

Registered number: 01732131
Charity number: 515776

NOTTINGHAM LAW CENTRE LIMITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

NOTTINGHAM LAW CENTRE LIMITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

CONTENTS

	Page
Charity Reference and Administrative Details	1
Trustees' Annual Report	2-6
Independent Auditor's Report	7-8
Statement of Financial Activities	9
Balance sheet	10
Statement of Cash Flows	11
Notes to the Financial Statements	12-19
 The following page does not form part of the statutory accounts	
Detailed trading and profit and loss account	20

NOTTINGHAM LAW CENTRE LIMITED

CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 MARCH 2016

Company number	01732131	
Charity number	515776	
Chairperson	Andrew Wesley	
Other directors	Nicholas Johnson David Jones Mark Kelley Judy Tate Sandra Pink Daniela Scotece Simon Leach Andrew Wesley Aftab Zahoor	(Secretary) (Retired 15/04/2016) (Treasurer) (Retired 19/10/2015) (Appointed 21/09/2015)
Secretary	Mark Kelley	
Senior staff	Cheryl Weston Sally Denton	(Manager) (Retired 23/03/2016) (Senior Solicitor)
Bankers	Unity Trust Bank plc 4 The Square 111 Broad Street Birmingham B15 1AR	
Auditors	Rogers Spencer Chartered Certified Accountants Newstead House Pelham Road Nottingham NG5 1AP	
Registered office	119 Radford Road Hyson Green Nottingham NG7 5DU	

NOTTINGHAM LAW CENTRE LIMITED

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Organisation Structure

Nottingham Law Centre Limited is a company limited by guarantee No. 01732131 and a registered charity No. 515776. It is governed by the rules set out in the memorandum and articles of association.

The Board of Trustees confirms that the annual report and financial statements of Nottingham Law Centre Limited comply with current statutory requirements of its governing document, as provided in its Memorandum and Articles of Association and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities (2005).

Nottingham Law Centre Limited is governed by an elected Board of Trustees that has corporate and legal responsibility for all activities and functions of the organisation. The Board of Trustees is elected at the Annual General Meeting, in accordance with the Memorandum and Articles of Association and has overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. The system of internal controls is designed to provide assurance that the charity's funds are used according to its charitable purposes for which they were granted and for public benefit. These controls include:

- A strategic plan and annual budget
- Regular oversight and consideration of financial information, variance from budgets and non-financial performance reports.
- Delegation of authority and segregation of duties
- Identification and management of risk

Overall responsibility for Nottingham Law Centre Limited rests with the Board of Trustees. Day to day management of the company has been devolved to the Manager and Senior Solicitor.

Board of Trustees

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Andrew Wesley	(Chairperson)
David Jones	(Treasurer)
Mark Kelley	(Secretary)
Sandra Pink	
Daniela Scotece	
Nicholas Johnson	
Judy Tate	
Simon Leach	
Aftab Zahoor	

Principal Office

The principal office is 119 Radford Road, Hyson Green, Nottingham, NG7 5DU.

NOTTINGHAM LAW CENTRE LIMITED

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

Trustee Induction and Training Policy

All new trustees will receive an induction pack containing the following information:

- Mission Statement and Aims and Objectives
- Structure of the Organisation
- Articles and Memorandum
- Equal Opportunities Policy
- Health and Safety Policy
- Confidentiality Policy

- Client Complaints Procedure
- Expenses Policy
- Financial Procedures

Following each Annual General Meeting and any co-options a skills audit of new members will be undertaken and any relevant training for trustees, either individually or collectively, will be identified.

Throughout the year, Board members are informed of changes to statutory requirements for charities or any developments that impact on their duties as Company Directors of Nottingham Law Centre. Any declaration of interest has to be declared to the beginning of Board meeting. The Board of Trustees is also mindful of the following principles, recommended in the updated version of the *Good Governance: a code for the voluntary sector*:

- Understanding of their role;
- Ensuring delivery of organisational purpose;
- Working effectively both as individuals and a team;
- Exercising effective control;
- Behaving with integrity;
- Being open and accountable.

Risk Management

Nottingham Law Centre Limited has categorised risks into the following headings:

Strategic risks

Regulatory risks

Operational risks

Nottingham Law Centre Limited has a robust risk assessment process in place, and undertakes an annual review of risk under the following headings - ICT, loss of data and data protection, communications/media, service disruption, loss of key personnel, finance, contracts management, fit for the future (e.g. working with Advice Nottingham, positioning for changes on the horizon). A risk assessment is also undertaken by advisers at the start and end of every case to identify any risks relating to the case including professional negligence.

Consortium working mitigates against risk for all of the Advice Nottingham member organisations by including such things as multiple buildings, IT and telephone systems. The consortium has considered risk in relation to specific events such as loss of funding and has conducted a SWOT exercise to identify relevant risks to this particular funding stream, and ensures that risks are managed and mitigated against, such as underperformance, staff illness and future capture of management information.

NOTTINGHAM LAW CENTRE LIMITED

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

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

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

1. Through the provision of advice, casework and representation to clients.
2. 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.

Throughout 2015/16 the company considered all its activities were for the benefit of the public as set out in its Principal Activities and Key Objectives.

Principal Activity and Key Objectives

The principal activity of the company, which has remained unchanged throughout the year, is the provision of free advice and representation on social welfare legal issues to the residents of Nottinghamshire.

The key service objectives of the company are as follows:

- To provide legal services, advice and representation on housing, welfare benefits and debt issues for those living or working within greater Nottingham.
- To provide all in house services on the above at no cost to the client.
- To encourage and empower users to become involved in the company's decision making process.
- To break down the barriers to the legal system that prevents 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.

Business Review

Following a reduction in the company's contract with the Legal Aid Agency (formerly the Legal Services Commission), the Board implemented a restructure and reduced staffing to ensure that the organisation remained financially viable. Alongside this, changes to working practices have ensured that income is maximised through increases in income from legal aid certificated work. The company has also been able to secure additional streams of funding to maintain the provision of advice.

The company has continued working with other advice providers with 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 4 other providers delivering under sub contracts.

Advice Nottingham applies as a consortium for pieces of work that enables additional advice services to be provided and for projects that complement the work already being done. Nottingham Law Centre Limited is included as a delivery partner where appropriate.

NOTTINGHAM LAW CENTRE LIMITED

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

Business Review (continued)

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 initially covered one adviser post. Additional funding for a second adviser post was granted in August 2015 but the funding will return to cover one post at the end of March 2016.

The company secured two year funding from the Henry Smith Charity for a Homelessness Prevention project to work alongside the Housing Duty Scheme. This project started in March 2014 and ended in March 2016.

Overall, the company has continued to consolidate and strengthened 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 recognized 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.

Reserves Policy

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 will be reviewed annually when the Board of Trustees sets the budget for the following financial year.

The reserves will be accumulated from funds generated by the company through Legal Aid Income.

The Board of Trustees is satisfied that the current reserves of £240,782 meet the requirements of the reserves policy.

Plans for future periods

The senior Law Centre staff will work to build greater links with other organisations across the City whose work complements ours i.e. organisations that support similar client groups, etc. This will increase the profile of the Law Centre, ensure that we receive referrals of work and also ensure that our service is relevant and accessible to the most vulnerable people in the area. The Law Centre will continue to identify unmet needs and look to raise funding to cover this work.

Auditors

A resolution to reappoint the auditors, Rogers Spencer, will be proposed at the general meeting.

NOTTINGHAM LAW CENTRE LIMITED

TRUSTEES' ANNUAL REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

Small company exemptions

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

Statement of Trustees Responsibilities

The trustees (who are also directors of Nottingham Law Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report (including the Strategic 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 the year. 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 2015 (FRS 102);
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records which 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.

Disclosure of information to the auditors

We, the directors of the company who held office at the date of approval of these financial statements, as set out as above, each confirm as far as we are aware, that:

- there is no relevant audit information of which the company's auditors are aware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Strategic Report included therein, in our capacity as company directors.

On behalf of the Board

.....
Andrew Wesley, Trustee

Date 28 November 2016

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

NOTTINGHAM LAW CENTRE LIMITED

We have audited the financial statements of Nottingham Law Centre Limited for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Trustees and Auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 6, the trustees (who are also the directors of Nottingham Law Centre Limited 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2016, and of its incoming resources and application of resources, including its 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 Companies Act 2006.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
NOTTINGHAM LAW CENTRE LIMITED**

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report (including the Strategic Report) for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the 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.

Melvin Bailey FCCA DChA
(Senior Statutory Auditor)

For and on behalf of Rogers Spencer

Registered Auditors
Chartered Certified Accountant

28 November 2016

Newstead House
Pelham Road
Nottingham
NG5 1AP

NOTTINGHAM LAW CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Income from:					
Grants and donations	3	39,540	-	39,540	32,287
<i>Income from charitable activities:</i>					
Charitable activities	4	527,274	-	527,274	440,293
<i>Income from other trading activities:</i>					
Investments	5	<u>122</u>	<u>-</u>	<u>122</u>	<u>241</u>
Total income		<u>566,936</u>	<u>-</u>	<u>566,936</u>	<u>472,821</u>
Expenditure on:					
Charitable activities	6	<u>526,777</u>	<u>4,404</u>	<u>531,181</u>	<u>510,746</u>
Total expenditure		<u>526,777</u>	<u>4,404</u>	<u>531,181</u>	<u>510,746</u>
Net movement in funds		40,159	(4,404)	35,755	(37,925)
Reconciliation of funds:					
Total funds brought forward	16	<u>200,623</u>	<u>4,404</u>	<u>205,027</u>	<u>242,952</u>
Total funds carried forward	16	<u>240,782</u>	<u>-</u>	<u>240,782</u>	<u>205,027</u>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

NOTTINGHAM LAW CENTRE LIMITED

BALANCE SHEET

AS AT 31 MARCH 2016

	Note	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	12		<u>11,605</u>		<u>17,334</u>
Current assets					
Work in progress		167,666		124,593	
Debtors	13	53,943		47,076	
Cash at bank and in hand		<u>40,054</u>		<u>69,101</u>	
		261,663		240,770	
Creditors: Amounts falling due within one year	14	<u>(32,486)</u>		<u>(53,077)</u>	
Net current assets			<u>229,177</u>		<u>187,693</u>
Total assets less current liabilities			<u>240,782</u>		<u>205,027</u>
Charity funds					
Restricted reserves	16		-		4,404
Unrestricted reserves	16		<u>240,782</u>		<u>200,623</u>
Total funds			<u>240,782</u>		<u>205,027</u>

The financial statements were approved and authorised for issue by the Board on 28 November 2016.

Signed on behalf of the board of trustees

.....
Judy Tate, Trustee

Date 28 November 2016

The notes on pages 12 to 19 form part of these financial statements.

Company registration number: 01732131

NOTTINGHAM LAW CENTRE LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2016

	2016 £	2015 £
Cash flow from operating activities	(28,700)	1,751
Cash flow from investing activities		
Payments to acquire tangible fixed assets	(469)	(8,585)
Interest received	122	241
Net cash flow from investing activities	(347)	(8,344)
Net increase / (decrease) in cash and cash equivalents	(29,047)	(6,593)
Cash and cash equivalents at 1 April 2015	69,101	75,694
Cash and cash equivalents at 31 March 2016	<u>40,054</u>	<u>69,101</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	40,054	69,101
Cash and cash equivalents at 31 March 2016	<u>40,054</u>	<u>69,101</u>
Cash flow from operating activities		
Operating profit/(loss)	35,633	(38,166)
Adjustments for non-cash items:		
Depreciation on tangible fixed assets	6,198	6,161
Increase in work in progress	(43,073)	(3,852)
Decrease/(increase) in debtors	(6,867)	5,920
Increase/(decrease) in creditors	(20,591)	31,688
Net cash flow from operating activities	<u>(28,700)</u>	<u>1,751</u>

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. Accounting policies

(a) General information and basis of preparation

Nottingham Law Centre Limited is a company limited by guarantee and a registered charity in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are outlined in the Trustees' Annual Report on pages 2 to 6.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

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

The charity adopted SORP 2015 (FRS 102) in the current year and an explanation of how transition to SORP 2015 (FRS 102) has affected the reported financial position and performance is given in note 21.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity 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.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Incoming resources from charitable activities represents the amounts receivable from grants, from services supplied under the legal aid scheme and from other sources incidental to the company's principal activity.

All grants and donations are accounted for gross when receivable.

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. Accounting policies (continued)

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities includes the direct costs of the company's activities; and
- Other expenditure represents governance costs incurred in support of the company's activities and those items not falling into the category above.

(e) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	15% straight line
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(f) Work in progress

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.

(g) Leases

Rentals paid under operating leases are charged to income as incurred.

(h) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes and has no tax liability.

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. Accounting policies (continued)

Pension costs

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.

2. Turnover

In the opinion of the directors, none of the turnover of the company is attributable to geographical markets outside the UK (2015: £nil).

3. Income from grants and donations	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Donations	<u>39,540</u>	<u>-</u>	<u>39,540</u>	<u>32,287</u>

4. Income from charitable activities

Legal aid contract	36,466	-	36,466	29,829
Nottingham city council	183,084	-	183,084	179,990
Legal aid certificates	134,451	-	134,451	90,197
Mortgage & rent possessions	70,978	-	70,978	91,012
Disbursements	7,895	-	7,895	7,001
Lottery contract	-	-	-	12,213
Training	300	-	300	230
Other income	11,291	-	11,291	4,979
East Midlands money advice project	<u>82,809</u>	<u>-</u>	<u>82,809</u>	<u>24,842</u>
	<u>527,274</u>	<u>-</u>	<u>527,274</u>	<u>440,293</u>

5. Income from investments

Bank interest receivable	<u>122</u>	<u>-</u>	<u>122</u>	<u>241</u>
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NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
6. Expenditure on charitable activities				
Salaries and wages	375,310	-	375,310	341,235
Disbursements	27,268	-	27,268	20,154
Telephone	6,132	-	6,132	7,329
Insurance	4,356	-	4,356	4,269
Books and periodicals	787	-	787	1,985
Stationery	4,360	-	4,360	5,600
Postage	11,106	-	11,106	8,962
Travel and subsistence	3,884	-	3,884	4,326
Training courses	2,194	-	2,194	7,026
Professional fees	4,022	4,388	8,410	8,659
Practicing certificates	704	-	704	714
Subscriptions	2,788	-	2,788	4,551
Heating, lighting and water	2,169	-	2,169	5,961
Fixtures, fittings and equipment	13,775	-	13,775	20,745
Repairs maintenance and cleaning	8,379	-	8,379	6,690
Rent and rates	21,605	-	21,605	21,753
Management charges	-	-	-	13,162
Sundry expenses	1,432	16	1,448	747
Bank charges	500	-	500	527
Depreciation	6,198	-	6,198	6,161
Irrecoverable VAT	8,112	-	8,112	-
Governance costs (see note 7)	<u>21,696</u>	<u>-</u>	<u>21,696</u>	<u>20,191</u>
	<u>526,777</u>	<u>4,404</u>	<u>531,181</u>	<u>510,746</u>
7. Governance costs				
Salaries and wages	12,487	-	12,487	11,284
Audit and accountancy	<u>9,209</u>	<u>-</u>	<u>9,209</u>	<u>8,906</u>
	<u>21,696</u>	<u>-</u>	<u>21,696</u>	<u>20,190</u>
8. Net income/(expenditure) for the year			2016	2015
			£	£
Net income/(expenditure) for the year is stated after crediting:				
Interest receivable			122	241
And after charging:				
Depreciation of tangible fixed assets			6,198	6,161
Operating lease rentals – land and buildings			<u>16,000</u>	<u>16,000</u>

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

9. Auditor's remuneration

	2016	2015
	£	£
Fees payable to the charity's auditor for the audit of the charity's accounts	<u>2,875</u>	<u>2,725</u>
Fees payable to the charity's auditor for other services:		
Accountancy and other services	<u>6,334</u>	<u>6,181</u>

10. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2015: £nil).

The trustees did not have any expenses reimbursed during the year (2015: £nil).

11. Staff costs and employee benefits

The average number of full time equivalent employees employed by the company during the year was as follows:

	Number of employees	
	2016	2015
	No.	No.
Management and administration	<u>17</u>	<u>17</u>

The total staff costs and employee benefits were as follows:

	2016	2015
	£	£
Wages and salaries	339,396	305,088
Social security	27,328	26,175
Pension costs	<u>21,073</u>	<u>21,256</u>
	<u>387,797</u>	<u>352,519</u>

No employees received total employee benefits (excluding employer pension costs) in either the current or prior year of more than £60,000.

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

12. Tangible fixed assets	Fixtures & Fittings £	Total £
Cost		
Brought forward at 1 April 2015	33,255	33,255
Costs written off in year	-	-
Additions	469	469
Disposals	<u>-</u>	<u>-</u>
At 31 March 2016	<u>33,724</u>	<u>33,724</u>
Depreciation		
Brought forward at 1 April 2015	15,921	15,921
Charge for the year	6,198	6,198
Disposals	<u>-</u>	<u>-</u>
At 31 March 2016	<u>22,119</u>	<u>22,119</u>
Net book value		
At 31 March 2016	<u>11,605</u>	<u>11,605</u>
At 31 March 2015	<u>17,334</u>	<u>17,334</u>
13. Debtors	2016 £	2015 £
Trade debtors	38,071	33,054
Prepayments and accrued income	<u>15,872</u>	<u>14,022</u>
	<u>53,943</u>	<u>47,076</u>
14. Creditors: amounts falling due within one year	2016 £	2015 £
Trade creditors	2,441	6,373
Other taxation and social security	22,236	9,566
Accruals and deferred income	<u>7,809</u>	<u>37,138</u>
	<u>32,486</u>	<u>53,077</u>

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

15. Leases

Operating leases - lessee

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

	2016 £	2015 £
Not later than one year	<u>-</u>	<u>16,000</u>
Later than five years	<u>16,600</u>	<u>-</u>

16. Fund reconciliation

	At 1 April 2015	Incoming resources	Outgoing resources	Transfers	At 31 March 2016
Restricted funds:					
The Baring Foundation	4,404	-	4,404	-	-
	4,404	-	4,404	-	-
Unrestricted funds	<u>200,623</u>	<u>566,936</u>	<u>526,777</u>	-	<u>240,782</u>
	<u>205,027</u>	<u>566,936</u>	<u>531,181</u>	-	<u>240,782</u>

The Baring Foundation

In 2010, Nottingham Law Centre Limited applied to the Barings Foundation Strengthening the Voluntary Sector fund on behalf of Advice Nottingham. The bid was to enable Advice Nottingham to continue working together to develop a citywide advice service that:

- is responsive to client need;
- evidences its contribution to the achievement of local priorities; and
- uses our understanding of client demand to influence the setting of those priorities.

The proposal was based on a collaborative approach with Advice UK who had also submitted a bid. The Advice Nottingham proposal submitted by Nottingham Law Centre Limited sought specifically to:

- Complete the redesign of services based on our analysis of client demand and influence local public service provision to eliminate preventable waste;
- Engage with the independent evaluation of the methodology we have applied, to be commissioned by Advice UK;
- Influence the commissioning of advice services, including the development of an appropriate outcomes framework; and
- Build stronger relationships with our public sector partners, so we can use the evidence of client need to influence future local priorities.

Funding was secured to continue with the Systems Thinking work in Nottingham and included support from Vanguard Consultancy, Advice UK as well as recompensing the Advice Nottingham agencies involved for their time spent undertaking the work. However, Advice Nottingham has decided to use the proportion of the money that was to pay for their input of development initiatives and the evaluation of self help packs and information.

NOTTINGHAM LAW CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

17. Analysis of net assets between funds

	General fund £	Restricted fund £	Total £
Fixed assets	11,605	-	11,605
Cash at bank and in hand	40,054	-	40,054
Other net current assets	<u>189,123</u>	<u>-</u>	<u>189,123</u>
	<u>240,782</u>	<u>-</u>	<u>240,782</u>

18. Pension costs

The charity operates a defined contribution pension scheme and contributions are charged in the statement of financial activities as they accrue. The charge for the year was £21,073 (2015: £21,256).

19. Control relationships

The ultimate control of the company lies with the Board of Trustees.

20. Related party transactions

Judy Tate is also a director of The Greenfields Centre Limited. During the year Nottingham Law Centre Limited paid The Greenfields Centre Limited a total of £600 (2015: £575) in respect of room hire.

21. First-time adoption of SORP 2015 (FRS 102)

The charity has adopted the SORP 2015 (FRS 102) for the first time in the year ended 31 March 2016.

The effect of transition from SORP (2005) to SORP 2015 (FRS 102) has been that there are no changes in accounting policies, no changes to charity funds and no changes to comparative period income or expenditure.