

**REGISTERED COMPANY NUMBER: 01778148 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1043070**

**Report of the Trustees and  
Unaudited Financial Statements for the Year  
Ended 31 March 2020  
for**

**Plumstead Community Law Centre Limited  
(A Company Limited by Guarantee)**

**Ardor Business Solutions Limited  
Chartered Certified Accountants  
South View  
Lower Wall Road  
West Hythe  
Kent  
CT21 4NW**

**Contents of the Financial Statements  
for the Year Ended 31 March 2020**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Statement of Financial Position	6 to 7
Notes to the Financial Statements	8 to 13
Detailed Statement of Financial Activities	14

**Reference and Administrative Details  
for the Year Ended 31 March 2020**

**TRUSTEES**

R D Brooks (Vice-Chair) (resigned 18.6.20)  
K K Jalli (Treasurer) (resigned 18.6.20)  
Ms K Pilinski (Chair) (resigned 18.8.20)  
Mrs N Kandasamy (resigned 18.6.20)  
C R Hagi (appointed 18.8.20)  
D I Norris (appointed 18.8.20)  
F J Sweeney (Chair) (appointed 18.8.20)  
S M Young (appointed 18.8.20)

**REGISTERED OFFICE**

36 Wellington Street  
Woolwich  
London  
SE18 6PE

**REGISTERED COMPANY NUMBER** 01778148 (England and Wales)

**REGISTERED CHARITY NUMBER** 1043070

**INDEPENDENT EXAMINER**

Ardor Business Solutions Limited  
Chartered Certified Accountants  
South View  
Lower Wall Road  
West Hythe  
Kent  
CT21 4NW

**BANKERS**

The Co-operative Bank  
Olympic House  
6 Olympic Court  
Montford Street  
Salford  
M5 2QP

**Report of the Trustees  
for the Year Ended 31 March 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Law Centre is established for the following purposes:

1. To relieve poor persons resident in the benefit area by providing such persons with legal services which they could not otherwise obtain through lack of means;
2. The advancement of education among persons resident or working in the benefit area; and
3. The advancement of such other charitable purposes as are beneficial to the community for persons resident or working in the benefit area.

**Public benefit**

The trustees confirm that they have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

We have referred to guidance in the Charity Commission general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that they have set.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Plumstead Community Law Centre continues to provide free independent and confidential advice, advocacy and representation for Greenwich borough residents, workers and students. The Law Centre focuses on providing specialist legal advice in the areas of Employment, Immigration and Welfare Benefits.

The Law Centre works effectively with other local advice providers and referral networks to address a range of interrelated social welfare legal issues experienced by our clients. We also provide specialist support for non-specialist local advice agencies and give second tier advice to generalist agencies and local community groups.

Sufficient resources are in place to allow the Charity to continue operating for the coming year. General office overheads and staffing levels have been comparable to previous years.

**FINANCIAL REVIEW**

**Reserves policy**

As at 31st March 2020 there were no free reserves, being unrestricted funds freely available to spend on any of the charity's purposes.

It remains the aim of the charity to maintain unrestricted funds at a level which equates to approximately 3 months unrestricted expenditure. This would provide sufficient funds to cover management, administration and support costs.

**Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

**Plumstead Community Law Centre Limited**

**Report of the Trustees  
for the Year Ended 31 March 2020**

**FUTURE DEVELOPMENTS**

The Charity will continue to receive the majority of its funding from a Service Level Agreement with the Royal Borough of Greenwich. Additional project funding has been awarded from the Home Office and the Law Centres Network for 2020/21.

The Charity continues to seek further core and project funding to enable it to continue providing an essential service to the local community.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

Approved by order of the board of trustees on 8<sup>th</sup> December 2020 and signed on its behalf by:

  
.....  
F J Sweeney - Trustee



**Independent Examiner's Report to the Trustees of  
Plumstead Community Law Centre Limited**

**Independent examiner's report to the trustees of Plumstead Community 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**

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:

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



Ardor Business Solutions Limited  
Chartered Certified Accountants  
South View  
Lower Wall Road  
West Hythe  
Kent  
CT21 4NW

Date: 22 December 2020

**Plumstead Community Law Centre Limited**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	31/3/20 Total funds £	31/3/19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		1,019	39,696	40,715	22,232
<b>Charitable activities</b>					
Advice services provided		-	121,934	121,934	140,440
Other income		-	-	-	40
<b>Total</b>		<u>1,019</u>	<u>161,630</u>	<u>162,649</u>	<u>162,712</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Advice services provided		(1,204)	165,167	163,963	140,403
<b>NET INCOME/(EXPENDITURE)</b>		<u>2,223</u>	<u>(3,537)</u>	<u>(1,314)</u>	<u>22,309</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		(8,682)	20,419	11,737	(10,572)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>(6,459)</u></u>	<u><u>16,882</u></u>	<u><u>10,423</u></u>	<u><u>11,737</u></u>

The notes form part of these financial statements

**Plumstead Community Law Centre Limited**

**Statement of Financial Position  
At 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	31/3/20 Total funds £	31/3/19 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	1,818	-	1,818	2,559
<b>CURRENT ASSETS</b>					
Debtors	7	8,539	-	8,539	11,274
Cash at bank and in hand		25,516	16,882	42,398	14,847
		<u>34,055</u>	<u>16,882</u>	<u>50,937</u>	<u>26,121</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	(42,332)	-	(42,332)	(16,943)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>(8,277)</u>	<u>16,882</u>	<u>8,605</u>	<u>9,178</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>(6,459)</u>	<u>16,882</u>	<u>10,423</u>	<u>11,737</u>
<b>NET ASSETS/(LIABILITIES)</b>		<u><u>(6,459)</u></u>	<u><u>16,882</u></u>	<u><u>10,423</u></u>	<u><u>11,737</u></u>
<b>FUNDS</b>	9				
Unrestricted funds				(6,459)	(8,682)
Restricted funds				16,882	20,419
<b>TOTAL FUNDS</b>				<u><u>10,423</u></u>	<u><u>11,737</u></u>

The notes form part of these financial statements



**Plumstead Community Law Centre Limited**

**Statement of Financial Position - continued  
At 31 March 2020**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

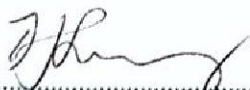
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 8<sup>th</sup> December and were signed on its behalf by: 2020



.....  
F J Sweeney -Trustee

The notes form part of these financial statements

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

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charitable company maintains its day to day working capital through the support of the local authority and through other general grants and donations. The trustees expect this financial support to continue for the foreseeable future and therefore consider it appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments that may be required should this financial support no longer continue.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- 15% on reducing balance
Computers	- 25% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/20	31/3/19
	£	£
Auditors' remuneration	-	2,300
Depreciation - owned assets	741	1,019
	<u>741</u>	<u>1,019</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31/3/20	31/3/19
Direct charitable activities	4	4
Administration	1	1
	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,232	21,000	22,232
<b>Charitable activities</b>			
Advice services provided	-	140,440	140,440
Other income	40	-	40
<b>Total</b>	<u>1,272</u>	<u>161,440</u>	<u>162,712</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Advice services provided	(618)	141,021	140,403
<b>Total</b>	<u>(618)</u>	<u>141,021</u>	<u>140,403</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>1,890</u>	<u>20,419</u>	<u>22,309</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted funds £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	(10,572)	-	(10,572)
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>(8,682)</u>	<u>20,419</u>	<u>11,737</u>
<b>6. TANGIBLE FIXED ASSETS</b>			
	Equipment £	Computers £	Totals £
<b>COST</b>			
At 1 April 2019 and 31 March 2020	<u>38,895</u>	<u>38,389</u>	<u>77,284</u>
<b>DEPRECIATION</b>			
At 1 April 2019	36,756	37,969	74,725
Charge for year	<u>321</u>	<u>420</u>	<u>741</u>
At 31 March 2020	<u>37,077</u>	<u>38,389</u>	<u>75,466</u>
<b>NET BOOK VALUE</b>			
At 31 March 2020	<u>1,818</u>	<u>-</u>	<u>1,818</u>
At 31 March 2019	<u>2,139</u>	<u>420</u>	<u>2,559</u>
<b>7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
		31/3/20 £	31/3/19 £
Trade debtors		6,433	8,265
VAT		428	1,424
Prepayments		<u>1,678</u>	<u>1,585</u>
		<u>8,539</u>	<u>11,274</u>
<b>8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
		31/3/20 £	31/3/19 £
Social security and other taxes		2,918	2,899
Other creditors		2,961	7,679
Accruals and deferred income		<u>36,453</u>	<u>6,365</u>
		<u>42,332</u>	<u>16,943</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

9. MOVEMENT IN FUNDS

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	(8,682)	2,223	(6,459)
<b>Restricted funds</b>			
Royal Borough of Greenwich	17,764	(882)	16,882
Trust for London	2,655	(2,655)	-
	<u>20,419</u>	<u>(3,537)</u>	<u>16,882</u>
<b>TOTAL FUNDS</b>	<u>11,737</u>	<u>(1,314)</u>	<u>10,423</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,019	1,204	2,223
<b>Restricted funds</b>			
Royal Borough of Greenwich	121,934	(122,816)	(882)
Trust for London	21,167	(23,822)	(2,655)
Guardian Christmas Fund	8,500	(8,500)	-
European Union Settlement Scheme	10,029	(10,029)	-
	<u>161,630</u>	<u>(165,167)</u>	<u>(3,537)</u>
<b>TOTAL FUNDS</b>	<u>162,649</u>	<u>(163,963)</u>	<u>(1,314)</u>

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
<b>Unrestricted Funds</b>			
General fund	(10,572)	1,890	(8,682)
<b>Restricted Funds</b>			
Royal Borough of Greenwich	-	17,764	17,764
Trust for London	-	2,655	2,655
	<u>-</u>	<u>20,419</u>	<u>20,419</u>
<b>TOTAL FUNDS</b>	<u>(10,572)</u>	<u>22,309</u>	<u>11,737</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,272	618	1,890
<b>Restricted funds</b>			
Royal Borough of Greenwich	140,440	(122,676)	17,764
Trust for London	21,000	(18,345)	2,655
	<u>161,440</u>	<u>(141,021)</u>	<u>20,419</u>
<b>TOTAL FUNDS</b>	<u>162,712</u>	<u>(140,403)</u>	<u>22,309</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/18 £	Net movement in funds £	At 31/3/20 £
<b>Unrestricted funds</b>			
General fund	(10,572)	4,113	(6,459)
<b>Restricted funds</b>			
Royal Borough of Greenwich	-	16,882	16,882
	<u>-</u>	<u>16,882</u>	<u>16,882</u>
<b>TOTAL FUNDS</b>	<u>(10,572)</u>	<u>20,995</u>	<u>10,423</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	2,291	1,822	4,113
<b>Restricted funds</b>			
Royal Borough of Greenwich	262,374	(245,492)	16,882
Trust for London	42,167	(42,167)	-
Guardian Christmas Fund	8,500	(8,500)	-
European Union Settlement Scheme	10,029	(10,029)	-
	<u>323,070</u>	<u>(306,188)</u>	<u>16,882</u>
<b>TOTAL FUNDS</b>	<u>325,361</u>	<u>(304,366)</u>	<u>20,995</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020.

**Plumstead Community Law Centre Limited**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2020**

	31/3/20 £	31/3/19 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	1,020	1,232
Grants	39,695	21,000
	<u>40,715</u>	<u>22,232</u>
<b>Charitable activities</b>		
Royal Borough of Greenwich	121,934	140,440
<b>Other income</b>		
Fees and other income	-	40
	<u>162,649</u>	<u>162,712</u>
<b>Total incoming resources</b>		
	162,649	162,712
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	125,146	106,468
Social security	8,630	5,600
Pensions	2,899	1,427
Rent and rates	8,004	7,975
Travel	593	296
Training	709	310
Legal and professional fees	6,044	3,748
Insurance	2,023	2,028
Volunteers	219	132
Information Technology	3,333	3,911
Recruitment costs	375	945
	<u>157,975</u>	<u>132,840</u>
<b>Support costs</b>		
<b>Management</b>		
Telephone	965	945
Printing, postage and stationery	2,010	2,194
Office administration	472	1,105
Depreciation of equipment	321	378
Depreciation of computer equipment	420	641
	<u>4,188</u>	<u>5,263</u>
<b>Governance costs</b>		
Auditors' remuneration	-	2,300
Accountancy	1,800	-
	<u>1,800</u>	<u>2,300</u>
<b>Total resources expended</b>		
	<u>163,963</u>	<u>140,403</u>
<b>Net (expenditure)/income</b>		
	<u>(1,314)</u>	<u>22,309</u>

This page does not form part of the statutory financial statements