

Company registration number: 01732131

Charity registration number: 515776

# Nottingham Law Centre Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Community Accounting Plus  
Units 1 & 2  
North West  
41 Talbot Street  
Nottingham  
NG1 5GL

# **Nottingham Law Centre Limited**

## **Contents**

Reference and Administrative Details	1
Trustees' Report	2 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8 to 9
Balance Sheet	10
Statement of Cash Flows	11
Notes to the Financial Statements	12 to 21

# **Nottingham Law Centre Limited**

## **Reference and Administrative Details**

<b>Trustees</b>	Andrew Wesley, Chair Mark Kelley Judy Tate Sandra Pink Mark Keeley Simon Leach Maggie Grimshaw Daniela Scotece Ben Talbot, Treasurer Faye Deverell Callum Scott
<b>Senior Management Team</b>	S Denton D Howarth
<b>Principal Office</b>	119 Radford Road Hyson Green Nottingham NG7 5DU
<b>Company Registration Number</b>	01732131
<b>Charity Registration Number</b>	515776
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

# **Nottingham Law Centre Limited**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

### **Trustees**

Andrew Wesley, Chair

Mark Kelley

Judy Tate

Sandra Pink

Mark Keeley

Simon Leach

Maggie Grimshaw

Daniela Scotece

Ben Talbot, Treasurer

Faye Deverell (appointed 30 January 2020)

Callum Scott (appointed 30 January 2020)

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 15th June 1983 and most recently amended 25th May 1995. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

#### ***Recruitment and appointment of trustees***

The Board of Trustees' members are recruited and appointed in order to link Nottingham Law Centre with the community it serves, and seeks to reflect the diverse nature of the various communities within Nottingham and adjoining boroughs. The Board of Trustees is elected at the Annual General Meeting.

#### ***Induction and training of trustees***

All new Board of Trustees' members receive an induction and any training deemed necessary.

#### ***Arrangements for setting key management personnel remuneration***

The Board of Trustees determine the pay and remuneration of the charity's key management personnel.

#### ***Organisational structure***

Ultimate responsibility for running the charity and decision making rests with the Board of Trustees, with day to day responsibility delegated to the Senior Solicitor.

# **Nottingham Law Centre Limited**

## **Trustees' Report**

### ***Major risks and management of those risks***

#### ***Main risks***

As a charity Nottingham Law Centre is reliant on a number of funding streams. The principal risk is that Nottingham Law Centre will lose one of its funders.

For this reason, the Board of Trustees work to identify other funding streams and to ensure that the charity maintains adequate reserves.

### **Objectives and activities**

#### ***Objects and aims***

To provide a free, accessible, accountable and effective specialist service in areas of law that have the greatest impact on disadvantaged sections of the community. Services are particularly targeted towards vulnerable sections of society whose access to legal advice is often limited or non-existent.

#### ***Objectives, strategies and activities***

To provide legal services, advice and representation on housing, welfare benefits and debt for those living within Nottinghamshire;

To provide all in house legal services on the above at no cost to the client;

To encourage and empower users to become involved in the Law Centre's decision making processes;

To break down barriers to the legal system that have prevented many people from having access to the law;

To lobby, on behalf of users, on legislation or legislative changes which are unjust or will result in further hardship;

To work pro-actively to inform and educate people about their legal rights and responsibilities and any individual or collective action that they can take. This includes work with community, residents and tenants.

#### ***Public benefit***

Nottingham Law Centre Limited has ensured that the Charities Commission guidance on public benefit has been complied with by ensuring that its advice and representation services are accessible and available to the general public and that this service is offered free of charge.

The company's activities benefit the public in the following ways:

Through the provision of advice, casework and representation to clients;

Through social policy work that seeks to address the underlying causes of people's legal problems by responding to consultations, participating in reviews, publicising cases, raising issues with appropriate statutory bodies and by working to extend the availability of free legal services.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **Nottingham Law Centre Limited**

## **Trustees' Report**

### **Achievements and performance**

Nottingham Law Centre has continued to attempt to maximise income from Legal Aid certificated work and identify additional funding streams.

The company has continued working with other advice providers as a member of the Advice Nottingham consortium. Advice Nottingham is taking a collaborative and co-ordinated approach to the delivery of advice across Nottingham. The consortium has continued to meet the requirements of the contract that has Nottingham & District Citizens Advice as the lead agency, with Nottingham Law Centre Limited and four other providers delivering under sub-contracts.

The company has a sub contract with Leicester Community Advice and Law Service to deliver debt advice. The current contract started in October 2014 and covers one adviser post.

The company has a contract with the British Gas Energy Trust to deliver fuel debt advice. The current contract started in April 2019 and covers one adviser post.

The company has a grant agreement with the Home Office to provide advice and assistance under the UK Government's European Union Settled Status scheme. The current agreement started in April 2019 and covers two adviser posts and one project coordinator post.

Overall, the company has continued to consolidate and strengthen its position in the market. The company has retained the Lexcel Quality Mark following a further audit of procedures and casework. Lexcel accreditation is the Law Society's international practice management standard and is recognised internationally. Maintenance audits take place once a year to ensure that the Law Centre continues to meet the quality mark.

The company has a Business Continuity Plan in place that addresses issues including loss of data, under performance, pandemics and loss of key personnel. This will provide increased resilience and help mitigate the impact should business continuity issues occur.

During this accounting period Nottingham Law Centre has helped, advised and represented the following numbers of people:

Housing 1,439  
Welfare Benefits 585  
Debt (including Fuel Debt) 400  
EUSS 345  
Employment 24

During this accounting period Nottingham Law Centre has secured the following gains;

Non-priority debt managed £1,754,964  
Priority debt managed £576,703  
Debt written off £459,742  
Welfare benefits annualised £2,110,761  
Welfare benefits lump sum £724,496

Nottingham Law centre would like to thank all of its funders, supporters, volunteers and staff.

# **Nottingham Law Centre Limited**

## **Trustees' Report**

### **Financial review**

As a not for profit organisation, Nottingham Law Centre aims to break even. The trustees are pleased with the surplus, especially given the fact that the charity has been subject to further funding cuts during this period.

### ***Policy on reserves***

As part of the financial management of Nottingham Law Centre Limited, the Board of Trustees have set a long term target of working towards accumulating a reserve fund which represents a minimum of 25% of the company's annual running costs.

These reserves will enable the company to deal with the following contingencies:

Cash flow problems when waiting for contract income to be paid or funding cheques to arrive;

Staffing shortages due to sickness or maternity leave;

Cuts in funding;

In the event of closure, three months running costs to wind up the organisation and pay redundancies and leasehold liabilities.

This policy is reviewed annually when the Board of Trustees sets the budget for the following financial year.

### **Plans for future periods**

#### ***Aims and key objectives for future periods***

Nottingham Law Centre will continue to provide free advice and representation on social welfare legal issues to the residents of Nottinghamshire. The Law Centre predicts that there will continue to be an increase in demand for its services. The Law Centre will continue to lobby, on behalf of users, on legislation or legislative changes which are unjust or will result in further hardship. Nottingham Law Centre will continue to attempt to identify additional sources of funding.

### ***COVID-19***

Nottingham Law Centre, with the support of the Law Centres Network, responded quickly to the threat posed to the organisation by the COVID-19 pandemic. Whilst the Law Centre was forced to close its doors to the public at the end of March 2020 staff continued working remotely. The Law Centre will continue to support the local community as best it can as the situation evolves and guidance changes.

### **Funds held as custodian trustee on behalf of others**

Nottingham Law Centre has a Client bank account. These funds are held on behalf of 5 clients, the balance at 31/03/20 was £11,024.23. These funds are excluded from the accounts.

# **Nottingham Law Centre Limited**

## **Trustees' Report**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of Nottingham Law Centre Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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.

### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Andrew Wesley  
Trustee



## **Nottingham Law Centre Limited**

### **Independent Examiner's Report to the trustees of Nottingham Law Centre Limited**

#### **Independent examiner's report to the trustees of Nottingham Law Centre Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus  
Fellow of the Association of Charity Independent Examiners

Units 1 & 2  
North West  
41 Talbot Street  
Nottingham  
NG1 5GL

Date:.....

# Nottingham Law Centre Limited

## Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	3,412	-	3,412	5,915
Charitable activities	3	529,444	190,263	719,707	580,855
Investment income	5	17	-	17	-
Total Income		<u>532,873</u>	<u>190,263</u>	<u>723,136</u>	<u>586,770</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(465,495)</u>	<u>(194,974)</u>	<u>(660,469)</u>	<u>(546,020)</u>
Total Expenditure		<u>(465,495)</u>	<u>(194,974)</u>	<u>(660,469)</u>	<u>(546,020)</u>
Net income/(expenditure)		67,378	(4,711)	62,667	40,750
Transfers between funds		<u>(4,711)</u>	<u>4,711</u>	<u>-</u>	<u>-</u>
Net movement in funds		62,667	-	62,667	40,750
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>293,444</u>	<u>-</u>	<u>293,444</u>	<u>252,694</u>
Total funds carried forward	19	<u><u>356,111</u></u>	<u><u>-</u></u>	<u><u>356,111</u></u>	<u><u>293,444</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for the period is shown in note 19.

# Nottingham Law Centre Limited

## Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

These are the figures for the previous accounting period and are included for comparative purposes

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	5,915	-	5,915
Charitable activities	3	502,506	78,349	580,855
Total income		508,421	78,349	586,770
<b>Expenditure on:</b>				
Charitable activities	6	(467,671)	(78,349)	(546,020)
Total expenditure		(467,671)	(78,349)	(546,020)
Net income		40,750	-	40,750
Net movement in funds		40,750	-	40,750
<b>Reconciliation of funds</b>				
Total funds brought forward		252,694	-	252,694
Total funds carried forward	19	293,444	-	293,444

# Nottingham Law Centre Limited

(Registration number: 01732131)  
Balance Sheet as at 31 March 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	12	7,184	8,418
<b>Current assets</b>			
Stocks	13	283,205	224,899
Debtors	14	77,424	96,237
Cash at bank and in hand	15	27,351	2,046
		387,980	323,182
<b>Creditors: Amounts falling due within one year</b>	16	(39,053)	(38,156)
<b>Net current assets</b>		348,927	285,026
<b>Net assets</b>		356,111	293,444
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		356,111	293,444
<b>Total funds</b>	19	356,111	293,444

For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- 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 have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Ben Talbot  
Trustee

# Nottingham Law Centre Limited

## Statement of Cash Flows for the Year Ended 31 March 2020

	Note	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Net cash income		62,667	40,750
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		3,356	3,117
Investment income	5	<u>(17)</u>	<u>-</u>
		66,006	43,867
<b>Working capital adjustments</b>			
Increase in stocks	13	(58,306)	(55,885)
Decrease/(increase) in debtors	14	18,813	(35,042)
Increase in creditors	16	<u>897</u>	<u>10,687</u>
Net cash flows from operating activities		<u>27,410</u>	<u>(36,373)</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	17	-
Purchase of tangible fixed assets	12	<u>(2,122)</u>	<u>-</u>
Net cash flows from investing activities		<u>(2,105)</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents		25,305	(36,373)
Cash and cash equivalents at 1 April		<u>2,046</u>	<u>38,419</u>
Cash and cash equivalents at 31 March		<u><u>27,351</u></u>	<u><u>2,046</u></u>
<b>Reconciliation of net cash flow to movement in net funds</b>			
Increase/(decrease) in cash		25,305	(36,373)
Net funds at 1 April 2019		<u>2,046</u>	<u>38,419</u>
Net funds at 31 March 2020		<u><u>27,351</u></u>	<u><u>2,046</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

# **Nottingham Law Centre Limited**

## **Notes to the Financial Statements for the Year Ended 31 March 2020**

### **1 Accounting policies**

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

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

#### **Statement of compliance**

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Nottingham Law Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## Nottingham Law Centre Limited

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Leasehold land & buildings	20.0% straight line
Fixtures & fittings	15.0% reducing balance
IT equipment	33.3% straight line

#### **Stock**

Work in progress is calculated at a rate of 50% of the fixed fee receivable for all on-going cases. Legal Aid Certificate work is valued at 80% of chargeable costs.

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **Nottingham Law Centre Limited**

### **Notes to the Financial Statements for the Year Ended 31 March 2020**

#### **Trade creditors**

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

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

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

#### **Pensions and other post retirement obligations**

The company operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.



## Nottingham Law Centre Limited

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 2 Income from donations and legacies

	Unrestricted funds		
	General £	Total 2020 £	Total 2019 £
Other income from donations and legacies	3,412	3,412	5,915
	<u>3,412</u>	<u>3,412</u>	<u>5,915</u>

#### 3 Income from charitable activities

	Unrestricted funds			
	General £	Restricted funds £	Total 2020 £	Total 2019 £
Legal aid income	293,545	-	293,545	260,463
Grants & donations	24,250	190,263	214,513	209,347
Mortgage & rent possessions	40,497	-	40,497	51,659
Disbursements	18,307	-	18,307	20,835
CAB/NCC Contract	152,096	-	152,096	38,024
Other income	-	-	-	527
Costs awarded	749	-	749	-
	<u>529,444</u>	<u>190,263</u>	<u>719,707</u>	<u>580,855</u>

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
European Union Settlement Scheme	-	107,028	107,028
Money Advice Service	-	50,795	50,795
British Gas Energy Trust	-	18,440	18,440
Nottingham City Council	-	14,000	14,000
AB Charitable Trust	20,000	-	20,000
Nottingham Equal	1,750	-	1,750
Sundry grants & donations	5,912	-	5,912
	<u>27,662</u>	<u>190,263</u>	<u>217,925</u>

# Nottingham Law Centre Limited

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 5 Investment income

	Unrestricted funds	Total 2020	Total 2019
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	17	17	-

### 6 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Wages, NI & pension	299,356	137,610	436,966	398,997
Depreciation	3,356	-	3,356	3,117
Disbursements	71,512	-	71,512	34,441
Telephone & postage	15,739	523	16,262	12,893
Insurance	5,164	-	5,164	5,026
Books & periodicals	503	-	503	408
Printing & stationery	9,079	190	9,269	9,931
Travel & subsistence	3,017	1,052	4,069	3,122
Training courses	824	398	1,222	3,576
Professional fees	6,108	6,763	12,871	5,202
Practicing certificates	-	-	-	836
Subscriptions	8,082	376	8,458	5,250
Heating, lighting & water	3,220	-	3,220	6,092
Equipment & computer costs	11,670	3,208	14,878	14,990
Repairs, maintenance & cleaning	6,346	-	6,346	5,497
Rent & rates	21,870	9,734	31,604	25,453
Sundry expenses	721	-	721	120
Bank charges	829	-	829	661
Irrecoverable VAT	4,279	-	4,279	5,633
Bad debts & provision for bad debts	-	-	-	100
Recruitment	-	-	-	654
Audit & accountancy fees	3,464	-	3,464	3,477
Hospitality & refreshments	398	-	398	544
Marketing & publicity	34	2,165	2,199	-
Internal overheads	(10,076)	10,076	-	-
Delivery partners	-	22,879	22,879	-
	465,495	194,974	660,469	546,020

## Nottingham Law Centre Limited

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020 £	2019 £
Depreciation of fixed assets	<u>3,356</u>	<u>3,117</u>

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner are analysed as follows:

	2020 £	2019 £
Independent examination	1,350	1,300
Other financial services	2,114	2,112
	<u>3,464</u>	<u>3,412</u>

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
<b>Staff costs during the year were:</b>		
Wages and salaries	368,769	346,234
Social security costs	27,595	26,137
Pension costs	40,602	26,626
	<u>436,966</u>	<u>398,997</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2020 No	2019 No
Average number of employees	<u>18</u>	<u>17</u>

## Nottingham Law Centre Limited

### Notes to the Financial Statements for the Year Ended 31 March 2020

16 (2019 - 14) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £40,602 (2019 - £26,626).

The total employee benefits of the key management personnel of the charity were £96,806 (2019 - £91,411).

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 12 Tangible fixed assets

	Leasehold Land and buildings £	Fixtures & fittings £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2019	5,000	13,437	24,116	42,553
Additions	-	-	2,122	2,122
At 31 March 2020	5,000	13,437	26,238	44,675
<b>Depreciation</b>				
At 1 April 2019	2,278	8,676	23,181	34,135
Charge for the year	1,000	714	1,642	3,356
At 31 March 2020	3,278	9,390	24,823	37,491
<b>Net book value</b>				
At 31 March 2020	1,722	4,047	1,415	7,184
At 31 March 2019	2,722	4,761	935	8,418

#### 13 Stock

	2020 £	2019 £
Work in progress	283,205	224,899

#### 14 Debtors

	2020 £	2019 £
Trade debtors	60,562	81,148
Prepayments	16,862	15,089
	77,424	96,237

# Nottingham Law Centre Limited

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 15 Cash and cash equivalents

	2020 £	2019 £
Cash on hand	155	101
Cash at bank	27,196	1,945
	<u>27,351</u>	<u>2,046</u>

### 16 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	7,716	7,533
Other taxation and social security	25,621	24,051
Other creditors	1,133	1,834
Pension scheme creditor	122	1,204
Accruals	4,461	3,534
	<u>39,053</u>	<u>38,156</u>

### 17 Obligations under leases and hire purchase contracts

#### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2020 £	2019 £
<b>Land and buildings</b>		
Within one year	17,500	17,500
Between one and five years	11,123	28,623
	<u>28,623</u>	<u>46,123</u>
<b>Other</b>		
Within one year	3,732	940
Between one and five years	12,286	3,760
After five years	-	362
	<u>16,018</u>	<u>5,062</u>

Other lease commitments are for a Franking Machine and a Photocopier. The Franking Machine lease is for 6 years from September 2018 and the Photocopier is for 5 years from July 2019.

# Nottingham Law Centre Limited

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 18 Charity status

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

### 19 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	293,444	532,873	(465,495)	(4,711)	356,111
<b>Restricted funds</b>					
EUSS	-	107,028	(107,835)	807	-
East Midlands Money Advice Project	-	50,795	(53,128)	2,333	-
Fuel Poverty Project	-	18,440	(20,011)	1,571	-
Rogue Landlords	-	14,000	(14,000)	-	-
<b>Total restricted funds</b>	-	190,263	(194,974)	4,711	-
<b>Total funds</b>	293,444	723,136	(660,469)	-	356,111
	<b>Balance at 1 April 2018 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 31 March 2019 £</b>	
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	252,694	508,421	(467,671)	293,444	
<b>Restricted funds</b>					
East Midlands Money Advice Project	-	50,349	(50,349)	-	
Rogue Landlords	-	28,000	(28,000)	-	
<b>Total restricted funds</b>	-	78,349	(78,349)	-	
<b>Total funds</b>	252,694	586,770	(546,020)	293,444	

The transfers from the General fund to the EUSS, East Midlands Money Advice Project and Fuel Poverty Project are to cover the deficits in these projects.

## Nottingham Law Centre Limited

### Notes to the Financial Statements for the Year Ended 31 March 2020

The specific purposes for which the funds are to be applied are as follows:

The European Union Settlement Scheme is to fund the provision of advice and assistance under the Home Office's Settled Status scheme.

The East Midlands Money Advice project is to fund the provision of debt advice.

The Fuel Poverty Project is funded by the British Gas Energy Trust for the provision of fuel debt advice.

Rogue Landlords is funding from Nottingham City Council to provide housing advice and representation to those at risk of being exploited by rogue landlords.

#### 20 Analysis of net assets between funds

	<b>Unrestricted funds</b>	<b>2020 Total funds</b>
	<b>General £</b>	<b>£</b>
Tangible fixed assets	7,184	7,184
Current assets	387,980	387,980
Current liabilities	(39,053)	(39,053)
Total net assets	<u>356,111</u>	<u>356,111</u>
	<b>Unrestricted funds</b>	<b>2019 Total funds</b>
	<b>General £</b>	<b>£</b>
Tangible fixed assets	8,418	8,418
Current assets	323,182	323,182
Current liabilities	(38,156)	(38,156)
Total net assets	<u>293,444</u>	<u>293,444</u>

#### 21 Related party transactions

There were no related party transactions in the year.