

REGISTERED COMPANY NUMBER: 2610711 (England and Wales)  
REGISTERED CHARITY NUMBER: 1003145

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2017  
FOR**

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

CHARITY COMMISSION  
FIRST CONTACT

28 SEP 2017

ACCOUNTS  
RECEIVED

F W Berringer & Co  
Chartered Accountants  
and Statutory Auditors  
Lygon House  
50 London Road  
Bromley  
BR1 3RA

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

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for the year ended 31 March 2017**

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**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2017**

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 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Principle activities and organisation of work**

During the year the law centre continued to pursue the following key objectives and service strategies:

Our key objectives were:

- To meet the needs of as many people as possible
- To campaign on social policy matters
- To innovate and develop new services
- To improve funding, sustainability and build partnerships
- To develop the skills of staff, volunteers and trustees

Our service strategies were:

- To ensure the Law Centre was well governed and managed
- To provide high quality legal advice and information to increasing numbers of clients
- To ensure the service was accessible to all clients
- To monitor and communicate the impact and effectiveness of the service
- To develop partnerships with stakeholders to provide new and innovative services to meet the needs of our clients
- To ensure the Law Centre received increased and sustainable funding
- To improve the Law Centres performance

During the year the following activities were undertaken:

- Governance: Held trustee board meetings; filed Audited Accounts and Annual Returns to Companies House and the Charities Commission.
- Performance: Produced performance reports for the Trustee Board; organised Continued Professional Development Training for Staff.
- Communication: Submitted activity and monitoring reports to funders; provided feedback on Social Policy matters to the Law Centres Federation; produced an updated Client Profile.
- Advice and Casework: Continued to provide clients with specialist casework, representation and negotiation with outside bodies and courts.
- Funding: Maintained the Law Centre's contract with the Legal Aid Agency to provide specialist legal advice in housing and Community Care in the boroughs of Wandsworth and Merton/Sutton. Maintained funding with Merton Council to provide legal advice in Debt and Social Welfare to mental health service users in the London Borough of Merton. The funding with Big Lottery ASTF for a two year contract to head the Merton Advice Project and provide outreach services ended in October 15. However, in August 2015, we were awarded a new 2 year contract by the Tudor Trust to provide legal Advice and representation in Debt and Social Welfare
- Housing Contracts: Agreed housing contract with The Legal Aid Agency and was awarded 83 housing cases in Wandsworth and 61 housing cases in Merton/Sutton.

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2017**

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

- Service Provision: Provided appointments and drop-in advice at Springfield University Hospital and Jubilee Health Centre East in Wallington. Also provided Legal Outreach Services at Wilson Hospital and other sites in London Borough of Merton such as Morden Medical Centre GP and Mitcham Medical Centre GP

- Other: Made home visits to clients unable to attend the Law Centre for advice and provided information to Community Care Teams, other front line advisers and patients. We also represent client at Tribunals and assist at the Medical Assessment Centre for Social Welfare.

**FINANCIAL REVIEW**

**Reserves policy**

The directors have considered the matter of reserves for the purpose of establishing the level that the charity should maintain. They believe that free general reserves in the region of £100,000 would provide adequate provision against a major decrease in incoming resources, thereby enabling the law centre to continue its activities.

The current level of free unrestricted reserves slightly exceeds this policy and is considered adequate. This level of reserves will be maintained by continuing to generate income from charitable activities and maintaining a mix of legal aid and grant income.

**Financial review of the year**

Incoming resources from charitable activities amounted to £222,249 for the year compared with £348,827 for the previous year. Legal services and costs recovered were £117,826 (2016: £223,812).

Charitable activities expenditure amounted to £219,398 (2016: £292,107). Overall the charity disclosed a net increase in funds of £65,291 compared £57,160 last year.

**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.

All members of the charity, which include members of the management committee, undertake to contribute an amount not exceeding £1 each, in the event of the winding up of the company whilst a member or within one year of cessation of membership.

**Recruitment and appointment of new trustees**

Members of the management committee are recruited on the basis of the value they can introduce into the charity through their experience and knowledge gained in areas of benefit to the charity, including legal services, financial awareness, operation of other charities, fundraising activities and direct personal knowledge of mental health issues.

Induction and training of board members is carried out through the existing board with the assistance of external training as required.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

2610711 (England and Wales)

**Registered Charity number**

1003145

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2017**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered office**

Building 7  
Springfield University Hospital  
61 Glenburnie Road  
London  
SW17 7DJ

**Trustees**

Ms S Knight

Mrs A G Dehaney (Chair)

C Hocine

J Walker

P Marples (Treasurer)

A Carter

- resigned 6.7.16

Ms G Ordor

J Plaja

- appointed 1.8.16

**Auditors**

F W Berringer & Co  
Chartered Accountants  
and Statutory Auditors  
Lygon House  
50 London Road  
Bromley  
BR1 3RA

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Springfield Advice and 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.

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

**REPORT OF THE TRUSTEES  
for the year ended 31 March 2017**

**AUDITORS**

The auditors, F W Berringer & Co, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 21 September 2017 and signed on its behalf by:

Mrs A G Dehaney - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

We have audited the financial statements of Springfield Advice and Law Centre Limited for the year ended 31 March 2017 on pages seven to thirteen. 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).

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 three, 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 2017 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 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  
SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

**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 take advantage of the small companies exemption from the requirement to prepare a Strategic report or in preparing the Report of the trustees.

John Cardnell BSc FCA (Senior Statutory Auditor)  
for and on behalf of F W Berringer & Co  
Chartered Accountants  
and Statutory Auditors  
Lygon House  
50 London Road  
Bromley  
BR1 3RA

21 September 2017



**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 March 2017**

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	62,440	-	62,440	440
Charitable activities	3				
Grant income		104,423	-	104,423	125,015
Provision of legal services		117,826	-	117,826	223,812
<b>Total</b>		<b>284,689</b>	<b>-</b>	<b>284,689</b>	<b>349,267</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Staff costs		161,534	-	161,534	240,392
Office support costs and other overheads		57,864	-	57,864	51,715
<b>Total</b>		<b>219,398</b>	<b>-</b>	<b>219,398</b>	<b>292,107</b>
<b>NET INCOME</b>		<b>65,291</b>	<b>-</b>	<b>65,291</b>	<b>57,160</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>142,323</b>	<b>-</b>	<b>142,323</b>	<b>85,163</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>207,614</b>	<b>-</b>	<b>207,614</b>	<b>142,323</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED (REGISTERED NUMBER: 2610711)**

**BALANCE SHEET  
At 31 March 2017**

	Notes	2017 £	2016 £
<b>FIXED ASSETS</b>			
Tangible assets	8	4,009	8,280
<b>CURRENT ASSETS</b>			
Debtors	9	100,732	132,756
Cash at bank		126,502	24,119
		<u>227,234</u>	<u>156,875</u>
<b>CREDITORS</b>			
Amounts falling due within one year	10	(23,629)	(22,832)
<b>NET CURRENT ASSETS</b>		<u>203,605</u>	<u>134,043</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>207,614</u>	<u>142,323</u>
<b>NET ASSETS</b>		<u>207,614</u>	<u>142,323</u>
<b>FUNDS</b>	12		
Unrestricted funds		207,614	142,323
Restricted funds		-	-
<b>TOTAL FUNDS</b>		<u>207,614</u>	<u>142,323</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.

The financial statements were approved by the Board of Trustees on 21 September 2017 and were signed on its behalf by:

Mrs A G Dehaney -Trustee

The notes form part of these financial statements

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2017**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

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

**Tangible fixed assets**

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

Furniture and Equipment	- 35% on reducing balance
Computer equipment	- 35% on reducing balance

**Taxation**

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

**Fund accounting**

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

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

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

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

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

**2. DONATIONS AND LEGACIES**

	2017	2016
	£	£
Donations	119	440
Legacies	62,321	-
	<u>62,440</u>	<u>440</u>

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2017**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2017 £	2016 £
Grants	Grant income	104,423	125,015
LAA and fee income	Provision of legal services	117,826	223,812
		<u>222,249</u>	<u>348,827</u>

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

	2017 £	2016 £
London Borough of Merton	53,765	53,765
Big Lottery - ASTF Merton	-	44,756
London Legal Support Trust	10,658	661
The Tudor Trust	40,000	23,333
The London Community Foundation	-	2,500
	<u>104,423</u>	<u>125,015</u>

**4. NET INCOME/(EXPENDITURE)**

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

	2017 £	2016 £
Auditors' remuneration	2,050	2,050
Depreciation - owned assets	4,456	4,456

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**6. STAFF COSTS**

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

	2017	2016
Lawyers and Advice Workers	5	5
Administrator	-	1
	<u>5</u>	<u>6</u>

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

No employee earned £60,000 p.a. or more during the year.

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2017**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	440	-	440
<b>Charitable activities</b>			
Grant income	80,259	44,756	125,015
Provision of legal services	223,812	-	223,812
<b>Total</b>	<u>304,511</u>	<u>44,756</u>	<u>349,267</u>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Staff costs	183,998	56,394	240,392
Office support costs and other overheads	51,715	-	51,715
<b>Total</b>	<u>235,713</u>	<u>56,394</u>	<u>292,107</u>
 <b>NET INCOME</b>	<u>68,798</u>	<u>(11,638)</u>	<u>57,160</u>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	73,525	11,638	85,163
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>142,323</u></u>	<u><u>-</u></u>	<u><u>142,323</u></u>

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2017**

**8. TANGIBLE FIXED ASSETS**

	Furniture and Equipment £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2016	13,334	29,858	43,192
Additions	-	185	185
	<hr/>	<hr/>	<hr/>
At 31 March 2017	13,334	30,043	43,377
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 April 2016	13,266	21,646	34,912
Charge for year	36	4,420	4,456
	<hr/>	<hr/>	<hr/>
At 31 March 2017	13,302	26,066	39,368
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 March 2017	32	3,977	4,009
	<hr/>	<hr/>	<hr/>
At 31 March 2016	68	8,212	8,280
	<hr/>	<hr/>	<hr/>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Sundry debtors and prepayments	100,732	132,756
	<hr/>	<hr/>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
VAT	5,065	-
Sundry creditors and accruals	18,564	6,165
Deferred income	-	16,667
	<hr/>	<hr/>
	23,629	22,832
	<hr/>	<hr/>

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
Fixed assets	4,009	-	4,009	8,280
Current assets	227,234	-	227,234	156,875
Current liabilities	(23,629)	-	(23,629)	(22,832)
	<hr/>	<hr/>	<hr/>	<hr/>
	207,614	-	207,614	142,323
	<hr/>	<hr/>	<hr/>	<hr/>

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the year ended 31 March 2017**

**12. MOVEMENT IN FUNDS**

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
<b>Unrestricted funds</b>			
General fund	142,323	65,291	207,614
<b>TOTAL FUNDS</b>	<u>142,323</u>	<u>65,291</u>	<u>207,614</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	284,689	(219,398)	65,291
<b>TOTAL FUNDS</b>	<u>284,689</u>	<u>(219,398)</u>	<u>65,291</u>

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2017.

**SPRINGFIELD ADVICE AND LAW CENTRE  
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 March 2017**

	2017 £	2016 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	119	440
Legacies	62,321	-
	<u>62,440</u>	<u>440</u>
<b>Charitable activities</b>		
LAA and fee income	117,826	223,812
Grants	104,423	125,015
	<u>222,249</u>	<u>348,827</u>
<b>Total incoming resources</b>	<u>284,689</u>	<u>349,267</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Salaries, national insurance, and locum staff expenses	167,886	223,766
Pensions	6,324	10,682
Practising certificates	966	1,100
Professional fees and case disbursements	18,137	22,214
Insurance	3,450	3,604
Internet and phone	217	529
Printing, stationery, and computer software	969	4,079
Travel and subsistence	800	1,226
Miscellaneous expenses	756	592
Course fees and education	7,800	9,515
Accountancy and bookkeeping	5,442	7,985
Bank charges	145	309
Furniture and equipment	36	36
Computer equipment	4,420	4,420
	<u>217,348</u>	<u>290,057</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Auditors' remuneration	2,050	2,050
<b>Total resources expended</b>	<u>219,398</u>	<u>292,107</u>
<b>Net income</b>	<u><u>65,291</u></u>	<u><u>57,160</u></u>

This page does not form part of the statutory financial statements