

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

**Report of the Trustees and
Audited Financial Statements for the Year
Ended 31 March 2016
for**

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

Plumstead Community Law Centre Limited

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for the Year Ended 31 March 2016**

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Plumstead Community Law Centre Limited

Report of the Trustees for the Year Ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

01778148 (England and Wales)

Registered Charity number

1043070

Registered office

36 Wellington Street
Woolwich
London
SE18 6PF

Trustees

B Attray

Ms A Banks

Chair from
09.02.16

R D Brooks

U S Chana

K S Heer

K K Jalli

Treasurer

Mrs F O Oluwole

- resigned 21.1.16

Ms K Pilinski

Ms M L Pirani

G S Rayat

Vice-Chair

Ms J M Selman

W Ekinu

- resigned 21.1.16

S Ahmad

- appointed 21.1.16

Company Secretary

Ms K Pilinski

Auditors

Ardor Business Solutions Limited

Registered Auditors

Chartered Certified Accountants

South View

Lower Wall Road

WEST HYTHE

Kent

CT21 4NW

**Report of the Trustees
for the Year Ended 31 March 2016**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Induction and training of new trustees

New trustees are provided with copies of the governing and key policy documents. In addition, we also encourage meeting existing trustees and senior staff.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees actively review the major risks that the charitable company faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The management committee have also examined other operational and business risks faced by the charitable company and confirmed that they have systems in place to mitigate the significant risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Law Centre is established for the following purposes:

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

Public benefit

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

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

**Report of the Trustees
for the Year Ended 31 March 2016**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

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

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

The Charity moved into shared office accommodation during 2015/16. This has facilitated closer working with other local advice agencies, particularly Greenwich Housing Rights with whom the premises are shared.

Sufficient Resources are in place to allow the Charity to continue operating for the coming year, albeit with a reduced level of funding and reduced staffing levels.

General office overheads have reduced from previous years largely due to the relocation in October 2015 and the discontinuation of one post following the completion of the 2 year Advice Services Transition Fund project.

FINANCIAL REVIEW

Reserves policy

It is the aim of the charity to maintain unrestricted funds at a level which equates to approximately 3 months unrestricted expenditure.

This will provide sufficient funds to cover management, administration and support costs.

As at 31st March 2016 free reserves, being unrestricted funds freely available to spend on any of the charity's purposes were marginally in excess of one month of operating costs.

Relocation to shared office premises in October 2015 has enabled the organisation to further reduce ongoing overheads.

FUTURE DEVELOPMENTS

The Charity will continue to receive the majority of its funding from a Service Level Agreement with the Royal Borough of Greenwich and a grant from Trust for London.

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

**Report of the Trustees
for the Year Ended 31 March 2016**

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Plumstead Community Law Centre Limited for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

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.

AUDITORS

The auditors, Ardor Business Solutions Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

Approved by order of the board of trustees on 20 December 2016 and signed on its behalf by:

Ms A Banks - Trustee

Report of the Independent Auditors to the Members of Plumstead Community Law Centre Limited

We have audited the financial statements of Plumstead Community Law Centre Limited for the year ended 31 March 2016 on pages seven to fourteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 auditors' 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.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page four, 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.

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 Report of the Trustees 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Report of the Independent Auditors to the Members of
Plumstead Community Law Centre Limited**

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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Bryan Kemsley FCCA FMAAT (Senior Statutory Auditor)
for and on behalf of Ardor Business Solutions Limited
Statutory Auditors and Chartered Certified Accountants
South View
Lower Wall Road
WEST HYTHE
Kent
CT21 4NW

23 December 2016

Plumstead Community Law Centre Limited

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2016**

		Unrestricted funds £	Restricted funds £	31/3/16 Total funds £	31/3/15 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	653	55,173	55,826	56,158
Investment income	3	33	-	33	66
Incoming resources from charitable activities					
Advice services provided	4	487	140,440	140,927	175,697
Other incoming resources		<u>1,017</u>	<u>-</u>	<u>1,017</u>	<u>1,033</u>
Total incoming resources		2,190	195,613	197,803	232,954
RESOURCES EXPENDED					
Charitable activities					
Advice services provided	5	63,246	192,560	255,806	254,175
Governance costs	7	<u>2,100</u>	<u>-</u>	<u>2,100</u>	<u>2,030</u>
Total resources expended		<u>65,346</u>	<u>192,560</u>	<u>257,906</u>	<u>256,205</u>
NET INCOME/(EXPENDITURE) FOR THE YEAR		(63,156)	3,053	(60,103)	(23,251)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>61,640</u>	<u>1,947</u>	<u>63,587</u>	<u>86,838</u>
TOTAL FUNDS CARRIED FORWARD		<u>(1,516)</u>	<u>5,000</u>	<u>3,484</u>	<u>63,587</u>

The notes form part of these financial statements

Balance Sheet
At 31 March 2016

	Not es	Unrestricted funds £	Restricted funds £	31/3/16 Total funds £	31/3/15 Total funds £
FIXED ASSETS					
Tangible assets	11	5,383	-	5,383	4,099
CURRENT ASSETS					
Debtors	12	10,373	5,000	15,373	74,088
Cash at bank and in hand		<u>6,099</u>	<u>1,773</u>	<u>7,872</u>	<u>4,578</u>
		16,472	6,773	23,245	122,621
CREDITORS					
Amounts falling due within one year	13	(23,371)	(1,773)	(25,144)	(19,178)
NET CURRENT ASSETS/(LIABILITIES)		<u>(6,899)</u>	<u>5,000</u>	<u>(1,899)</u>	<u>59,488</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>(1,516)</u>	<u>5,000</u>	<u>3,484</u>	<u>63,587</u>
NET ASSETS/(LIABILITIES)		<u><u>(1,516)</u></u>	<u><u>5,000</u></u>	<u><u>3,484</u></u>	<u><u>63,587</u></u>
FUNDS	15				
Unrestricted funds				(1,516)	61,640
Restricted funds				<u>5,000</u>	<u>1,947</u>
TOTAL FUNDS				<u><u>3,484</u></u>	<u><u>63,587</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 20 December 2016 and were signed on its behalf by:

Ms A Banks -Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2016**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The charitable company maintains its working capital requirements through careful cashflow management and the financial support of its funding providers. The Trustees expect this support to continue for the foreseeable future and therefore consider it appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments that would be required should this financial support no longer continue.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

All costs are allocated to the sole activity of the charitable company, as defined in the Report of the Trustees.

Tangible fixed assets

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

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

Taxation

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

Fund accounting

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

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

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

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2016**

2. VOLUNTARY INCOME

	31/3/16	31/3/15
	£	£
Donations	653	4,858
Transition fund	17,673	36,300
Grants	<u>37,500</u>	<u>15,000</u>
	<u>55,826</u>	<u>56,158</u>

Grants received, included in the above, are as follows:

	31/3/16	31/3/15
	£	£
Trust for London	20,000	-
Access to Justice Foundation	5,000	-
London Legal Support Trust	<u>12,500</u>	<u>15,000</u>

3. INVESTMENT INCOME

	31/3/16	31/3/15
	£	£
Deposit account interest	<u>33</u>	<u>66</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31/3/16	31/3/15
		£	£
Royal Borough of Greenwich	Advice services provided	140,440	49,000
LAA	Advice services provided	487	30,447
Royal Borough of Greenwich via Greenwich Housing Rights	Advice services provided	-	96,250
		<u>140,927</u>	<u>175,697</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
Advice services provided	<u>241,132</u>	<u>14,674</u>	<u>255,806</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2016**

6. SUPPORT COSTS

	Management £	Finance £	Totals £
Advice services provided	<u>14,612</u>	<u>62</u>	<u>14,674</u>

7. GOVERNANCE COSTS

	31/3/16 £	31/3/15 £
Auditors' remuneration	<u>2,100</u>	<u>2,030</u>

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31/3/16 £	31/3/15 £
Auditors' remuneration	2,100	2,030
Depreciation - owned assets	<u>886</u>	<u>723</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2016

10. STAFF COSTS

	31/3/16	31/3/15
	£	£
Wages and salaries	180,982	178,932
Social security costs	<u>14,183</u>	<u>15,570</u>
	<u>195,165</u>	<u>194,502</u>

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

	31/3/16	31/3/15
Direct charitable activities	4	7
Administration	<u>1</u>	<u>1</u>
	<u>5</u>	<u>8</u>

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

Included on staff costs are redundancy costs amounting to £15,828 (2015: £nil).

11. TANGIBLE FIXED ASSETS

	Equipment £	Computers £	Totals £
COST			
At 1 April 2015	38,895	35,824	74,719
Additions	<u>-</u>	<u>2,170</u>	<u>2,170</u>
At 31 March 2016	<u>38,895</u>	<u>37,994</u>	<u>76,889</u>
DEPRECIATION			
At 1 April 2015	34,796	35,824	70,620
Charge for year	<u>615</u>	<u>271</u>	<u>886</u>
At 31 March 2016	<u>35,411</u>	<u>36,095</u>	<u>71,506</u>
NET BOOK VALUE			
At 31 March 2016	<u>3,484</u>	<u>1,899</u>	<u>5,383</u>
At 31 March 2015	<u>4,099</u>	<u>-</u>	<u>4,099</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2016**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/16	31/3/15
	£	£
Trade debtors	13,810	971
Other debtors	<u>1,563</u>	<u>73,117</u>
	<u>15,373</u>	<u>74,088</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/16	31/3/15
	£	£
Taxation and social security	7,681	4,726
Other creditors	1,773	5,804
Accrued expenses	<u>15,690</u>	<u>8,648</u>
	<u>25,144</u>	<u>19,178</u>

14. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31/3/16	31/3/15
	£	£
Expiring:		
Within one year	<u>-</u>	<u>5,125</u>

15. MOVEMENT IN FUNDS

	At 1/4/15	Net movement in funds	At 31/3/16
	£	£	£
Unrestricted funds			
General fund	31,193	(32,709)	(1,516)
LAA	<u>30,447</u>	<u>(30,447)</u>	<u>-</u>
	61,640	(63,156)	(1,516)
Restricted funds			
London Legal Support Trust	1,947	(1,947)	-
Royal Borough of Greenwich	-	-	-
Trust for London	-	5,000	5,000
Transition fund	-	-	-
Access to Justice Foundation	<u>-</u>	<u>-</u>	<u>-</u>
	1,947	3,053	5,000
	<u>63,587</u>	<u>(60,103)</u>	<u>3,484</u>
TOTAL FUNDS			

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2016**

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,703	(35,377)	(32,709)
LAA	487	(30,934)	(30,447)
Restricted funds			
London Legal Support Trust	12,500	(14,447)	(1,947)
Royal Borough of Greenwich Trust for London	140,440	(140,440)	-
Transition fund	20,000	(15,000)	5,000
Access to Justice Foundation	17,673	(17,673)	-
	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
	195,613	(192,560)	3,053
	<u>197,803</u>	<u>(258,873)</u>	<u>(60,103)</u>
TOTAL FUNDS			

16. ULTIMATE CONTROLLING PARTY

The ultimate controlling part is the Board of Trustees and management team who are responsible for the strategic and operational decisions of the charitable company.

Plumstead Community Law Centre Limited

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2016**

	31/3/16 £	31/3/15 £
INCOMING RESOURCES		
Voluntary income		
Donations	653	4,858
Transition fund	17,673	36,300
Grants	<u>37,500</u>	<u>15,000</u>
	55,826	56,158
Investment income		
Deposit account interest	33	66
Incoming resources from charitable activities		
Royal Borough of Greenwich	140,440	49,000
LAA	487	30,447
Royal Borough of Greenwich via Greenwich Housing Rights	<u>-</u>	<u>96,250</u>
	140,927	175,697
Other incoming resources		
Fees and other income	<u>1,017</u>	<u>1,033</u>
Total incoming resources	197,803	232,954
RESOURCES EXPENDED		
Charitable activities		
Wages	180,982	178,932
Social security	14,183	15,570
Rent and rates	10,628	10,280
Travel	1,539	1,929
Training	2,601	1,781
Legal and professional fees	5,326	3,664
Insurance	2,909	2,576
Publications	335	655
Publicity	-	375
Volunteers	3,448	4,966
Information Technology	6,095	2,502
Bad debts	13,086	-
Grant repaid	<u>-</u>	<u>5,805</u>
	241,132	229,035

This page does not form part of the statutory financial statements

Plumstead Community Law Centre Limited

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2016**

	31/3/16 £	31/3/15 £
Governance costs		
Auditors' remuneration	2,100	2,030
Support costs		
Management		
Office administration	13,726	24,367
Depreciation of equipment	<u>886</u>	<u>723</u>
	14,612	25,090
Finance		
Bank charges	<u>62</u>	<u>50</u>
Total resources expended	257,906	256,205
	<hr/>	<hr/>
Net expenditure	<u><u>(60,103)</u></u>	<u><u>(23,251)</u></u>

This page does not form part of the statutory financial statements