

South West London Law Centres

(A Company Limited by Guarantee)

Company No. 05018587

Charity No. 1102433

Report and financial statements

For the year ended

31 March 2020

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Reference and administrative information

Trustees:	Chair	Allan Blake
	Treasurer	Ranil DeSilva (appointed 20 February 20)
	Trustee	Olivier Ribert
	Trustee	Simon Tinkler
	Trustee	Sarah Towler
	Trustee	John Linwood
	Trustee	Marion Edge
	Trustee	Clara Clint
	Trustee	Sarmad Qureshi (appointed 20 February 2020)
Company Secretary:	Secretary	Clara Clint (appointed 3 December 2018)
Chief Executive:	Chief Executive	Patrick Marples
Company number:	05018587	
Charity number:	1102433	
Registered office:	5th Floor Davis House Robert Street Croydon CR0 1QQ	
Auditors:	Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG	
Bankers	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ	

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Trustees report and financial statements

For the year ended 31 March 2020

The trustees, who are also directors under company law, present their report and financial statements for the year ended 31 March 2020.

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association, Charities Act 2011 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

Purposes and aims

The objects of the Charity are: the relief of poverty, suffering and distress by the provision of legal advice, assistance and representation, and the advancement of education for those resident, working or in full time education in South West London, including the London boroughs of Croydon, Kingston upon Thames, Merton, Richmond upon Thames, Sutton and Wandsworth and, in exceptional circumstances, residents from other areas; and the promotion of other such purposes which are exclusively charitable according to the law of England and Wales as the Trustees may from time to time determine.

The main activities undertaken in relation to those purposes are:

- Activity 1 - Delivery of professional services in casework and representation in various areas of social welfare law
- Activity 2 - Delivery of the housing court duty solicitor scheme in housing cases in Croydon, Wandsworth and Kingston County Courts.
- Activity 3 - Pro Bono Legal Advice Clinic service.

Public benefit

The Trustees referred to guidance contained in the Charity Commission's general guidance on public benefit when reviewing the law centres aims and objectives and in planning and reviewing all our activities. South West London Law Centres (SWLLC) is a community based, legal practice working to relieve poverty, suffering and distress for the most disadvantaged and vulnerable members of our communities, in need of help at difficult times in their lives to resolve legal problems. Public benefit is delivered by the provision of free legal advice, affordable charges for services and representation at court in social welfare law. The professional services and the housing court duty scheme are funded by legal aid and by other grants, donors, which operates from four branches in, Battersea, Croydon, Merton, and Kingston, as well as providing services via outreach and in client's homes across South West London. We charge for some services in employment and immigration where funding through legal aid is no longer available. Our Pro Bono legal advice clinics are free and staffed by volunteer advisors.

By these means, the Charity aims to improve access to justice to vulnerable members of the community in South West London.

Volunteers

The use of volunteer has been, for a long time, at the heart of what this law centre does, with SWLLC now running one of the largest Pro Bono Legal Advice Clinic services in the country through a team of around 400 volunteer lawyers. This service aims to empower clients by encouraging them to take better steps to resolve problems themselves, with some limited follow-up by advisers' e.g. drafting documents or writing letters on clients' behalf. Volunteers also help us in every aspect of our work from supporting reception during the daytime and in the evening with administrative tasks, to working as casework assistants to support our casework teams. Work includes undertaking legal research, assisting with creating bundles of documents, note taking and drafting letters. Such a volunteer is typically a person on benefits seeking voluntary experience to help them get a job or one is semi-retired and wanting to give something back. We also have students just out of college or university seeking experience to enhance their CV. The experience gained at SWLLC enhances the employability of our volunteers, as a large number of them go on to receive offers of permanent employment, when they leave SWLLC. On average our day time volunteers, stay with the law centre between 3 to 6 months. During the year we recruited 78 new office volunteers and 23 volunteer solicitors joined our clinics in Kingston, Merton, Croydon and Guilford.

We estimate the value of our daytime volunteering to be £210,945. An estimate the value of pro bono work provided by our evening volunteers is more than £2.million pounds – on the basis that each client (including follow up work and supervision time can take a combined total of volunteer 3 hours at a cost of £164 per hour. This is a high street rate which is higher than the legal rates that the law centre staff recover at for our professional services in casework and representation in various areas of social welfare law.

"It needs to be the case that wealth doesn't mean you have more access to justice. We must all have access to justice. Pro bono is necessary for the legal process to work. As lawyers, we have a responsibility to do this kind of work." Alastair, trainee solicitor and pro bono volunteer

Achievements and performance

In 2019/20, we assisted 7,452 clients (8,203 2018/19), with direct face to face services and received over 60,000 calls for assistance. During this year we started work on a new website, that went live in June 20. Our website had increased 1.4 million website hits – with nearly half of hits visiting pages relating to our pro bono legal advice clinics.

Inputs	Activities	Outputs
Housing Team: Six solicitors, including one who undertakes community care and welfare rights cases plus one trainee and three paralegals attached to the team	Activity I - Provision of cases and representation in social welfare law covering the areas of community care, debt, employment,	1,758 cases (reduced the number of case - workers reflecting the reduced numbers (1,457
Debt Team;		

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6 case workers; Immigration Team: Six (two solicitors and four OISC registered caseworkers) including one who undertakes public law Employment Team: 1 caseworker	housing, immigration, asylum, public law and welfare rights	2018/19) We carried forward 547 cases at the start of the year. We reduced the number of old cases carried forward through billing
Achievements and performance (continued)		
Housing Team above	Activity 2 – Housing Court Duty Scheme	1172 (1,469 2018/19) We are investigating a reduction of people attending at Croydon County Court
Client Services Manager , daytime and evening reception staff, and pro bono lawyers	Activity 3 – Pro Bono Legal Advice Clinic service averaging 15 per week across 5 locations in South West London	3,975 clients seen (4,125 2018/19). We started to see the immediate effects of the pandemic on this service in March

Activity 1

Outcomes - full specialist casework service in a broad range of social welfare law in the areas of community care, debt, employment, housing, immigration and asylum, public law and in a limited field of welfare rights – collectively referred to as 'Social welfare law'. Our legal work has a broad range of outcomes:

- **Community Care Law** - We help people get the appropriate community care assessment and services that they are entitled to.
- **Debt** - We help people with a strategy for dealing with debts as early as possible in the process as well as challenging unenforceable debts.
- **Employment Law** – We help people on a wide range of issues including; dismissal, suspension, discrimination, unpaid wages and failure to pay the minimum wage; notice or redundancy pay, holiday pay, breach of contract, grievances, appeals; and settlement agreements.
- **Housing** - We work with people on a wide-range of different housing issues covering possession, unlawful eviction, homelessness, disrepair and anti-social behaviour.
- **Immigration and asylum** - We cover a broad range of services including those that are no longer covered by legal aid on immigration and asylum issue focusing on applications for leave to remain on human rights grounds and procedures to stop deportation.
- **Public law** -We have the ability to litigate against public authorities, this includes dealing with Home Office delays and refusals to make decisions on immigration and asylum cases.

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- **Welfare Rights** - We can assist people with cases including appeals to the second tier Tribunal. We can further litigate suitable cases beyond this.

Impact – There are a range of impacts from our casework including:

- Our **community care** casework enables people with mental illness, learning disabilities or other care needs to get the support they are entitled to. This also helps to reduce isolation for these often very lonely individuals struggling to cope alone in the community.
- Our **debt** work is focussed on reducing debt and finding affordable and manageable debt solutions. We work with individuals and families to calculate an affordable budget, so that they can get back on track. We also help people to apply for grants from a variety of sources to support their everyday needs.

Sadly our Thames Water project came to an end in March 2020 as Thames Water Trust Fund ran into financial difficulties and we have been looking for funding for crisis navigator roles that were successful after year end. In just over four years our Thames Water project assisted 372 families to maximise their income, and made 311 grant applications. Our debt team, which is mainly funded through Debt Free London, supported 1,478 people last year.

Allen came to South West London Law Centres through a debt clinic at a local Citizens Advice. Although Allen was of pension age and struggling with his health, he was still trying to work to pay back unaffordable debt. Our team supported him to successfully apply for housing benefit and pension credit to increase his income, plus a £680 Thames Water grant to cover fees so he could complete a bankruptcy application, and enabled him to begin the process of clearing his total debt of £41,000, which he would never have been able to repay.

"Before I came to the Law Centre, I was feeling destitute with a lot of debts. I wasn't very well, and I had a big money problem. I was very stressed. My mental health is much better now – from the time I knew I could get this help, I've been feeling good. I've even been able to finally retire."

- Our **employment** work helps people to remain in their jobs and where appropriate to get redress for bad employment practice.

This role is funded through grant funding and through various methods of affordable charging. This year we took on 48 new cases and increased our reach through using volunteers to support our weekly employment advice clinics where we advised 973 people along with our general pro bono clinics.

"I just wanted to pass on my sincerest thanks to all your team. From the first phone call you were all beyond helpful, every single member of your team I spoke to. You went above and beyond for me in the actual case and I have now been paid by my employer. But I cannot thank you all enough, what an amazing group of people; you should be so proud of what good you're doing in the world!"

PS I can go and buy some food now!!!

We helped a care worker Jayne, who had taken 8 days sick leave in the last 13 months of her employment. Due to the mechanism the employer used to record sickness, Jayne was dismissed for excessive absence. We brought proceedings for unfair dismissal and the case settled for £9,500.

- Our **housing** work helps keep people in their homes by defending eviction proceedings, live in decent homes by getting repairs carried out. We also act for the homeless who are eligible by ensuring local authorities accept their statutory duties to provide housing.

"Before I came to the Law Centre, I was seriously suicidal. I couldn't bear the thought of me and my son being on the street, but I didn't think there was anything I could do to stop it. As soon as the Law Centre took my case, I felt so relieved. When the court eventually decided that the Council had discriminated against me, I felt like the weight of the world had been lifted off my shoulders."

- Our work with **migrants and asylum seekers**, is focussed on enabling them to get Leave to Remain. With this 'gateway' status, they can work and earn an income legally, re-unite with family left behind and maximise their life chances. Many of the people who eventually come to us have failed to have their cases fully dealt with and were exploited by other lawyers. Our small team specialises in dealing with unaccompanied minors, victims of trafficking and modern slavery, domestic violence and minority groups such as LGBTQ+.

Maryam was a victim of human trafficking in Pakistan where she was trapped in an abusive marriage for 17 years. She managed to flee to the UK with her four children, only to be refused asylum. Our immigration team took on her case and we are delighted to report that she won the appeal and has been granted leave to remain in the UK.

"I was literally drowning and you saved me and gave me support. I cannot thank you enough. When I first heard the outcome of my appeal, I felt as if a huge weight had been lifted off my shoulders. I finally have an opportunity to rebuild my life in the UK and also to provide my children with the stability they have not had for many years. They can now focus fully on their education and I myself intend to go to college and learn English so I can start making a positive contribution to the society that has given me this opportunity."

- Our **welfare rights** work helps people to win welfare rights challenges and get them properly heard by a tribunal. We also run innovative projects – such as Stepping Stones run with project partners Zacchaeus 2000 Trust – to help people address the underlying causes of benefits problems, such as a language barrier or mental health difficulties, while a caseworker helps bring benefit appeals to ensure people have enough money to meet their basic needs. In the last reported year we worked with 221 clients on 266 cases; 160 of these were brought forward from previous years, 220 cases were dealt with by the project team and 46 through form-filling clinics. Across the project we recovered £1,135,515 in financial benefit for our clients. Of this,

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£726,380 was recovered for cases carried over from previous years and £409,135 were for cases opened this year

Jayne received help to appeal a failed Personal Independence Payment application at our benefits clinic. As a result, she was awarded standard care and enhanced mobility elements of PIP, worth £6,324.80 over 52 weeks.

"I was really happy. I was so grateful that these people were there to help people like me. I was so surprised and very happy and thankful to God that the Law Centre was there to help people like me."

Activity 2

Outcome - Emergency housing representation across 3 county courts: Croydon, Wandsworth and Kingston for hearings listed that day. This helps clients to defend themselves against possession / home evictions in both rented and mortgage cases.

Our duty solicitors have provided emergency legal advice/representation to our clients last year in three courts and saved many from eviction often providing pro bono benefit assistance to address underlying issues relating to the benefit cap/bedroom tax.

Impact - We continue to achieve a high success rate. In 2019/20 we represented 1,172 people with a high success rate in 79% of cases.

"I was taken to court by my housing association for rent arrears on three occasions. I suffer from anxiety, depression and seizures and so I was at a complete low and at my wit's end. I didn't know where to turn. On my second time at court, the tenancy support team from my housing association said there would be solicitors at court, if I didn't find someone to help me before that. That's when I met the solicitor from South West London Law Centres. His help made such a big difference. Going through the court process, it was like I was completely blind. I didn't know the process or understand what I could do. If I didn't have his support, I would have been evicted. I know 100% I'm in my home because of the Law Centre."

Activity 3

Outcome – Our Volunteering Programme uses 16 clinics per week across 5 locations in South West London addresses legal problems in their early stages. Our clinics cover a wide range of legal subjects: Crime, Criminal Injury, Consumer, Employment, Family, General Litigation, Housing, Immigration, Inquests, Motoring Offences, Personal Injury, Small Claims, Wills and Probate.

Impact - The impact of a timely, accurate legal advice through a personalised intervention can prevent a problem from escalating and becoming far more damaging for an individual (as well as costly to taxpayers). Our pro bono advice clinics not only provide an avenue for clients to seek legal redress; they also empower them with new knowledge of the law and their rights, thereby increasing their confidence and capacity to approach legal problems. Our advice also helps improve the efficacy

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of other public services such as education, health or social services by helping eligible people exercise their rights to access these services in a timely fashion.

During the year we have continued to increase the support for our clinics and recruited 25 new volunteers solicitors to join our rotas in Kingston, Merton and Croydon.

We continued to develop our reach by opening a new weekly clinic in Guildford Citizens Advice. Our pro bono work was highlighted by the BBC One Show broadcast on 18th February. :

"When we volunteer our gifts and legal skills to help the community, it means everyone has access to good legal representation and it starts to even out the huge power imbalance out there. If there was fairness across board, there would be justice for the downtrodden. We can't solve everything, but it means one less problem someone else has to face in the world. At the very least I'd encourage solicitors to try and help everyone where you can. If you have this talent, share it." Chike, pro bono lawyer

"It is with great delight that I wish to inform you that the Small Court claim has resulted in a favourable outcome for me. The landlady has returned the full amount plus interests acknowledging my statement as being true. After all the hard work justice has been brought about."

"The solicitor assigned was very helpful, intelligent and funny; he really went out his way, to listen to me and advise. He has now put me in a much better position, than I currently was. He showed so much empathy and compassion towards my case... He was also able to explain things in a very clear and logical way, which in turn makes me feel confident of the prospects of the case, with a better understanding."

"I would like to express my gratitude for the excellent advice the solicitor gave me. She was very knowledgeable and dealt with specific issues I raised in a concise manner. I will most definitely put her advice to good use immediately."

Our other major achievements have included:

Operational successes

Throughout this period, the Law Centre has taken various steps to secure its future, which have borne fruit:

- **Continued operating surplus** – Much of the Senior Management Team's work has been involved in maintaining our cashflow in a difficult operating environment. We have a mixed portfolio of legal aid and grant funding where it is not easy to make surpluses. We have further decreased our historic billing. In 2019/20 we billed £544,069/£566,636 – 96% of target.
- **Maintaining quality** – We continued to pass our Lexcel quality audit with a positive audit assessment. Our last audit took place at the beginning of the pandemic: "Despite the current difficulties and challenges, SWLLC should be highly commended for achieving a high level

of compliance against the Lexcel Standard. There will still be short term challenges around continuing to sustain those high levels of compliance in the face of continuing change and development both internally and externally. It remains very clear that compliance remains a well embedded part of the culture and, in Lexcel terms, SWLLC is an extremely efficient and extremely well run organisation!! The significant ongoing work, and influence, of the Head of Legal Practice/Lexcel SRO does continue to provide a stable platform from which to address those challenges.

"There is a clear priority to continue to proactively monitor performance, and ensure prompt and effective billing – SWLLC will need to continue to proactively address the critical need to secure additional funding streams and/or protect its current ones in order to further improve its financial stability. It will need to carefully consider "expansion" into Surrey, and also proactively continue to build on the recent improvements in its communication processes. It will also need to proactively address the ongoing challenges surrounding the coronavirus pandemic. All of these have the potential to adversely affect compliance levels."

- **Excellence recognised:** We have continued to promote the work of the Law Centre through our Communications Manager. This has resulted in Law Centre and our clinics being filmed by the One Show and holding a successful 45th Anniversary AGM and event where Ken Loach talked on his film "Sorry we missed you" We presented our annual review "We Unlock Justice" - <https://swllc.org/wp-content/uploads/2020/06/WeUnlockJustice.pdf>
- The Law Centre was shortlisted and subsequently awarded in July 2020 the coveted Legal Aid Firm of the Year Award 2020 in The Legal Aid Lawyers of the Year Awards (LALYs), 'the Oscars of the legal aid world'. The awards recognise excellence among social justice lawyers and firms, including not-for-profit law centres like ours.
- **Increasing the size of the management team.** The trustees took the decision to increase the size of the management team to help expand the capacity and scope of the Law Centre. After the year end Stacey Edgar was recruited into this post.
- **Operations post March 2020**

The Law Centre adapted quickly to the pandemic. Our offices have been closed with limited public access. We have done much of our work over the phone, email and via Zoom. The provision of services remotely has been more complicated and challenging than face to face. In general they have been more time consuming and administratively burdensome which has affected our productivity along with many external factors such as the closure of the courts and delays in external decision making that affect the flow of work. The majority of our pro bono clinics have run remotely through the telephone. It has been challenging not being able to use a resource of volunteers to help with our operations.
- Our admin team is seeing increased activity of people contacting us. It has worsened extreme hardship where it already existed through lack of access to services and support which are

not able to function fully. And a whole new group of people who had never experienced poverty, been unemployed or had to claim benefits are suddenly plunged into hardship and don't know which services to turn to for help. Employers are using Covid-19 as a convenient cover to flout the law and sack employees with no notice, unpaid wages owed and/or to tell them they should claim benefits – whereupon the DWP refuses them Universal Credit and says they should be furloughed by their employer. Landlords are ignoring the stay on evictions and are resorting to means other than courts to evict tenants who are unable to pay their rent whilst they wait for benefits or pursue unpaid wages. House-sharers are being forced to pay the share of rent after a housemate has left – or face eviction. People in poverty do not have credit on their phones so find it extremely difficult to make contact with services. Domestic abuse is rising at an alarming rate during lockdown.

- We have had issues of people not falling into our current funding streams or legal aid.
- We have obtained emergency funding from a number of sources including the Community Justice Fund. We have obtained new equipment to facilitate remote working and have been developing new ways of contacting potential clients by running online webinars such as in debt and money management.

Financial review

Financially we continued the recovery from 2018-19. At the end of 2019-20 our unrestricted reserves increased to £440,884 which include the value of our work in progress at £392,350 and continuing the trend from last year we are carrying cash reserves.

Government restrictions of the Legal Aid Sentencing and Punishment of Offenders Act (LASPO) continue to make it extremely difficult for the Law Centre to operate as fairly and effectively as it should and we continue to find ways to address these difficulties. These include thinking of ways we can further harness the legal profession's support as well increasing the number of grant funded projects we can undertake. The charity's income for the year was £1,568,744 compared to £1,598,376 in 2018/19. The total expenditure in the year were £1,527,052 compared to £1,538,253 in 2018/19. The net result produced a surplus of £41,692 (2018/19 £60,123). Restricted funds increased by £12,037 and unrestricted general funds increased by £29,655.

SWLLC held funds of £500,027, at the year-end, of which £59,143 was restricted and £440,885 was unrestricted. The free cash balance at the end of the year was £24,212 (2019: £39,869).

In 2019/20, South West London Law Centres' main source of funding continued to be government funding through Legal Aid. We also received funding and grants from Debt Free London (Money and Pensions Service), Croydon and Merton Councils, AB Charitable Trust, Big Lottery Help through Crisis, City Bridge Trust, Legal Education Fund, London Legal Support Trust, Thames Water Trust, and Trust for London. SWLLC retained a number of donors and corporate sponsors as well as raising funds through various fundraising activities.

Reserve policy

The Trustees have considered the following factors when considering a reserves policy:

- The organisation's contractual obligations to its staff in terms of parental rights, sickness pay and redundancy provisions;
- The organisation's obligations to maintain a safe and clean working environment;
- That certain equipment is essential for our work; and
- That the timing of legal aid income is uncertain.

The nature of the Centre's business means that at any one moment in time the Centre has very considerable work in progress. This is reflected in its material reserve position. The Trustees have adopted a target for unrestricted reserves of three months expenditure which is approximately £250,000. At March 2020, our unrestricted reserves stood at £440,885 (2019/20 £411,230). Because reserves are effectively held as work in progress rather than cash the Trustees continue to prioritise effective management of work in progress turning it into cash as well as looking for other means whereby cash reserves can be built up. This will continue to be a major focus of the law centres work in the coming year

Going concern

The impact of Covid19 on the operational activities of South West London Law Centres has increased the focus on going concern. The lockdown had a considerable impact on the ability of the Law Centre to earn Legal Aid income, particularly on our housing team. The Trustees put in place early measures to deal with this crisis, by undertaking a scenario-based budgeting exercise to quantify the potential deficit and put in place early savings measures.

SWLLC received £274,000 from the Community Justice Fund during 2020/21, along with a number of other COVID-19-related grants and reliefs totalling up to £39,033. Part of this will be used to invest in new IT equipment to facilitate homeworking and new ways of providing our services. We also hope to invest in new posts to expand our services in immigration and employment. The balance will be used to cover for the loss in income resulting from the lower volume of new legal aid matters opened during this year, which is likely to have an impact on our Work in Progress going forward. We are also aiming to bill out our existing Work in Progress at a faster rate.

A budget for 2020–21 has been set with a small surplus backed up by a cashflow. These are regularly reviewed by the Trustees at Board level and through a Finance Sub Committee.

Fundraising note

We are mindful of the code issued by the Fundraising regulator. We did not use any third parties in our fundraising activities and no complaints were received in the year.

Principal risks and uncertainties

South West London Law Centres undertook a strategic review late last year to develop a new 3 year strategic plan. The law centre undertakes a formal risk management review throughout the year. This forms part of the business plan cycle. This involves identifying the types of risk the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying ways of mitigating the risks. The major risks are stated below and the full risk review is contained in business plan.

Risk Description	Potential Implications	Mitigating Actions
Loss of staff in the Senior Management Team	Loss of knowledge within the team - inability to carry out various management/facilities functions	Share knowledge within the team - 3 month notice period
Loss of casework staff together with the challenge of replacing/recruiting suitable staff	Loss of knowledge within the relevant team- inability to perform contracts	Continue to develop the team with trainees and newly qualified solicitors and in small teams - need to train up other caseworkers who are able to meet the supervisor requirements - 3 month notice period - Review of remuneration to remain competitive
Negligent advice - Failure to pass Legal Aid Agency audit	Poor service - Loss of contracts - recovery of costs - extrapolation of recovery	File reviews - supervision systems - Lexcel accreditation
Failure to meet income targets for casework	Cause severe financial difficulties for the law centre and may affect our viability	Performance review - regular billing and work in progress reports distributed to all casework staff Dedicated billing co-ordinator in post
Failure to meet targets under various grant funded projects	Loss or reduction of grant	Regular monitoring and review Project based meeting
Failure of equipment - unable to use an office	Unable to work in office	Use another SWLLC office - Business continuity plan

Plans for the future: The Year Ahead – Our Strategic Objectives 2020–23

Impact of COV-19

The year 2020, and probably some considerable time after this, has been torn apart by COV-19 and its aftermath. Our plans will have to adjust to an as yet unknown future environment that COV-19 leaves in its wake. It is highly likely there will be a significant economic recession over a sustained

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period. All of our aspirations and priorities will be impacted in an unknown way. Our potential client base is likely to expand significantly as they feel the impact of the economic consequences of COV-19 whilst SWLLC itself has to ensure it is robust enough to survive the initial economic (cash flow) shock which may or may not be mitigated by central government support. Our detailed strategy over the 3 year period is sound and flexible enough to adapt to the changing circumstances but the timing of each component will inevitably need significant flexibility as we enter a very uncertain period. The Management Team will have that flexibility to defer and pull forward strategic actions in this Plan and others that need to be embraced in a changing environment, briefing the Trustees as they progress through the uncertainty of the next 3 years. Whilst the Plan provides a background of our aspirations, SURVIVAL and BASIC PROTECTION of our Clients' interests are paramount in this uncertain period and our key drivers.

Summary of the Next 3 years: Success is Unlocking Justice through...

- Growth with enhanced funding to match our clients' needs, both geographically and in areas of legal need.
- A good employer developing staff.
- Working smarter with technology in a smarter working environment.
- Convincing more sponsors that funding SWLLC is the right thing to do in order to meet the legal needs of the most vulnerable in our society: we have to succeed in this.

Where do we see the Law Centre in 3 years' time 2023? SWLLC is...

- An established voice in London and nationally; a cutting-edge legal advocate for those in most need with professional external communications developing and promoting policy and campaigns developed from casework and strategic cases
- Financially stable, attractive to more and varied funders
- A One Stop Shop for our clients delivering holistic and integrated advice and casework: we deal with the whole of the problem, not just the symptoms
- Pro Bono clinics generating more than 50% of our caseload.
- Attracting and retaining staff including qualified staff through innovation in our staff offer and development opportunities.
- An efficient case and documentation management system.
- Smart premises.
- All brought together through great internal communications.

Structure, governance and management

Constitution and Organisational Structure

South West London Law Centres (SWLLC) is a Charitable Company limited by guarantee. It was incorporated under a Memorandum and Articles of Association which were amended 15 December 2017, and was granted charitable status on 2 March 2004. The overall responsibility of SWLLC belongs to the Trustees (board of directors) which meets bi-monthly. During the year the Board recruited and appointed a new chair of trustees Allan Blake. The Board is supported by a Finance Subcommittee. Day to day responsibility for managing the law centres is delegated to the charity's Chief Executive Officer (CEO), Patrick Marples and the Senior Management Team, comprised of the Deputy CEO, Stacey Edgar, Head of Legal Service and Housing Solicitor, Katy Forkah, and Finance Manager, Gayathiri Nadarajah. The remuneration for key management staff is determined

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by following a criteria of consistency with the responsibilities assigned, and alignment and success in achieving the organisation's overall strategic aims and prevailing market trends.

Appointment of trustees

SWLLC is a charitable company managed by a board of voluntary trustees comprised of local groups and individuals. Voluntary organisations from SWLLC's catchment area, representing vulnerable individuals and groups in need of our services, are encouraged to become members of the organisation and stand for election to the board as are concerned individuals from across the six boroughs. The amended articles changed the way that trustees are appointed. The size of the board is now restricted to 12 and trustees are eligible to stand for up to 2 terms of 4 years before a break. Trustees due for re-election retire from office at the AGM and those eligible can stand for re-election. During the transition from the old board structure the board is going through a process of recruiting new trustees.

Trustee induction and training

Skill gaps on the Board are regularly identified and as a result efforts are made to identify new Trustees capable of filling any gaps. Induction and training of trustees is currently carried out on an ad-hoc basis as and when the needs arise. The Trustees are in the process of developing an induction pack and reviewing training policies as part of its current review.

Related parties and relationships with other organisations

There are no related parties' transactions.

Statement of responsibilities of the trustees

The trustees (who are also directors of charitable company 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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

South West London Law Centres

Trustees report and financial statements

For the year ended 31 March 2020

The trustees are responsible for keeping proper accounting records that 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

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 2019 was 85 (2018: 85). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Statement as to disclosure to our auditors

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees' report has been approved by the trustees on5/2/2021.....

And signed on their behalf by;



.....
Name
Trustee

Opinion

We have audited the financial statements of the South West London Law Centres for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but this is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent auditors' report to the members of South West London Law Centres

For the year ended 31 March 2020

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report (which incorporates the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the directors' report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or

South West London Law Centres

Independent auditors' report to the members of South West London Law Centres

For the year ended 31 March 2020

- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Use of this report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....
Murtaza Jessa
(Senior Statutory Auditor)

For and on behalf of Haysmacintyre LLP, Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date: 10 February 2021

South West London Law Centres

Statement of financial activities (Incorporating income and expenditure account)

For the year ended 31 March 2020

		Restricted	Unrestricted	Total	Total funds
		Funds	Funds	funds	2019
	Notes	£	£	£	£
INCOME FROM:					
Grants and Donations	2	561,061	468,819	1,029,880	972,631
Legal and advice services	3	-	538,765	538,765	625,637
Investments		-	99	99	108
TOTAL INCOME		<u>561,061</u>	<u>1,007,683</u>	<u>1,568,744</u>	<u>1,598,376</u>
EXPENDITURE ON:					
Raising Funds	4	-	40,165	40,165	60,642
Charitable Activities - Legal and advice services	5	549,024	937,863	1,486,887	1,477,611
TOTAL EXPENDITURE		<u>549,024</u>	<u>978,028</u>	<u>1,527,052</u>	<u>1,538,253</u>
NET INCOME/(EXPENDITURE) FOR THE YEAR		12,037	29,655	41,692	60,123
RECONCILIATION OF FUNDS:					
Total funds at 1 April 2019		47,106	411,230	458,336	398,213
TOTAL FUNDS AT 31 MARCH 2020		<u>59,143</u>	<u>440,885</u>	<u>500,028</u>	<u>458,336</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 22 to 31 form part of these financial statements

All amounts derive from continuing activities.

Balance sheet

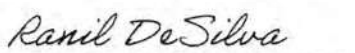
As at 31 March 2020

		2020		2019	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible fixed assets	9	-	-	-	-
CURRENT ASSETS					
Work in progress	10	392,350		392,350	
Debtors	11	527,712		459,401	
Cash at bank		244,133		256,824	
		<u>1,164,195</u>		<u>1,108,575</u>	
CREDITORS: amounts falling due within one year	12	(664,167)		(650,240)	
NET CURRENT ASSETS			<u>500,028</u>		<u>458,335</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>500,028</u>		<u>458,335</u>
NET ASSETS			<u>500,028</u>		<u>458,335</u>
CHARITY FUNDS					
Restricted Funds	13		59,143		47,106
Unrestricted funds					
General funds	13		440,885		411,230
			<u>500,028</u>		<u>458,335</u>

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 5 February 2021



Allan Blake
Director and Trustee (Chair)



Ranil DeSilva
Director and Trustee (Treasurer)

The notes on pages 22 to 31 form part of these financial statements.

South West London Law Centres

Statement of cash flows

For the year ended 31 March 2020

	Note	2020 £	2019 £
Net cash provided (used in)/by operating activities	A	<u>(12,696)</u>	<u>(64,777)</u>
Cash flows from investing activities			
Interest income		99	108
Interest paid		(94)	(213)
Purchase of tangible fixed assets		<u>-</u>	<u>-</u>
Cash provided by/used in) investing activities		5	(105)
(Decrease)/increase in cash and cash equivalents in the year		<u>(12,691)</u>	<u>(64,882)</u>
Cash and cash equivalents at the beginning of the year		256,824	321,706
Total cash and cash equivalents at the end of the year		<u>244,133</u>	<u>256,824</u>

A: RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income/(expenditure) for the reporting period	41,692	60,123
Adjustments for:		
Investment income	(99)	(108)
Interest paid	94	213
Depreciation charge	-	1,838
(Increase)/decrease in debtors	(68,311)	(81,886)
(Increase)/decrease in work in progress	-	(22,380)
(Decrease)/increase in creditors	13,928	(22,577)
Net cash provided (used in)/by operating activities	<u>(12,696)</u>	<u>(64,777)</u>
Cash held at bank	<u>244,133</u>	<u>256,824</u>

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The charity meets the definition of a public benefit entity under FRS 102.

1.2 Company status

The company is a company limited by guarantee and is incorporated in England and Wales (Company no. 05018587). The members of the company are the Directors named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Income

All income is included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy and receipt is probable.

Legal Aid Agency income is accounted for on a receivable basis when the income is measurable and certain. In the case of Legal Aid, the Legal Aid Agency income is usually recognised once they have confirmed the payment. Legal Help income is recognised under the Unified Contract when SWLLC has closed the cases and is entitled to claim the fee.

Voluntary income is received by way of donations and covenants and is included in full in the statement of financial activities when receivable.

Grant income is recognised in full in the statement of financial activities in the year in which it is receivable or received whichever is the earlier.

1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of staff time.

1. ACCOUNTING POLICIES (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those incurred directly in support of expenditure on the objects of the company. Any irrecoverable VAT is written back to general expenditure.

Governance costs are those incurred in connection with enabling the company to comply with external regulation, constitutional and statutory requirements, and in providing support to the Trustees in the discharge of their statutory duties.

1.6 Tangible fixed assets and depreciation

Assets costing more than £100 are capitalised, where the benefits of capitalisation are material

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture fittings and equipment - Over 3 years

1.7 Work in progress

Work in Progress represents the value of all open legally aid funded cases. These cases had been opened but were not yet completed, as at 31 March 2020. Work in progress has been valued at the lower of cost and net realisable value taking into account payments that have already been received.

1.8 Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the SOFA as incurred.

1.9 Pensions

The company contributes to defined contribution pension schemes for employees which are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the company to the schemes. The society has no liability under the scheme other than for payment of those contributions.

1.10 Investment policy

The charity does not hold sufficient funds to invest for the medium or long term. Investment income derives from bank interest paid on current and deposit accounts. All reserves are needed for working capital requirements. Should the charity find itself in a position to invest for the longer term, the Trustees would select low risk investment opportunities, such as fixed deposits and short term bonds.

1.11 Preparation of accounts on a going concern basis

The trustees consider there are no material uncertainties about the Charity's ability to continue

as a going concern the review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

1.12 Financial Instruments

The charitable company 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.

1.13 Debtors

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

1.14 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account. Cash includes monies held in client account relating to client monies and monies owed to third parties such as the Legal Aid Agency. The client account stood at £160,777.

1.15 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.

1.16 Estimates and Judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on the trustees' best knowledge of the amount, events or actions actual results ultimately differ from these estimates. Estimates have been used in the calculation of the pension liability and valuation of the contribution by volunteers. The valuation of our work in progress is normally looked at on a quarterly basis, to assess the value of time earned but not billed. A provision is held against legal casework where it has been determined that the likelihood of recovery of costs is low.

2. GRANTS AND DONATIONS

	Total Funds 2020	Total Funds 2019
	£	£
General donations	32,156	36,989
City solicitors' donations	146,717	125,539
Pro Bono Legal Volunteers	206,955	210,945
London Borough of Merton	56,000	56,034
London Borough of Croydon	73,000	73,000
Other Grants	<u>515,052</u>	<u>470,124</u>
	<u>1,029,880</u>	<u>972,631</u>

The charity received no donations in kind in 2020 (2019 – nil).

The charity has benefited during the year from pro bono legal volunteers, whose professional services had we paid for would have been valued at £206,955 (2019: £210,945).

We have calculated the financial benefit provided to SWLLC, by the volunteers by estimating the cost of day time volunteers only. At a conservative estimate, daytime volunteers provide the equivalent of £206,955 in added value (£7.50ph administration/reception and £15ph casework support) based on 4 reception volunteers per day and 3 casework support per day across all sites of the Law Centre

We estimate the value of pro bono work provided by our evening volunteers at around £2 million pounds – on the basis that each client (including follow up work and supervision time can take a combined total of volunteer 3 hours at a cost of £168p). We have used an estimated high street rate, which is higher than the legal rates that the law centre staff recover, and also assumed that rates have stayed fixed since last year.

3. LEGAL INCOME	Total Funds 2020 £	Total Funds 2019 £
Legal and Advice Services	538,765	625,637
	<u>538,765</u>	<u>625,637</u>
4. RAISING FUNDS	2020 £	2019 £
Support costs – staff	28,742	49,572
Other support costs (see note 6)	11,243	11,070
	<u>40,165</u>	<u>60,642</u>
5. EXPENDITURE ON ACTIVITIES	2020 £	2019 £
LEGAL AND ADVICE SERVICES		
Direct staff costs	684,793	723,894
Direct activity costs	274,685	300,934
Support costs (see note 6)	527,409	452,783
	<u>1,486,887</u>	<u>1,477,611</u>

6. SUPPORT COSTS ALLOCATED TO ACTIVITIES

	Fundraising £	Charitable £	2020 £	2019 £
Staff costs	28,742	277,838	306,580	267,206
Premises costs	4,717	103,045	107,762	99,430
Office, administration and insurance costs	5,709	124,731	130,440	126,501
Governance costs	997	21,795	22,792	20,288
Total	40,165	527,409	567,574	513,425

Overhead costs have been allocated to activities on the basis of staff time.

SUPPORT COSTS ALLOCATED TO ACTIVITIES -PRIOR YEAR

	Fundraising £	Charitable £	2019 £	2018 £
Staff costs	49,572	217,634	267,206	287,780
Premises costs	4,470	94,959	99,430	107,121
Office, administration and insurance costs	5,688	120,814	126,501	158,547
Governance costs	912	19,376	20,288	8,677
Total	60,642	452,783	513,425	562,125

7. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

Depreciation of tangible fixed assets:
- owned by the charity
Auditors' remuneration - audit services
Pension costs

2020 £	2019 £
-	1,838
11,097	10,000
35,654	36,642

During the year, no Trustees received any remuneration or benefits in kind (2019- £Nil).

During the year, no Trustees received reimbursement of expenses (2019 - £Nil).

South West London Law Centres

Notes to the financial statements

For the year ended 31 March 2020

8. STAFF COSTS AND NUMBERS

	2020 £	2019 £
Staff costs were as follows:		
Wages and salaries	874,408	878,532
Social security costs	81,310	80,606
Pension costs	35,654	31,962
	<u>991,372</u>	<u>991,100</u>
	No.	No.
Legal service and advice	25	22
Support and fundraising	13	10
	<u>38</u>	<u>32</u>

No employee received remuneration amounting to more than £60,000 in either year. The remuneration of the Charity's key management personnel in the year was £56,716, (2019: £47,599).

Redundancy payments were nil (2019: £0) in the year.

9. TANGIBLE FIXED ASSETS

	Furniture, fittings and equipment £
Cost	
At 1 April 2019	107,088
At 31 March 2020	<u>107,088</u>
Depreciation	
At 1 April 2019	107,088
Charge for the year	-
At 31 March 2020	<u>107,088</u>
Net book value	
At 31 March 2020	<u>-</u>
At 31 March 2019	<u>-</u>

10. STOCKS AND WORK IN PROGRESS

	2020 £	2019 £
Work in progress	<u>392,350</u>	<u>392,350</u>

South West London Law Centres

Notes to the financial statements

For the year ended 31 March 2020

11. DEBTORS	2020	2019
	£	£
Due within one year		
Trade debtors	81,295	54,878
Other debtors	311,091	295,417
Prepayments	31,767	28,333
Accrued income	103,559	80,773
	<u>527,712</u>	<u>459,401</u>
12. CREDITORS: amounts falling due within one year	2020	2019
	£	£
Clients' funds held	160,797	169,868
Trade creditors	370,299	342,132
Social security and other taxes	31,864	36,654
Other creditors	9,329	4,786
Accruals	91,879	96,800
	<u>664,168</u>	<u>650,240</u>

13. STATEMENT OF FUNDS

UNRESTRICTED FUNDS	Brought Forward	Income	Expenditure	Carried Forward
	£	£	£	£
General funds	411,230	1,007,683	(978,028)	440,885
Fixed Asset Fund	-	-	-	-
Total	<u>411,330</u>	<u>1,007,683</u>	<u>(978,028)</u>	<u>440,885</u>

Fixed Asset fund

This represents the net book value of fixed assets held within unrestricted funds.

South West London Law Centres

Notes to the financial statements

For the year ended 31 March 2020

RESTRICTED FUNDS

	Brought			Carried
	Forward	Income	Expenditure	forward
	£	£	£	£
Debt Free London	-	203,960	(203,960)	-
London Borough of Croydon	-	73,000	(73,000)	-
Merton Voluntary Service Council	4,000	-	-	4,000
The Legal Education Foundation	-	11,771	(11,771)	-
City Bridge Trust	-	55,800	(55,800)	-
Thames Water Trust	-	35,000	(35,000)	-
Help Through Crises	24,019	81,956	(95,849)	10,126
London Legal Support Trust	5,000	15,015	(15,015)	5,000
Access to Justice	1,587	-	(1,587)	-
Trust for London	-	16,500	(16,500)	-
EUSS	-	21,041	(21,041)	-
AB Charitable Trust	12,500	-	(12,500)	-
The National Lottery	-	10,000	(2,500)	7,500
LLST Kingston & Surrey	-	37,018	(4,500)	32,518
Total	47,106	561,061	549,024	59,143

Purpose of restricted funds:

Debt Free London income was received under a service contract in partnership with Toynbee Hall and a consortium of other London advice agencies, funded by the Money and Pensions Service for face to face debt advice across South West London

The London Borough of Croydon was a grant received towards rent of the office at Davis House and under Croydon Council Community Fund for the provision of a pro bono clinic service.

Merton Voluntary Service Council – monies carried forward for the provision of training in Merton

The Legal Education Foundation grant was to fund a trainee solicitor

City Bridge Trust is a grant to fund a volunteer support worker and related volunteer costs.

Thames Water Trust was a grant received towards a Thames Water project worker.

Help Through Crisis Fund is a four year collaboration project funded by the Big Lottery to provide casework and wraparound support under the project of Stepping Stones

London Legal Support Trust a donation towards core cost plus a grant to support the funding of a costs coordinator under their Centres of Excellence Scheme. Monies carried forward for the refurbishment of our offices in Merton

Access to Justice - monies carried forward for the provision of services in Kingston and Surrey by way of a weekly clinic.

Trust for London was a grant received towards the cost of an employment caseworker.

AB Charitable Trust is funding to pay for the post of a Communications manager.

The National Lottery was a grant received towards funding the cost of a new website.

LLST Kingston & Surrey Grants and funding raised to support the development of work in Kingston and Surrey

EU Settlement Scheme is grant funding to assist EU citizens in their bid to settlement rights in the UK.

14.

ANALYSIS OF NET ASSETS BETWEEN FUNDS	Restricted Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Tangible fixed assets	-	-	-	-
Current assets	59,143	1,105,052	1,164,195	1,108,575
Current Liabilities	-	(664,167)	(664,167)	(650,240)
	<u>59,143</u>	<u>440,885</u>	<u>500,028</u>	<u>458,335</u>
	<u><u>59,143</u></u>	<u><u>440,885</u></u>	<u><u>500,028</u></u>	<u><u>458,335</u></u>
ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	-	-	-	1,838
Current assets	47,106	1,061,469	1,108,575	1,069,191
Current Liabilities	-	(650,240)	(650,240)	(672,817)
	<u>47,106</u>	<u>411,229</u>	<u>458,335</u>	<u>398,212</u>
	<u><u>47,106</u></u>	<u><u>411,229</u></u>	<u><u>458,335</u></u>	<u><u>398,212</u></u>

15. **OPERATING LEASE COMMITMENTS**

At 31 March 2020, the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2020 £	2019 £	2020 £	2019 £
Expiry date:				
Within 1 year	64,200	64,200	6,275	1,907
Between 2 and 5 years	133,175	104,925	25,099	-
Over 5 years	27,758	51,458	-	-
	<u>225,133</u>	<u>220,583</u>	<u>31,374</u>	<u>1,907</u>
	<u><u>225,133</u></u>	<u><u>220,583</u></u>	<u><u>31,374</u></u>	<u><u>1,907</u></u>

16. **TAXATION**

The Company is a Charity and therefore exempt from Corporation Tax on its charitable activities.

17. RELATED PARTY TRANSACTIONS

The aggregate of donations received from the Trustees in the year was £nil (2019: £nil).

There were no other transactions with related parties as at 31 March 2020 (2019: £nil).

18. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (2019):

	Restricted Funds	Unrestricted Funds	Total funds 2019
INCOME FROM			
Donations	531,526	441,095	972,621
Charitable Activities - Legal and advice services		625,637	625,637
Investments	-	108	108
TOTAL INCOME	<u>531,526</u>	<u>1,066,840</u>	<u>1,598,366</u>
EXPENDITURE ON			
Raising Funds	-	60,642	60,642
Charitable Activities - Legal and advice services	516,172	961,439	1,477,611
TOTAL EXPENDITURE	<u>516,172</u>	<u>1,022,081</u>	<u>1,538,253</u>
NET INCOME/(EXPENDITURE) FOR THE YEAR	<u>15,354</u>	<u>44,769</u>	<u>60,123</u>
NET MOVEMENT OF FUNDS	15,354	44,769	60,123
RECONCILIATION OF FUNDS:			
Total funds at 1 April 2018	31,752	366,461	398,213
TOTAL FUNDS AT 31 MARCH 2019	<u>47,106</u>	<u>411,230</u>	<u>458,336</u>