy Harrison		
Rebecca Perlman		to 9 September 2019
Eric Allison		to 18 June 2020
Tom Gilliard-Burden		
Katie Le-Billon		
Dominique Webb		from 3 December 2019
Rachel Mathieson		from 3 December 2019
Mandy Mahil		from 3 December 2019

Registered Office 37 Eyre Street Hill
London
EC1R 5ET

Charity Registration Number: 1054495

Company Registration Number: 3180659

Bookkeeper Anne Craig

Independent Examiner Patrick Morrello ACA
Third Sector Accountancy
Holyoake House
Hanover Street
Manchester
M60 0AS

Bank CAF Bank
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

PRISONERS' ADVICE SERVICE CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2020

It is again with great pleasure that I introduce the Prisoners' Advice Service's (PAS) annual, independently examined, accounts for the year 2019-20 with the Chair's Report.

I am pleased to report that throughout 2019-20, due to the remarkable energy of its staff and volunteers, and the generosity of its donors, PAS continued to fill the large gap that exists in access to justice for adult prisoners in England and Wales through provision of its Telephone Advice Line, Letters Clinic, Outreach Clinics inside prisons, casework, Self Help Toolkits, Information Sheets, and quarterly publication, the Prisoners' Legal Rights Bulletin (PLRB).

PAS remained the only charity in England and Wales providing free advice and information to adult serving prisoners regarding their legal and human rights, conditions of imprisonment and the application of Prison Law, Family Law and Immigration Law. It provided support and representation from qualified solicitors not replicated by the state, local authorities, any other third sector organisation or private business, or support that did not qualify for Legal Aid, and, in 2019-20, saw its capacity continue to grow.

Thanks to the hard work of PAS' Caseworkers, the continued employment of PAS' part-time, dedicated, Advice Line Caseworker, Harry Wade, funded again by Julian Richer's Persula Foundation, and to the innovation of Tuesday evening opening, 2019-20 saw the Advice Line receive 33,094 calls, of which PAS was pleased to be able to respond successfully to a record 24,554, or 74% (an increase of 14% on 2018-19); some 554 calls for every week that the Advice Line was open.

In 2019-20, PAS delivered 106 legal advice Outreach Clinics providing one-to-one advice to 942 prisoners across 19 prisons: HMPs Belmarsh, Brixton, Isis, Pentonville, Thameside and Wandsworth (all in London), Bronzefield (in Middlesex), Downview, High Down and Send (all in Surrey), Eastwood Park and Leyhill (both in Gloucestershire), Erlestoke (in Wiltshire), Guys Marsh (in Dorset), Huntercombe (in Oxfordshire), Kirkham (in Lancashire), Lewes (in East Sussex), New Hall (in West Yorkshire) and Styal (in Cheshire).

Our Letters Clinic, which processes around 4,000 letters from prisoners every year, sent out 7,621 responses in 2019-20. Caseworkers also opened 96 new cases throughout the year, on behalf of prisoners whose situations would benefit from such an action.

Outreach figures were slightly down on those from 2018-19, reflecting the Coronavirus Crisis lockdown, which saw PAS' London office close on 12 March 2020 and entry to prisons suspended. I would very much like to note my congratulations to Director, Lubia Begum-Rob, and to all PAS staff for their swift response to the lockdown, and for seamlessly maintaining PAS' services whilst setting up and implementing processes and systems for all staff to work remotely from home. With outreach work suspended indefinitely from March, energies were focussed on the Advice Line, with additional Caseworkers staffing each session. It was remarkable that, by the end of March, in the two weeks immediately following the closure of the office, what would become a doubling of demand and response during the lockdown was already becoming evident with Caseworkers responding successfully to 1,354 calls – a 5% increase on the figure for the two weeks before lockdown.

The fundamental transformation in the way that PAS delivered its services towards the end of the year coincided with the changes that it saw to its Management Committee. PAS Vice-Chair, Lucy Rhodes, retired from the committee on 26 February 2020. All staff, the remainder of the board and myself, expressed appreciation and deep gratitude to Lucy for her work over her eight years as a trustee, and six as Vice-Chair.

Lucy's departure was preceded by that of fellow trustee, Rebecca Perlman, who stood down on 9 September 2019. Again, we expressed our gratitude to Rebecca for her dedicated service to PAS over four years as a trustee.

On 3 December 2019, PAS welcomed three new trustees: Mandy Mahil, Rachel Mathieson and Dominique Webb. The three women came to PAS from a variety of backgrounds: Mandy with a particular interest in supporting Black, Asian and minority ethnic (BAME) women in prison and reform of the British criminal justice system; Rachel with experience of working in Employment Law; Dominique as Head of Operations for the World Hepatitis Alliance charity.

I gratefully acknowledge the sustained and highly professional engagement of all eleven PAS trustees who served in 2019-20, and who, throughout the year, committed their experience in governance, finance, fundraising, voluntary sector management and understanding of the Criminal Justice System to the development and sustainability of the charity.

Finally, on behalf of the Management Committee, I would like to express my gratitude to, and admiration for all those who helped PAS to continue to realise its charitable aims. I particularly thank all of the hard-working staff and volunteers, and express my deep appreciation of the loyal donors (trusts and foundations, corporations and individuals) whose sustained confidence in, and generous contributions to PAS, were vital in enabling its ongoing provision of services to prisoners in 2019-20.

A handwritten signature in black ink that reads "Martine Lignon". The script is cursive and elegant, with the first letters of "Martine" and "Lignon" being capitalized and prominent.

Martine Lignon
Chair of the Trustees

PRISONERS' ADVICE SERVICE TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and the unaudited financial statements for the year ended 31 March 2020. Included within the trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

OBJECTIVES AND ACTIVITIES

The charitable objects of PAS, as set out in its Articles of Association, are:

- (i) To relieve and rehabilitate persons held in penal establishments in the United Kingdom;
- (ii) To advance education and relieve poverty among the aforesaid persons and the families of dependants of such persons, particularly by the provision of a free service of legal and other advice;
- (iii) The advancement of education of the public, and in particular members of the legal profession, in relation to the law relating to the rights of prisoners (which expression shall mean persons who are suffering or have suffered a legal restriction on their liberty in any penal or correctional establishment or through any means whatsoever) and mentally disordered patients within the scope of Part III of the Mental Health Act 1983 and the rights of their families and dependants;
- (iv) The relief of persons in the United Kingdom who are in a condition of need, hardship and distress.

Our main activity is to ensure that legal advice and representation is accessible to all adult prisoners in England and Wales regardless of their ability to pay, and particularly concerning the application of Prison Law, the Prison Rules and the conditions of their imprisonment. PAS pursues prisoners' calls for help about their treatment in prison by providing advice and information and, where appropriate, taking legal action.

Examples of issues PAS can advise upon include: parole, temporary release, indeterminate sentences, categorisation, adjudications, sentence calculation, licence and recall, discrimination, resettlement and healthcare matters.

PAS can also advise on matters of Family Law, and of Immigration Law to prisoners with issues relating to detention or deportation. PAS strives to fill the large gap that exists in access to justice for serving prisoners and our work safeguards the social welfare of prisoners when prison authorities overlook, or ignore, their legal and human rights under Prison Law.

The achievement of our aims will ensure that we are delivering relief to, and contributing to the potential rehabilitation of, serving prisoners. Often, the first obstacle that prisoners face in asserting their legal rights is that they do not know them. Our services are designed to inform, educate and support prisoners, thereby stimulating engagement and better mental health, and supporting rehabilitation.

Strategies

The organisation runs a number of free services: the Telephone Advice Line, Letters Clinic, Outreach, Casework and a subscription based rights bulletin. Through these services prisoners are provided with information, advice, assistance and representation on prison law issues.

Measuring success

The work of PAS' Caseworkers is monitored through: tri-weekly casework meetings with all PAS' Caseworkers and its Director; at individual meetings with the Director; and at regular Management Committee meetings. All prison visits and cases, are logged on our databases and filed as required by PAS' Criminal Defence Service contract with the Legal Aid Agency. Success is measured regularly based on the number of prisoners advised by phone and letter, the number of Outreach Clinics delivered and prisoners seen one-to-one, and by the number of legal cases taken on and the results of those cases.

Evaluation is recorded through the feedback of service-users. For a selection of prisoners, telephone monitoring feedback sheets are completed by the Caseworker while speaking with the service-user. At Outreach Clinics, prisoners give feedback via questionnaires, which are designed to collect both qualitative and quantitative data. Similar questionnaires, along with a Freepost return envelope, are sent out to prisoners with all letters. Quantitative data is also collected from our Access databases, and our telephone and letters records. Qualitative comments are particularly useful in determining whether our actions are resulting in improved conditions and awareness, and any changes we can make to improve services.

Significant activities and how they contribute to achieving our objectives

Our telephone Advice Line, by which we deliver legal advice, is open four days every week. Our telephone number is globally cleared within all prisons throughout England and Wales.

Our Letters Clinic, which processes around 4,000 letters from prisoners every year, can dispense more detailed legal advice.

Outreach Clinics inside prisons across England and Wales, where one-to-one sessions benefit vulnerable prisoners, prisoners with low levels of literacy and those whose first language is not English.

Legal casework on behalf of prisoners whose situations would benefit from such a step. In opening cases, we ensure that prisons are made aware that they cannot get away with abusing, or ignoring, prisoners' rights, and we influence prison policy in the longer term.

Our triannual Prisoners' Legal Rights Bulletin, which is free-of-charge to prisoners and which shares information about key cases and changes in Prison Law.

Volunteers

Volunteers play a vital role in the day-to-day running of PAS services, with some 60 attending our London office over the year and contributing 889 volunteer hours. Their main purpose is to assist Legal Caseworkers by responding to the large volume of general enquiries – particularly by post – as well as casework. The management committee and staff, and clients, very much appreciate the invaluable contribution the volunteers make to the success of the services and support given to our clients. Thank you to all of you. (For more information on PAS' use of volunteers, see page 12.)

Charity Commission guidance

In 2019-20, PAS' trustees paid due regard to the guidance published by the Charities Commission on public benefit when exercising their powers and duties, where relevant.

ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

Director

From 1 April 2019 to 31 March 2020, Lubia Begum-Rob continued in her role as Director of PAS. She was responsible for the day-to-day running of the charity on behalf of the Management Committee, and her duties involved a mix of advice, advocacy, litigation, staff and volunteer management and fundraising.

In her role as Race and Religious Discrimination Caseworker, Lubia answered telephone calls and letters from prisoners and pursued several cases on prisoners' behalf (see below). In this capacity, she was actively co-supervised by the Chair and by a senior and very experienced Prison Law solicitor throughout the year. This structure ensured that she was supported in all aspects of her work.

Throughout the year, Lubia worked hard to raise the profile of PAS as a leading authority within the legal sector for the advocacy of prisoners' rights. She was particularly successful in overseeing the charity's response to the Coronavirus Crisis after its office in London was closed due to lockdown on 12 March 2020. Although outreach services within prisons were suspended – with the last clinic taking place at HMP Wandsworth, also on 12 March – PAS focussed its attention on ensuring that the charity's core service, the telephone Advice Line, and its Letters Clinic, both continued with virtually no discernible disruption to prisoners. With assistance from PAS supporters, The National Lottery Community Fund and The Persula Foundation (which financed the purchase of a remote server), Lubia oversaw the transfer of these services to isolated working systems. She also increased the number of Caseworkers staffing the Advice Line, with the result that the number of successfully answered calls rose during lockdown in March.

On 16 March 2020, PAS issued a statement via its website, social media and e-newsletter calling on the government to assist in slowing down the potential Coronavirus Crisis in prisons by releasing the following groups of prisoners:

- All those aged over 75, no matter what their conviction.
- Those over 50 convicted of non-violent, non-sex crimes.
- Those held under immigration detention powers, in prison or detention centres.
- All those with under a year of their sentence left to serve.
- All prisoners with physical disabilities.
- People awaiting extradition.
- IPP prisoners whose tariffs had expired.

On 30 March 2020, PAS published a Compassionate Early Release Template Letter – again via its website, social media and e-newsletter – for anyone to use and amend if they believed that a prisoner should be released early on compassionate grounds, given the extreme circumstances of the Coronavirus Crisis. The template asked prison Governors to recommend to the Secretary of State for Justice that a prisoner be released on compassionate grounds, or to consider an application for the temporary release of the prisoner. This template was viewed 1,109 times on PAS' website over the last two days of March. We know that it was also used by other charitable organisations, which distributed it to staff working directly with prisoners.

In more normal times, throughout 2019-20, Lubia represented PAS as an executive committee member of the Association of Prison Lawyers (APL), while PAS continued as a member of the following professional bodies: CLINKS, the Criminal Justice Alliance, the Detention Forum, the Discrimination Law Association, the National Council for Voluntary Organisations, the Parole Board Users' Group, Public Lawyers in Non-Governmental Organisations and The Small Charities Coalition.

Notable events overseen by Lubia in 2019-20 included, PAS' annual Panel Discussion, which took place on the evening of 28 May 2019 at the London offices of White & Case, whom we thanked for their support and hospitality. The event took as its topic, 'Brexit and Foreign National Prisoners: from hostile environment to unsettled future'. The event was introduced by The Guardian's prison correspondent and PAS trustee, Eric Allison, and chaired by Francesca Cooney, Head of Policy at Prisoners' Education Trust. Panellists on the evening were:

- Sally Powell, Trainer Assessor for St Giles Trust at HMP Huntercombe;
- Kate Adams, Kent Refugee Help;
- Nick Beales, Legal Manager, Bail for Immigration Detainees (BID).

PAS' Annual Lecture took place on 28 November 2019 at the London offices of Herbert Smith Freehills, to whom we were most grateful. Delivered by renowned prison philanthropist, and PAS supporter, Edwina Grosvenor, the lecture took as its topic, "The traumatic impact of women's imprisonment on families". The talk was inspiring and informative and was enjoyed and appreciated by the large crowd that turned out to hear Lady Edwina speak.

At the event, PAS also launched its set of four Family Law Guides – produced in conjunction with charity, Rights of Women, and supported by The Sir Halley Stewart Trust and The Wates Foundation.

Finally, on 3 September 2019 – and again funded by The Persula Foundation – Lubia introduced Tuesday evening opening of the Advice Line, with prisoners subsequently able to use the service, and speak with a Caseworker, on Tuesday evenings between 4.30pm and 7pm. The innovation was met with much response from service-users.

In closing, Lubia would like to acknowledge all of the volunteers, who, once again, added great capacity to PAS' operations and helped make it possible for the charity's work to continue, particularly with its Letters Clinic. Even more so than ever, voluntary assistance to PAS in 2019-20 was vital and hugely appreciated.

Race and Religious Discrimination Caseworker

In addition to her duties as Director, in 2019-20, Lubia Begum-Rob continued to advise prisoners who suffered ethnic or religious discrimination. The issues raised with Lubia during the year included ethnic minority prisoners who complained of less favourable treatment by staff compared to that received by their white counterparts, and complaints of unjustifiable failure by prison authorities to accommodate prisoners to practise the basic tenets of their religion.

According to the Prison Reform Trust's Winter 2019 Prison Factfile, 27% of the prison population in England and Wales – 22,619 people – were from a black, Asian or minority ethnic group (BAME). Black people are 53%, Asian 55%, and other ethnic groups 81% more likely to be sent to prison for an indictable offence at the Crown Court.

In 2019-20, Lubia delivered a total of 14 Outreach Clinics, providing one-to-one legal advice and assistance to 92 prisoners in four prisons: HMPs Belmarsh and YOI Isis in London and Eastwood Park and Leyhill in Gloucester. (These figures are slightly lower than usual as they reflect Coronavirus Crisis lockdown in March 2020.) Lubia also opened 14 new cases on behalf of prisoners. 56% of calls to our Advice Line (some 13,750) came from prisoners who identified as BAME.

Race and Religious Discrimination Caseworker Case Study

Prisoner A, a Muslim, was assaulted by fellow prisoners at congregational prayers, during which attack he felt compelled to defend himself. The assault was swiftly broken up by other prisoners, but our client sustained bruising and torn clothing. Those who attacked him did not suffer any injuries.

Nevertheless, it was only Prisoner A that was banned from attending further congregational prayers, which he strenuously objected to at the time. We met Prisoner A during an outreach session, when he explained that the ban had been in place for several months.

We intervened on his behalf and asked the prison to review the ban urgently, stating that it was a disproportionate response to the attack, and a potential infringement on Prisoner A's right to practice his faith. The prison responded swiftly, and reinstated Prisoner A's access to congregational prayers the following week.

Women Prisoners' Caseworker

On 4 September 2019, PAS' dedicated Women Prisoners' Caseworker, Kate Lill, began a year's maternity leave. From that date, the responsibility for the majority of our work with women was temporarily transferred to PAS' Partnerships Manager, Jane Finnis, who had covered for Kate during previous maternity leave.

Over the course of 2019-20, Jane delivered a total of 16 Prison Law Outreach Clinics in three women's prisons: HMPs Bronzefield (in Middlesex), Downview and Send (both in Surrey). During these clinics, Jane saw and advised 169 women on a one-to-one basis.

A further five Prison Law Outreach Clinics at women's prisons were delivered by other PAS Caseworkers: two at HMP Downview, reaching 21 women, and three at HMP Eastwood Park (in South Gloucestershire), reaching 20 women on a one-to-one basis.

Solicitor, Rachel Chapman (Broudie Jackson and Canter, Liverpool), acted as our agent at HMP Styal (in Cheshire), where she delivered five Prison Law Outreach Clinics, reaching 44 women. We were most grateful to Rachel for her work on our behalf.

Before departing on maternity leave, Kate delivered a total of eight mixed Family and Prison Law Outreach Clinics in three women's prisons – HMPs Downview, Send and Styal, reaching 72 women one-to-one.

Upon Kate's temporary departure, PAS was left with no in-house expertise in Family Law. Therefore, Family Law Outreach Clinics were scaled back to be reviewed upon Kate's return. The charity, Rights of Women, took on the running of PAS Family Law Clinics at HMP Downview, delivering three and reaching seven women, while former PAS Co-Director, Deborah Russo, in a Consultant capacity, delivered three clinics at HMP Bronzefield, reaching 16 women, and two at HMP New Hall in West Yorkshire, reaching seven. This covering provision was funded by a kind donation from The Mactaggart Third Fund.

Overall in 2019-20, PAS delivered a total of 42 Outreach Clinics in six women's prisons, seeing 356 women prisoners one-to-one. (These figures are slightly lower than usual as they reflect Coronavirus Crisis lockdown in March 2020. Latterly, frequency was also changed, from six-week to eight-week intervals, to compensate for Jane's extra workload during Kate's absence.) A total of 24 cases were opened on behalf of women prisoners throughout the year, and 8% of successfully answered calls to our Advice Line (some 1,964) were made by women prisoners. Women account for 5% of the prison population in England and Wales.

Finally, the Women Prisoners' Justice Group, which was partly set up by Kate in February 2018 – and dependent upon PAS input – was put on hold pending her return to PAS. PAS was grateful to project funder, Edwina Grosvenor, for her patience and understanding in allowing her support to be deferred until that time.

Women Prisoners' Caseworker Case Study

PAS represented a woman, Prisoner B, who was eligible for release at the 2/3 point in her sentence in January 2020. Prisoner B had received a very long Extended Determinate Sentence (16 years - consisting of 10 years in custody and six on extended licence) due to the nature of her offence. She

had committed serious sexual offences, into the carrying out of which she had been coerced by her then partner when she was still quite young. The woman had had a very chaotic family life and was vulnerable as a result. Due to the stigma surrounding her offence, she was also very reticent.

Initially, her release was not supported by either her Offender Supervisor in prison or her Offender Manager in the community, who contended that she had not completed sufficient offending behaviour work. However, this was not her fault. The only programme suitable for women sex offenders had been withdrawn nationally for modification and she was assessed as unsuitable for an alternative programme, which dealt with thinking skills. One-to-one work with a psychologist had not been completed.

PAS took Prisoner B's instructions and was concerned that the Parole Board would conclude her case negatively. We made representations that an oral hearing was required on the grounds of fairness, arguing that, by the time an oral hearing had been listed, the work with a psychologist would have been completed and it would be prejudicial for the Parole Board not to consider that. The Board agreed.

With the advent of the Coronavirus Crisis lockdown, the hearing was to be conducted over the telephone, which was far from ideal, so PAS made further, detailed, written representations before the hearing, arguing that the Offender Manager's continued recommendation that Prisoner B needed to go to open conditions and complete a series of Releases on Temporary Licence (ROTLs) before she was safe to be released, was unfair as, due to the lockdown, all ROTLs had been suspended. As a result of our work, the Board directed the woman's release.

Outreach Caseworker (Men's Estate)

In 2019-20 PAS' Outreach Caseworker Nicki Rensten continued to advise prisoners through letter and telephone enquiries, to maintain a varied and complex caseload of legally aided and pro bono matters, and to expand the provision of our outreach service.

Nicki delivered a total of 25 Outreach sessions in 2019-20, providing one-to-one legal advice and assistance to 274 prisoners at six prisons: HMPs Erlestoke in Wiltshire, Guys Marsh in Dorset, High Down in Surrey, Huntercombe in Oxfordshire, Wandsworth in London and Kirkham in Lancashire. She also dealt with hundreds of telephone and letter enquiries, and opened new cases on behalf of 24 prisoners.

Of the 25 outreach sessions, 10 were at Huntercombe prison and seven at Wandsworth. This reflected the emphasis in Nicki's work on the specific provision of advice and information to Foreign National Prisoners (FNPs), a group who make up 11% of the prison population in England and Wales.

Huntercombe is a Category C prison in Oxfordshire, which houses exclusively foreign national male prisoners. Mainly in partnership with the St. Giles' Trust, Nicki provided training sessions to prisoner peer advisers, equipping them to give basic legal information and advice to their fellow prisoners and to signpost more complicated issues to PAS. Nicki also ran a regular monthly advice session, catering for the very specific client group at Huntercombe, who have overlapping Immigration and Prison Law concerns.

Wandsworth prison in south London also holds a significant number of FNPs, many of whom are awaiting deportation, extradition or repatriation to serve their sentence in their home country. It is also the main prison to which British prisoners who have been sentenced abroad are returned under repatriation agreements. These repatriations from one prison system to another are sometimes voluntary and sometimes enforced; in both cases, there are many complaints about the way sentences are then calculated in order to provide the date of release.

Outreach Caseworker (Men's Estate) Case study

Prisoner C was a British citizen convicted abroad and returned to serve the balance of his sentence here. He was adamant that the sentence he had been given in court was not properly reflected in the documents which were sent with him on his return to England, and that this has resulted in his having

to serve an extra two years in prison here. PAS took up his case and corresponded at length with the Cross-Border Transfer Section and other parties. The case was finally resolved and it was accepted that Prisoner C's original sentence was as he had described. He has now been released.

Community Care Caseworkers

On 2 September 2019, PAS was delighted to welcome new, part-time, Community Care Caseworker, Laine Ritchie, who replaced Anna Fairbank after Anna retired on 26 June 2019.

From September, Laine worked alongside fellow Community Care Caseworker, Laura Orger, in a job share arrangement providing specialist advice and assistance to older prisoners, prisoners with mental and/or physical disabilities, those with chronic health issues or those with learning difficulties across England and Wales.

Throughout 2019-20, Laura and Anna, and then Laine, were frequently asked for assistance where prisons, local authorities, probation services or NHS Trusts had failed to meet their legal responsibilities towards disabled and elderly prisoners with health or social care needs, both during their time in prison and when they were due for release. As is PAS' process, they first attempted to resolve these issues by writing to the bodies in question, setting out the law and what they expected to be done, but, where necessary, they issued Judicial Review proceedings to ensure the best result for clients.

Throughout the year, the Community Care Caseworkers delivered a total of 18 Outreach Clinics, providing one-to-one legal advice and assistance to 177 prisoners in five prisons: HMPs Eastwood Park and Leyhill in Gloucester, Lewes in East Sussex and Pentonville and Thameside in London. (These figures are slightly lower than usual as they reflect Coronavirus Crisis lockdown in March 2020.) They also opened 22 new cases helping older and disabled prisoners. 22% of callers to our Advice Line (5,402 calls) were from prisoners over the age of 51 and 31% (7,612 calls) identified as suffering from a disability, mental health issue, chronic illness or learning difficulty.

In addition, in 2019-20, PAS' Outreach Caseworker (Men's Estate) delivered three Outreach Clinics in conjunction with older prisoner charity RECOOP at HMP Guys Marsh in Dorset, where she saw 45 prisoners on a one-to-one basis.

Community Care Caseworkers Case Study

In the first week of lockdown due to the Coronavirus Crisis in March 2020, PAS received a call to our Advice Line from a prisoner who was due to be released to an Approved Premises (AP), despite the fact that he had Sickle Cell Anaemia, which is one of the highest risk groups for coronavirus infection and full-blown COVID-19. As the AP would be shared with other residents, the prisoner was very scared – worried about exposure to the coronavirus – but had been told by the Parole Board that he had no option but to be released there.

The prisoner's father had offered to accommodate his son so he could safely self-isolate for the recommended 12 weeks for Sickle Cell and his Offender Supervisor (OS) had been trying to contact the Offender Manager (OM) for three weeks in order to enact this arrangement, but without success. The prisoner had had three recent OM's and was not sure of the name of the current one. PAS advised the prisoner that we would attempt to locate and contact the OM to make informal representations for him to be released to his father's place of residence.

With the help of a very good London-based Probation Officer, previously known to PAS, we managed to track down the OM and suggested a Home Circumstances Report – over the telephone – and prompt change to the prisoner's licence in light of Public Health England's Guidance on vulnerable groups and coronavirus. We then followed up with the OM – once again over the phone – and were informed that a new Home Circumstances Report had been done and that the prisoner was to be released to his father's care as both he and PAS had wanted.

Advice Line Caseworker

During 2019-20, Harry Wade dispensed advice and support to prisoners who reached out to PAS for help using our telephone Advice Line. Of Harry's four days each week at PAS, two whole days were spent responding to callers to the Advice Line, which, alongside the other Caseworkers staffing the line on Monday, Wednesday and Friday, meant that that service then ran to a five-day equivalent service.

Harry was also instrumental in the further extension of Advice Line hours to include Tuesday evenings from 4.30pm to 7pm. He regularly staffed the Advice Line for this novel provision which began on 3 September 2019.

In 2019-20, Harry also began delivering Prison Law Outreach Clinics, with three at HMP Brixton (in London), reaching 14 prisoners on a one-to-one basis, and two at HMP Pentonville (also in London), reaching 19 prisoners. He opened three cases on behalf of prisoners.

Advice Line Caseworker Case Study

Prisoner E contacted PAS' Advice Line on multiple occasions between August and October 2019. Serving a five-year sentence, the prisoner presented a history of mental health issues and drug use. He had been placed on an ACCT (Assessment, Care in Custody and Teamwork – the care planning process for prisoners identified as being at risk of suicide or self-harm) in May 2019 and was still under supervision when he called us to report that he had been assaulted by other prisoners.

Our Advice Line Caseworker wrote to the prison concerned and Prisoner E was moved to a different wing as a result. However, his concerns persisted. He was receiving further threats from prisoners and was self-isolating in his cell. We advised Prisoner E to submit a transfer application and go through the complaints procedure if this was unsuccessful.

In the meantime, PAS wrote again to the prison on multiple occasions. We initially requested that Prisoner E's safety be protected. Given the severity of the threat that he was facing, and the fact that he had been self-isolated in his cell for over one month, we then asked that Prisoner E be transferred to another prison entirely, citing the duty of care to ensure his safety that the prison owed to him.

Prisoner E was subsequently transferred to an alternative prison in October 2019 and is currently doing well there.

Justice First Fellow

2019-20 saw the first full year of PAS' Justice First Fellow, Alice Gambell's two-year appointment at the charity, funded by The London Legal Education Foundation. The aim of the Fellowship is to be a route to a career using law as a tool for social justice, with Fellows going on to become advocates for access to justice and the rule of law. The position was directly supervised by PAS Director, Lubia Begum-Rob.

Alice began the year by focussing on healthcare in prison and provided advocacy assistance to prisoners, endeavouring to ensure that their immediate healthcare needs were met. She also gained experience in Prison and Public Law, providing immediate legal advice to prisoners via PAS' Advice Line and delivering her own Outreach Clinics (see below).

During 2019-20, Alice gained further experience in advocacy, successfully representing prisoners at parole hearings and adjudications before a District Judge. Alice was also successful in securing release for prisoners in three recall cases.

Alice delivered Prison Law Outreach Clinics at three prisons: HMPs Downview in Surrey, and Isis and Thameside, both in London. Across seven clinics throughout the year, Alice advised 77 prisoners – both male and female – on a one-to-one basis. She also opened 18 cases on behalf of prisoners and regularly staffed the Advice Line, frequently on Tuesday evenings.

Justice First Fellow Case Study

Early in 2020, Alice was successful in overturning a prison's decision to ban a prisoner's daughters from visiting. Prisoner F was an older woman and the mother of two adult daughters. At the time of the incident she had just lost her brother and was grieving.

Due to the prison's delay in searching visitors, the daughters were delayed getting into the visits hall. This delay cut into their visit time by 40 minutes. When her daughters questioned staff about the length of the visit, they were told that they were being rude and were physically removed from the visits hall. Both women maintain that they had remained calm throughout the time in the visits hall. Both daughters were banned from visiting their mother for three months, with a further three months of closed visits.

Visitor bans engage a prisoner's ECHR (European Convention on Human Rights) Article 8 right (right to private and family life) and must be considered on an individual basis. Such a ban must be proportionate to the risk that the prison considers the visitor(s) to pose. PAS believed the prison's decision was clearly disproportionate and that the ban should be lifted.

Alice successfully challenged the ban, arguing that the prison's decision to ban Prisoner F's daughters was a disproportionate infringement of her Article 8 rights. As a result of this challenge, the ban and closed visits were lifted.

Partnerships Manager and Caseworker

In 2019-20, Jane Finnis continued to develop her role as Partnerships Manager at PAS, responsible for managing the relationships between the charity and the various corporate law firms who assisted us. Jane is also a Caseworker / Manager and was responsible for the line-management of Kate Lill (Women Prisoners' Caseworker), Harry Wade (Advice Line Caseworker) and Laine Ritchie (Community Care Caseworker).

During 2019-20, Jane oversaw PAS' continued work with corporate firms, Cooley LLP, Dentons, Fieldfisher, Herbert Smith Freehills, Mayer Brown, Reed Smith, Simmons & Simmons and White & Case.

PAS' in-office volunteer scheme was working extremely well until the Coronavirus Crisis lockdown. The scheme involved partners' employees volunteering to work on a rota in PAS' London office for a half day at a time. Volunteers from Reed Smith, Herbert Smith Freehills and Cooley LLP assisted with responding to letters from prisoners, with research and, those with more experience, with case files. Volunteers from US firm, Gibson Dunn, and Simmons & Simmons were about to join this scheme when lockdown intervened. Volunteers from Reed Smith and Cooley LLP continued to work remotely for PAS after the charity closed its office on 12 March.

Corporate firms also supported PAS throughout the year by providing services such as the printing of its *Prisoners' Legal Rights Bulletin*, hosting and catering PAS events, and by the direct funding of our work (see Fundraising report below).

With PAS' Women Prisoners' Caseworker on maternity leave, Jane was also temporarily made responsible for our work with women prisoners from 4 September 2019. (For a description of Jane's outreach work during 2019-20, please see section on our Women Prisoners' Caseworker above.)

Legal Volunteers

Throughout 2019-20, volunteers continued to play a vital role in the day-to-day running of PAS services, with some 60 attending our London office over the year. Their main purpose was to assist Legal Caseworkers by responding to the large volume of general enquiries – particularly by post – as well as casework. The in-office volunteer scheme run by the charity (see above) continued to attract volunteers from local corporate law firms with whom we were working in partnership. Many such volunteers came into the PAS office on a rota system, having been asked to commit to a minimum of one session per fortnight over a three-month period. They contributed in the following ways:

- i. By sending general information to prisoners, as directed by the legal Caseworkers or the Director.
- ii. By responding to letters from prisoners under the supervision of the legal Caseworkers or the Director.
- iii. By assisting Caseworkers with Outreach Clinics inside prisons.
- iv. By maintaining manual filing systems of external resources.

Telephone Advice Line

Throughout the year, our telephone Advice Line continued to serve as one of the key channels through which we were able to advise prisoners on their rights and, where necessary, to pursue justice for them. The service permitted PAS to impart legal information and support to many thousands of prisoners across England and Wales quickly and effectively. 2019-20 saw an unprecedented volume of demand, with 33,094 calls made to our Advice Line, of which we successfully responded to 24,554, or 74%.

The Advice Line is especially vital for those in prison with lower literacy levels, or whose first language is not English, ensuring that our service is truly accessible for all. In 2019-20:

- 8% of calls came from women prisoners
- 22% of calls came from prisoners over the age of 51
- 31% of callers self-identified as suffering from physical disability, a chronic health condition, a mental health issue or a learning difficulty
- 56% of calls came from Black, Asian or minority ethnic prisoners
- 10% of callers identified as LGBT+
- 18% of calls came from Foreign National Prisoners

Letters Clinic

Our Letters Clinic continued to offer a lifeline to large numbers of prisoners, with our Caseworkers sending out 7,621 responses to some 4,000 written enquiries to PAS in 2019-20. The reach of this service extended to more than 100 prisons across England and Wales.

The Letters Clinic provides the opportunity for detailed information on specific aspects of Prison Law and individually tailored legal advice to be imparted to service-users. In 2019-20:

- 4% of letters came from women prisoners
- 29% of letters came from prisoners over the age of 51
- 59% of letter-writers self-identified as suffering from physical disability, a chronic health condition, a mental health issue or a learning difficulty
- 43% of letters came from Black, Asian or minority ethnic prisoners
- 20% of letter-writers identified as LGBT+
- 18% of letters came from Foreign National Prisoners

(*NB: Collecting protected characteristics data on letter-writers began in October 2019)

Legal Casework

In the year 2019-20, PAS caseworkers took on 96 legal cases. These involved going further than the provision of one-off telephone or letter advice or a single exchange with a prison regarding a client's problem, and instead entailed a more thorough assessment of whether the prisoner who had contacted us had a legal case to challenge their treatment.

More than a quarter of these cases related to Parole Board hearings, in which we represented prisoners who were seeking either release or a move to an open prison, by writing representations on their behalf and attending the hearings to advocate for them. Of the remainder, five related to prisoners'

categorisation, four to disability discrimination, three to prison visits and the others to a variety of problems which prisoners encounter within the system.

Family Law Guides, Self Help Toolkits & Information Sheets

In 2019-20, PAS continued to produce and regularly update our series of four Family Law Guides, 10 Self Help Toolkits and 32 Information Sheets, all downloadable from our website. These explain legal processes and prisoners' rights, covering topics such as child-care, how to progress through the prison system, discrimination, categorisation, transfers, visits and rights for specific client groups.

All three series are sent out to prisoners by our Caseworkers and volunteers and are available for families of prisoners and other prison sector organisations to read and download. Over the course of 2019-20, the Family Law Guides were viewed on the website 742 times, the 10 toolkits were viewed on a total of 1,942 occasions and the Information Sheets were viewed 3,824 times.

Prisoners' Legal Rights Bulletin

We continued to reach a large prisoner readership through our bulletin, which was published three times in 2019-20, and to which 890 prisoners were subscribed. The bulletin was free to prisoners, and contained up-to-date and accurate information about new legislation and cases pertaining to Prison Law, new Prison Service Instructions and commentary on cases that had gone before the Prisons and Probation Ombudsman and the Information Commissioners' Office.

As well as prisoners, subscribers to the bulletin throughout the year included solicitors, barristers, academic organisations, journalists, and prison libraries. We were extremely grateful to corporate law firms, Cooley, Herbert Smith Freehills and Reed Smith, who printed the three editions of the PLRB for us on a pro bono basis in 2019-20.

Fundraising and Communications

In 2019-20, PAS was most grateful to receive major unrestricted grants from loyal, regular, supporters The Hadley Trust (£70,000), The AB Charitable Trust (£20,000) and The London Legal Support Trust (£10,000). We also welcomed a new, unrestricted, two-year award from The Garfield Weston Foundation (£40,000 over two years).

We received the first full year (£30,000) of our five-year award of £165,000 from The National Lottery Community Fund in support of our core, telephone Advice Line service. This award included an additional £15,000 to support capacity-building initiatives. PAS was extremely grateful to the National Lottery Community Fund, when, in March 2020, it very quickly permitted the charity to use some of this money to fund the challenging transition to remote working systems with the onset of the Coronavirus Crisis.

In 2019-20, we received the first year of a generous three-year award in support of our work with women from Goldsmiths' Company Charity (£60,000 over three years). We also welcomed a new, three-year, award from Trust for London (£30,000 over three years) in support of our work with Foreign National Prisoners (FNPs).

We took delivery of third instalments of three-year awards from The Charles Hayward Foundation (£10,000) and The Bromley Trust (£10,000), both in support of our work with women prisoners. Our award (of £41,800 over three years, made in 2016 in support of our Family Law project) from The Sir Halley Stewart Trust came to a conclusion in 2019-20.

Last year saw the first full year of The Legal Education Foundation's award – of £76,641 over two years – to enable PAS to host a Justice First Fellow traineeship, while Julian Richer, through his Persula Foundation, awarded a further grant of £35,545 in support of the Advice Line and the dedicated Advice Line Caseworker role at PAS. We also thanked Julian Richer in March 2020, for his funding of a remote server to support our isolated working systems during the Coronavirus Crisis.

Individual donations included a third, unrestricted, gift from a donor who wished to remain anonymous (£50,000) and the second year of a three-year commitment from Lady Edwina Grosvenor in support of our work with women (£10,000). We thank all those who made personal donations in support of our work in 2019-20.

During the year, PAS received substantial support from corporate law firms, including Simmons and Simmons Charitable Foundation (£7,500 unrestricted), Herbert Smith Freehills (£3,500 unrestricted) and Garden Court Chambers' Special Fund (£3,000 in support of our work with FNP's). We were most grateful to all of the corporates who supported our work, financially and otherwise, throughout the year.

We thanked Julian Richer again in November 2019, when he hosted a fundraising dinner in support of PAS' work, with total donations of £6,560 (including Gift Aid) being made as a result.

We raised additional funds – as well as public awareness of our work – by organising, or taking part in, various events and activities in the community. We were thankful to trainee solicitor, Monique Marino, from corporate firm, Field Fisher, who raised £3,041 for PAS by running the London Marathon on 28 April 2019.

On 5 December 2019, PAS once again took part in The London Legal Support Trust's annual Great Legal Quiz, as part of National Pro Bono Week. The PAS Pub Quiz was held in The Rugby Tavern in Holborn, and attended by six teams representing groups of barristers' chambers, solicitors' firms and loyal supporters of our work. The event – a hugely enjoyable evening – raised £512 to help support our activities.

In 2019-20, we continued to raise our social media profile. Monitoring of website statistics began in October 2019 and, for the period October 2019 to 31 March 2020, there were 30,727 views of the PAS website with 11,050 unique visitors. The most frequently viewed pages after the home page were the volunteer and contact pages. The highest referrer after search engines was the National Pro Bono centre website. The audience was predominately UK based, followed by the USA.

Between 1 April 2019 and 31 March 2020, PAS tweeted 348 times on Twitter and made 210,000 impressions, with an average of 574 impressions per day. There was a total increase of 268 followers during this time, taking our total number of followers to 2,469. PAS top tweets included our Feedback Friday series, Legal Aid turning 70, news relating to prison deaths and release of prisoners during the Coronavirus Crisis.

During this same time period, on Facebook, PAS gained 66 new followers, taking our total number to 1,105, and 61 new page likes. The average post reach was 140 people. The demographic remained largely women (69%), and predominately based in the UK (708 followers of 1,121 total).

Thank you

Finally, we were most grateful to all our supporters in 2019-20, many of whom are listed below in Notes 4 and 23 to the Accounts. We also thank all those individuals who gave of their time, or money, to support our work with prisoners. There were too many of you to list here but each played a part in maintaining and expanding PAS' services over the past year. Thank you all so very much for helping us to give professional-level advice and support to a most marginalised of communities. We also thank the Fundraising and Communications volunteers who helped us most effectively in 2019-20.

FINANCIAL REVIEW

It should be noted that PAS does not seek or accept Home Office or Prison Service funding, and is completely independent of the Prison Service.

Financial Position

The Statement of Financial Activities shows a total surplus of £64,161 (2019: surplus of £51,894) of which a surplus of £38,341 (2019: surplus of £23,150) relates to unrestricted funds and a surplus of £25,820 (2019: surplus of £28,744) to restricted funds. Unrestricted income for the year was £306,230 (2019: £315,673), and unrestricted expenditure was £267,889 (2019: £292,523). Restricted income for the year was £234,807 (2019: £186,740), and restricted expenditure was £208,987 (2019: £157,996).

The funds of the charity at the end of the year were £233,937 (2019: £169,776) consisting of unrestricted funds of £148,119 (2019: £109,778) and restricted funds of £85,818 (2019: £59,998).

Further details of the charity's performance can be found in the Statement of Financial Activities on page 24, the Balance Sheet on page 25 and the Statement of Cash Flows on page 26.

Funding sources for the period 2019-20 included casework legal income of £52,834 (2019: £64,716) from the Legal Services Commission and other legal fees, providing a net contribution of £30,084 (2019: £44,602) before salary and overheads.

There was also income arising from restricted and unrestricted grants, as well as donations from individuals.

Reserves Policy

Free reserves held on 31 March 2020 were £148,119 (2019: £109,778) representing almost four months' operating costs.

As a guideline, the Management Committee aims to hold three months of reserves, which would allow PAS time to recover from any temporary shortfall of income.

Risk review

The management committee continually monitor and regularly discuss any possible financial risk to the charity. This is discussed in conjunction with operational risks and their possible effect on the charity's finances. For fuller details please refer to "Risk review" in the "Structure, Governance and Management" section on page 20.

FUTURE PLANS

The Management Committee has set the following ongoing objectives for PAS:

- i. To continue to provide and improve a free, high quality, accessible legal advice and information service to adult prisoners in England and Wales and their legal advisers;
- ii. To maintain publicly-funded casework;
- iii. To increase awareness of PAS as the main provider of information about Prison Law;
- iv. To identify the unmet needs of prisoners not currently taken up by PAS' services and to expand the range of services to meet those needs, including geographical range;
- v. To work towards holding three months' operating costs in reserve at any one time.

The organisation has developed and evolved its activities to ensure sustainable delivery of its objectives for over more than two decades, and it continues to review and monitor these objectives against its strategies as the legal and political fields of prisoners' rights proceed through different landscapes. The plans for the future are to continue delivery of the existing services and to adapt the outreach service in keeping with the limitations imposed by the global pandemic, and on a smaller scale by limitations of resources.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

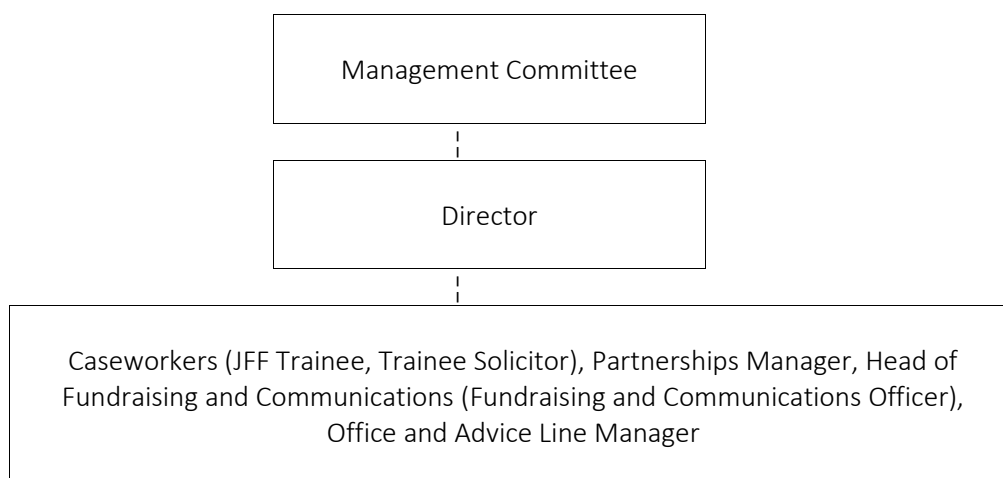
Prisoners' Advice Service (PAS) was founded by third sector organisations, the Prison Reform Trust, Liberty, Justice, NACRO, Inquest and The Howard League for Penal Reform, and formally launched as an independent charity in May 1991, registering with the Charity Commission in April 1996. It became a company limited by guarantee on 1st April 1996 under a memorandum of association which established the objects and powers of the charitable company, and it is governed by its Articles of Association as amended by resolution on 16 October 2015.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2020 was 8 (2019: 9). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 11 to the accounts.

Organisational Structure

The Management Committee comprised of the trustees, who were also directors of the company under Company Law. All Management Committee members were expected to have an interest in Prison Law and new members had an induction whereby they spent a day shadowing PAS staff members to gain experience of the day-to-day running of the organisation. The basic management structure of PAS was as follows:



The Management Committee had general control of, and managed, the charity's administration. It delegated certain powers and functions to the Director, Lubia Begum-Rob, including the day-to-day running of PAS. This included the power to recruit staff to run the Company. Among other duties, the Management Committee was also responsible for ensuring that actions taken were in the best interest of PAS. This included matters of finance. In this capacity, in 2019-20, it continued to liaise with the Director, the Head of Fundraising and Communications and other staff members at Management Committee meetings throughout the year in order to discuss finances, among other matters.

The Management Committee met once a quarter in 2019-20. The Committee can vary the frequency as it feels appropriate. Its activities included:

- i. providing input, or making decisions on, significant or strategic issues affecting the charity;
- ii. monitoring the charity's financial position;
- iii. checking compliance with legal and regulatory requirements;
- iv. making any other decisions considered appropriate by the Committee;
- v. approving the business plan.

The officers as at 31 March 2020 were:

Chair	Martine Lignon
Treasurer	Kassim Gaffar
Secretary	Lubia Begum-Rob (Director)

Recruitment and appointment of new trustees

PAS' recruitment of new trustees results either from the need to replace a standing-down trustee or from the identification of specific skills or experience that the Board/Management Committee (MC) requires or would benefit from.

The advert is designed by the Chair after consultation with PAS Director, on the basis of a skills and competencies analysis. It is placed on PAS website under *Vacancies* and publicised by Clinks (in the *Light Lunch*), the Criminal Justice Alliance Bulletin, the Small Charities Coalition, Charity Job, Getting On-Boards and some other platforms.

Applications are received by PAS Office Manager who forwards them to the Chair. Having read them carefully, the latter anonymises them and forwards them to the Director and all trustees, without any comments, asking them to respond with a "Yes" or "No" to candidates being shortlisted, and any comments they would care to make. A majority decision results in a list of shortlisted candidates that the Chair disseminates to trustees and Director for ultimate agreement.

Shortlisted applicants are invited for interview. The interviewing panel systematically comprises of two trustees (not necessarily including the Chair, if, for instance, she happens to know one or more of the applicants) and the Director.

Post interview, the panel's selection is communicated to the whole Board for approval.

The successful applicants are invited to attend the next Board/Management Committee meeting at which they will introduce themselves to those trustees who did not sit on the interviewing panel – and will be formally established as trustees.

Policies and procedures for the induction and training of trustees

Once the interviewing panel's selection has been approved by the Board/MC, the recruited applicants receive PAS' *Trustees Induction Pack* and associated resources, with which they must familiarise themselves before attending their first PAS Board/MC meeting.

At this stage, the Chair encourages them to read the *Charity Trustee Welcome Pack*, from the Charity Commission, and to join the Charity Commission's mailing list for training purposes and governance updates.

On the more interactive side, newly appointed trustees attend an Induction Session that takes place at PAS' office, when they meet with the Chair, the Director and as many members of the PAS team as can be arranged. They are deliberately left to raise any question they wish to ask from staff members outside the Director's and the Chair's presence.

Trustees are, obviously, kept informed either by the Director or the Head of Communications or the Chair of any important development or legislation that would affect their role and actions as trustees, e.g. GDPR; workplace pension scheme/auto-enrolment, etc..

The bi-annual review of PAS' Business Plan, which culminates in the yearly October review meeting, offers a constantly effective opportunity for training and re-training in matters of governance and strategy setting.

Risk Review including Covid-19

The Director and Management Committee members were responsible for implementing and ensuring compliance with the risk management strategy. The risk management strategy aimed to ensure that appropriate action would be taken were a case to fall outside of acceptable risk levels. Other risks to PAS were considered at the annual review of the business plan when organisational strengths and weaknesses were reviewed.

As part of our annual business planning cycle PAS has a comprehensive risk register which is used to identify:

- Key risks to the organisation
- Probability of the risk becoming an issue
- Potential impact of each risk
- Preventative actions and steps that can be taken to mitigate each risk

Risks are then grouped based on the likelihood of a risk becoming an issue and the severity of its impact on the organisation should it materialise. This helps to inform the time and attention given to managing individual risks, ensuring we take a proportionate approach.

We carry out a fulsome review of the risk register as part of our business planning process, as well as regularly reviewing risks to make sure they are still relevant.

By way of example, two key risks facing PAS at the time of going to print are summarised below:

1. Ability to respond to the volume of letters received from clients due to reduced numbers of volunteers because of restrictions resulting from COVID-19.
 - a. Probability: High
 - b. Impact: High - affecting PAS's ability to maintain service levels with potential reputational implications.
 - c. Severity of the risk to PAS: High
 - d. Mitigation: application for funding from COVID specific funds to help PAS address this risk.
2. Long standing donors ending their support.
 - a. Probability: Medium
 - b. Impact: High – would cause a significant shortfall in PAS funding that would be difficult to fill either from another single donor or from multiple funding sources.
 - c. Severity of the risk to PAS: high
 - d. Mitigation: diversification of funding streams, strengthening funder relationship management capacity, identifying and engaging with alternative funders who could help close any gap, and identify non-critical services that can be reduced if needed to help manage costs.

The coronavirus crisis may also affect PAS' financial position going forward in that one of our key services – outreach work inside prisons – has been suspended at this time and in that that service would ordinarily attract particular pots of geographically-based funding.

STAFF MEMBERS

Lubia Begum-Rob	Director / Race and Religious Discrimination Caseworker
Jane Finnis	Partnerships Manager & Caseworker
Nicki Rensten	Outreach Caseworker (Men's Estate)
Kate Lill	Women Prisoners' Caseworker (maternity leave from 4 September 2019)
Laura Orger	Community Care Caseworker
Anna Fairbank	Community Care Caseworker (until 26 June 2019)
Laine Ritchie	Community Care Caseworker (from 2 September 2019)
Harry Wade	Advice Line Caseworker
Alice Gambell	Justice First Fellow and Trainee Solicitor
Taher Gulamhussein	Seconded Trainee Solicitor (until 12 July 2019)
Ben Blackwell	Office and Advice Line Manager
Geof Jarvis	Head of Fundraising and Communications
Buffy Sharpe	Trusts Fundraiser (until 28 June 2019)
Sara McCallum	Fundraising and Communications Officer (from 18 June 2019)

STATEMENT OF THE RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also directors of Prisoners' Advice Service for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 and of the incoming resources and application of resources, including the income and expenditure, of the charity 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 judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice 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 charity will continue in operation

The trustees are responsible for keeping proper accounting records that 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 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.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustee on 14 September 2020 and signed on their behalf by:



.....
Martine Lignon
Chair of the Trustees

Independent examiner's report to the trustees of Prisoners' Advice Service For the year ended 31 March 2020

I report on the accounts of the charity for the year ended 31 March 2020 set out on pages 24 to 44.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



Patrick Morrello ACA
Third Sector Accountancy Limited
Holyoake House
Hanover Street
Manchester
M60 0AS

17 / 09 / 2020

Date:

Prisoners' Advice Service
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total funds 2019 £</i>
Income from:							
Donations and grants	3	253,190	118,350	371,540	250,957	78,228	329,185
Charitable activities	4	52,834	116,457	169,291	64,716	108,512	173,228
Investments	5	206	-	206	-	-	-
Total income		306,230	234,807	541,037	315,673	186,740	502,413
Expenditure on:							
Raising funds	6	87,013	-	87,013	80,675	-	80,675
Charitable activities	7	180,876	208,987	389,863	211,848	157,996	369,844
Total expenditure		267,889	208,987	476,876	292,523	157,996	450,519
Net income/(expenditure) for the year	9	38,341	25,820	64,161	23,150	28,744	51,894
Net movement in funds for the year		38,341	25,820	64,161	23,150	28,744	51,894
Reconciliation of funds							
Total funds brought forward		109,778	59,998	169,776	86,628	31,254	117,882
Total funds carried forward		148,119	85,818	233,937	109,778	59,998	169,776

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Prisoners' Advice Service
Company number 3180659

Balance sheet as at 31 March 2020

	Note	2020	2019
		£	£
Fixed assets			
Tangible assets	14	5,825	8,878
Total fixed assets		5,825	8,878
Current assets			
Debtors	15	68,782	62,768
Cash at bank and in hand		230,891	143,236
Total current assets		299,673	206,004
Liabilities			
Creditors: amounts falling due in less than one year	16	(71,561)	(45,106)
Net current assets		228,112	160,898
Net assets		233,937	169,776
The funds of the charity:			
Restricted income funds	18	85,818	59,998
Unrestricted income funds	19	148,119	109,778
Total charity funds		233,937	169,776

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 SORP, and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 27 to 44 form part of these accounts.

Approved by the trustees on 14 September 2020 and signed on their behalf by:

Martine Lignon

Martine Lignon (Chair)

Kassim Gaffar

Kassim Gaffar (Treasurer)

Prisoners' Advice Service

Statement of Cash Flows
for the year ending 31 March 2020

	Note	2020 £	2019 £
Cash provided by/(used in) operating activities	22	89,049	5,108
<hr/>			
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		206	-
Purchase of tangible fixed assets		(1,600)	(7,744)
<hr/>			
Cash provided by/(used in) investing activities		(1,394)	(7,744)
<hr/>			
Increase/(decrease) in cash and cash equivalents in the year		87,655	(2,636)
Cash and cash equivalents at the beginning of the year		143,236	145,872
<hr/>			
Cash and cash equivalents at the end of the year		230,891	143,236
<hr/>			

Notes to the accounts for the year ended 31 March 2020

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

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 applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Prisoners' Advice Service meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Judgments and estimates

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

c Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

d Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

Notes to the accounts for the year ended 31 March 2020 (continued)

e Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Restricted funds are donations and grants which the donor or funder has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of fundraising and the associated support costs.
- Expenditure on charitable activities includes the costs of providing legal advice to prisoners to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

Notes to the accounts for the year ended 31 March 2020 (continued)

i Operating leases

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

j Tangible fixed assets

Individual fixed assets costing £200 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Office fixtures and equipment	33%
-------------------------------	-----

k Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. The charity has no bank loans.

n Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 10. There were no outstanding contributions at the year end. The costs of the defined contribution scheme are included within support and governance costs and allocated to the funds of the charity using the methodology set out in note 8.

2 Legal status of the charity

The charity is a private company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

Prisoners' Advice Service

Notes to the accounts for the year ended 31 March 2020 (continued)

3 Income from donations and grants

	Unrestricted £	Restricted £	Total 2020 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2019</i> £
Donations and grants (see note 23)	252,080	118,350	370,430	249,512	78,228	327,740
Membership	360	-	360	345	-	345
Other income	750	-	750	1,100	-	1,100
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	253,190	118,350	371,540	250,957	78,228	329,185
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2020 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2019</i> £
Legal Education Foundation	-	38,381	38,381	-	9,580	9,580
Sir Halley Stewart Trust	-	12,531	12,531	-	9,897	9,897
Paul Cottingham Trust	-	-	-	-	2,000	2,000
The National Lottery Community Fund	-	30,000	30,000	-	30,000	30,000
The Tudor Trust	-	-	-	-	14,035	14,035
The Persula Foundation	-	35,545	35,545	-	35,000	35,000
Lady Edwina Grosvenor	-	-	-	-	8,000	8,000
Legal services commission fees and reimbursed costs	52,834	-	52,834	64,716	-	64,716
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	52,834	116,457	169,291	64,716	108,512	173,228
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Prisoners' Advice Service

Notes to the accounts for the year ended 31 March 2020 (continued)

5 Investment income

	Unrestricted £	Restricted £	Total 2020 £	<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total 2019</i> £
Income from bank deposits	206	-	206	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	206	-	206	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

All of the charity's investment income arises from money held in interest bearing deposit accounts. All investment income is unrestricted.

Notes to the accounts for the year ended 31 March 2020 (continued)

6 Cost of raising funds

	2020 £	2019 £
Staff costs	61,612	58,730
Fundraising	154	831
Office costs	4,338	4,948
Premises costs	8,165	7,710
Support costs (see note 8)	9,895	6,092
Governance costs (see note 8)	2,849	2,364
	<u>87,013</u>	<u>80,675</u>

All cost of raising funds is unrestricted expenditure.

7 Analysis of expenditure on charitable activities

	Total 2020 £	Total 2019 £
Staff costs	246,354	239,272
Freelance cost, staff expenses and training	19,797	14,562
Legal and casework costs	22,750	20,113
Toolkits	14	5,768
Office costs	17,347	20,160
Premises costs	32,645	31,410
Support costs (see note 8)	39,565	27,777
Governance costs (see note 8)	11,391	10,782
	<u>389,863</u>	<u>369,844</u>
Restricted expenditure	208,987	157,996
Unrestricted expenditure	180,876	211,848
	<u>389,863</u>	<u>369,844</u>

Notes to the accounts for the year ended 31 March 2020 (continued)

8 Analysis of governance and support costs

	Basis of apportionment	Support £	Governance £	Total 2020 £
Staff costs	Time spent	28,148	10,383	38,531
Office costs	Time spent	1,982	731	2,713
Finance and professional fees	Time spent	15,600	-	15,600
Premises costs	Time spent	3,730	1,376	5,106
Independent examination	allocated	-	1,750	1,750
		<hr/>	<hr/>	<hr/>
		49,460	14,240	63,700
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Allocated as follows:

Cost of raising funds	9,895	2,849	12,744
Charitable activities	39,565	11,391	50,956
	<hr/>	<hr/>	<hr/>
	49,460	14,240	63,700
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Year ended 31 March 2019

	Basis of apportionment	Support £	Governance £	Total 2019 £
Staff costs	Time spent	19,161	9,375	28,536
Office costs	Time spent	1,614	790	2,404
Professional fees	Time spent	10,579	-	10,579
Premises costs	Time spent	2,515	1,231	3,746
Independent examination	allocated	-	1,750	1,750
		<hr/>	<hr/>	<hr/>
		33,869	13,146	47,015
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Allocated as follows:

Cost of raising funds	6,092	2,364	8,456
Charitable activities	27,777	10,782	38,559
	<hr/>	<hr/>	<hr/>
	33,869	13,146	47,015
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Notes to the accounts for the year ended 31 March 2020 (continued)

9 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2020	2019
	£	£
Depreciation	4,653	3,524
Operating lease rentals:		
Property	28,500	28,500
Other	2,143	3,028
Independent examiner's fee	1,750	1,750

10 Staff costs

Staff costs during the year were as follows:

	2020	2019
	£	£
Wages and salaries	302,064	279,573
Social security costs	26,609	23,605
Pension costs	13,857	13,373
Other benefits	3,967	9,987
	<hr/>	<hr/>
	346,497	326,538
	<hr/> <hr/>	<hr/> <hr/>
Allocated as follows:		
Cost of raising funds	61,612	58,730
Charitable activities	246,354	239,272
Support costs	28,148	19,161
Governance costs	10,383	9,375
	<hr/>	<hr/>
	346,497	326,538
	<hr/> <hr/>	<hr/> <hr/>

No employees has employee benefits in excess of £60,000 (2019: Nil).

The average number of staff employed during the period was 11 (2019: 11).

The average full time equivalent number of staff employed during the period was 9 (2019: 8).

The key management personnel of the charity comprise the trustees and the Executive Director. The total employee benefits of the key management personnel of the charity were £49,343 (2019: £54,819).

Notes to the accounts for the year ended 31 March 2020 (continued)

11 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2019: Nil).

One trustee received travel and subsistence expenses during the year of £199 (2019:£180).

Donations from related parties were NIL (2019: £800).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2019: nil).

12 Government grants

The government grants recognised in the accounts were as follows:

	2020 £	2019 £
The National Lottery Community Fund	30,000	30,000
	<hr/>	<hr/>
	30,000	30,000
	<hr/> <hr/>	<hr/> <hr/>

There were no unfulfilled conditions and contingencies attaching to the grant.

13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Notes to the accounts for the year ended 31 March 2020 (continued)

14 Fixed assets: tangible assets

	Office fixtures and equipment £
Cost	
At 1 April 2019	18,185
Additions	1,600
	<hr/>
At 31 March 2020	19,785
	<hr/> <hr/>
Depreciation	
At 1 April 2019	9,307
Charge for the year	4,653
	<hr/>
At 31 March 2020	13,960
	<hr/> <hr/>
Net book value	
At 31 March 2020	5,825
	<hr/> <hr/>
<i>At 31 March 2019</i>	<i>8,878</i>
	<hr/> <hr/>

15 Debtors

	2020 £	2019 £
Trade debtors	52,026	45,554
Other debtors	3,688	4,059
Prepayments and accrued income	13,068	13,155
	<hr/>	<hr/>
	68,782	62,768
	<hr/> <hr/>	<hr/> <hr/>

Prisoners' Advice Service

Notes to the accounts for the year ended 31 March 2020 (continued)

16 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	2,584	4,343
Other creditors and accruals	29,633	33,449
Deferred income	29,580	-
Taxation and social security costs	9,764	7,314
	<hr/>	<hr/>
	71,561	45,106
	<hr/> <hr/>	<hr/> <hr/>

17 Deferred income (see note 24)

	2020	2019
	£	£
Grant received	29,580	-
	<hr/>	<hr/>
Deferred grant carried forward	29,580	-
	<hr/> <hr/>	<hr/> <hr/>

Prisoners' Advice Service

Notes to the accounts for the year ended 31 March 2020 (continued)

18 Analysis of movements in restricted funds

	Balance at 1 April 2019 £	Income from donations and grants £	Income from charitable activities £	Expenditure £	Transfers £	Balance at 31 March 2020 £
Community Care	3,000	28,600	-	(18,600)	-	13,000
Regional	2,500	19,750	-	(11,875)	-	10,375
Women	18,800	55,000	12,531	(54,571)	-	31,760
Foreign National Prisoners	-	15,000	-	(15,000)	-	-
Outreach	5,000	-	-	(5,000)	-	-
Advice Line	29,040	-	65,545	(65,377)	-	29,208
Legal education	1,658	-	38,381	(38,564)	-	1,475
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	59,998	118,350	116,457	(208,987)	-	85,818
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Prisoners' Advice Service

Notes to the accounts for the year ended 31 March 2020 (continued)

Comparative period

	Balance at 1 April 2018 £	Income from donations and grants £	Income from charitable activities £	Expenditure £	Transfers £	Balance at 31 March 2019 £
Community Care	6,333	19,478	-	(22,811)	-	3,000
Regional	4,500	15,000	-	(17,000)	-	2,500
Women	3,333	38,750	17,897	(41,180)	-	18,800
Outreach	10,000	5,000	-	(10,000)	-	5,000
Advice Line	-	-	65,000	(35,960)	-	29,040
Legal Education	-	-	9,580	(7,922)	-	1,658
LGBT	-	-	16,035	(16,035)	-	-
Immigration	1,000	-	-	(1,000)	-	-
Other	6,088	-	-	(6,088)	-	-
Total	31,254	78,228	108,512	(157,996)	-	59,998

Name of restricted fund

Description, nature and purposes of the fund

Community Care	To meet the salary and other costs of the charity's community care projects. These include advice with older, disabled and women prisoners prior to their release and upon release
Regional	To meet costs incurred in donor specified regions and designated outreach clinics
Women	To support our caseworkers' work with women prisoners
Foreign National Prisoners	To support our caseworkers in delivering access to legal advice, support, and services to foreign national prisoners
Outreach	To support the costs of our caseworkers delivering one-to-one legal advice inside prisons in England and Wales
Advice Line	To support our core, telephone, legal advice service
Legal education	The funding of a Legal Education Foundation Justice First Fellow traineeship at PAS
Immigration	To support our caseworkers' work to provide specialist immigration legal advice to prisoners with issues relating to detention or deportation
Other	The costs of replying to correspondence from prisoners and includes other donations with restricted purposes

Notes to the accounts for the year ended 31 March 2020 (continued)

19 Analysis of movement in unrestricted funds

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	As at 31 March 2020 £
General fund	109,778	306,230	(267,889)	-	148,119
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	109,778	306,230	(267,889)	-	148,119
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Comparative period					
	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	As at 1 April 2019 £
General fund	86,628	315,673	(292,523)	-	109,778
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	86,628	315,673	(292,523)	-	109,778
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Name of unrestricted fund	Description, nature and purposes of the fund
------------------------------	--

General fund	The free reserves of the charity
--------------	----------------------------------

20 Analysis of net assets between funds

	General fund £	Restricted funds £	Total 2020 £
Tangible fixed assets	5,825	-	5,825
Net current assets/(liabilities)	142,294	85,818	228,112
	<hr/>	<hr/>	<hr/>
Total	148,119	85,818	233,937
	<hr/>	<hr/>	<hr/>

Notes to the accounts for the year ended 31 March 2020 (continued)

Comparative period

	<i>General fund £</i>	<i>Restricted funds £</i>	<i>Total 2019 £</i>
<i>Tangible fixed assets</i>	8,878	-	8,878
<i>Net current assets/(liabilities)</i>	100,900	59,998	160,898
<i>Total</i>	<u>109,778</u>	<u>59,998</u>	<u>169,776</u>

21 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows:

	<i>Property</i>		<i>Equipment</i>	
	<i>2020 £</i>	<i>2019 £</i>	<i>2020 £</i>	<i>2019 £</i>
Less than one year	-	28,500	2,168	1,514
One to five years	-	703	3,794	-
	<u>-</u>	<u>29,203</u>	<u>5,962</u>	<u>1,514</u>

22 Reconciliation of net movement in funds to net cash flow from operating activities

	<i>2020 £</i>	<i>2019 £</i>
Net income/(expenditure) for the year	64,161	51,894
Adjustments for:		
Depreciation charge	4,653	3,524
Dividends, interest and rents from investments	(206)	-
Decrease/(increase) in debtors	(6,014)	12,416
Increase/(decrease) in creditors	26,455	(62,726)
Net cash provided by/(used in) operating activities	<u>89,049</u>	<u>5,108</u>

23 Analysis of donations and grants received

	2020	2019
	£	£
Core funding - unrestricted		
Herbert Smith Freehills	3,500	3,500
Reed Smith LLP	-	10,000
The AB Charitable Trust	20,000	20,000
The Allen & Overy Foundation	-	7,500
The Bates Wells Braithwaite Foundation	-	5,000
The Bewley Charitable Trust	-	500
The Bromley Trust	10,000	10,000
The David & Ruth Lewis Family Charitable Trust	2,500	-
The Edgar E Lawley Foundation	1,500	-
The Emerton Christie Charity	2,000	-
The Garfield Weston Foundation	20,000	-
The Hadley Trust	70,000	70,000
The KW Charitable Trust	500	500
The Leigh Trust	2,000	2,000
The London Legal Support Trust	10,000	10,000
The Marsh Christian Trust	600	-
The Northmoor Trust	-	20,000
The P&C Hickinbotham Charitable Trust	1,000	-
The Paristamen CIO	-	500
The Simmons and Simmons Charitable Foundation	7,500	-
The Souter Charitable Trust	3,000	-
The William Allen Young Charitable Trust	2,000	2,000
Legacy - Douglas James Carter	10,000	-
Other donations	85,980	88,012
Total unrestricted donations and grants	252,080	249,512

Of the other unrestricted donations, £62,500 relates to one donor (2019: £62,500) who wishes to remain anonymous.

Restricted donations and grants	2020	2019
	£	£
Community Care		
Global Giving	-	978
The Alchemy Foundation	500	-
The Alice Ellen Cooper Dean Charitable Foundation	5,000	5,000
The Constance Travis Charitable Trust	8,000	4,000
The Harrison-Frank Family Foundation (UK) Limited	2,000	3,000
The John Coates Charitable Trust	5,000	-
The Lord Faringdon Charitable Trust	1,000	-
The Mulberry Trust	-	3,000
The Peter Stebbings Memorial Trust	3,600	-
The Schroeder Charity Trust	3,500	-
The WO Street Charitable Foundation	-	3,500
	28,600	19,478

Notes to the accounts for the year ended 31 March 2020 (continued)

Restricted donations and grants (cont)	2020	2019
	£	£
<i>Regional</i>		
The Charles Irving Charitable Trust	-	2,500
The Dischma Charitable Trust	2,500	-
The Essex Community Foundation	4,500	5,000
The Hadrian Trust	1,000	-
The Harry Payne Fund/The Heart of England Community Foundation	-	1,000
The Jessie Spencer Trust	-	500
The Lawson Trust	5,000	-
The Metropolitan Masonic Charity	-	2,000
The Midland Legal Support Trust	2,750	-
The Walter Guinness Charitable Trust	4,000	4,000
	<hr/>	<hr/>
	19,750	15,000
<i>Women</i>		
Didymus	5,000	-
Goldsmiths' Company Charity	20,000	-
Lady Edwina Grosvenor	10,000	10,000
Mactaggart Third Fund	5,000	-
The Charles Hayward Foundation	10,000	10,000
The Eleanor Rathbone Charitable Trust	-	3,000
The London Community Foundation/The Tampon Tax Community Fund	-	10,000
The Michael and Shirley Hunt Charitable Trust	-	750
The Pilgrim Trust	-	5,000
The Van Neste Foundation	5,000	-
	<hr/>	<hr/>
	55,000	38,750
<i>Foreign National Prisoners</i>		
Garden Court Chambers Special Fund	3,000	-
The G&H Roberts Community Trust	2,000	-
Trust for London	10,000	-
	<hr/>	<hr/>
	15,000	-

Notes to the accounts for the year ended 31 March 2020 (continued)

Restricted donations and grants (cont)	2020 £	2019 £
<i>Outreach</i>		
The Law Society Charity	-	5,000
	-	5,000
Total restricted donations and grants	118,350	78,228

24 Deferred income

	As at 1 April 2019 £	Grant received £	Released in year £	As at 31 March 2020 £
The Legal Education Foundation	-	9,580	-	9,580
The Garfield Weston Foundation	-	20,000	-	20,000
	-	29,580	-	29,580

Reasons for deferment*The Legal Education Foundation*

This grant is paid on a quarterly basis and the above amount was paid early ie prior to the start of the relevant quarter.

The Garfield Weston Foundation

The foundation made one grant payment of £40,000 which should however cover two years of activities.