

Registered Charity Number
1064266

Registered Company Number
3370871

EAST LONDON COMMUNITY LAW SERVICE

REPORT AND ACCOUNTS

31 MARCH 2017

**East London Community Law Service
Report and Accounts
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EAST LONDON COMMUNITY LAW SERVICE
Company Information

Trustees

Dr. Qadir Bakhsh MBE (Chairman)
Dr. A Q Sheikh (Vice Chairman)
Mr. Alex Davies (Treasurer)
Mr. Robert Manso
Mr. Said Aweys

Secretary

Mr. Afzal Mirza

Independent Examiners

S.ASGHAR & CO
85 STATION ROAD
HARROW LONDON
HA2 7SW

Bankers

The Co-Operative Bank Plc
PO Box 101
1 Ballon Street
Manchester, M60 4EP

Registered office

Dahir Community House
702 High Road Leyton
London, E10 6JP

Registered Charity Number

1064266

Company Number

3370871

East London Community Law Service (a company limited by guarantee but without a share capital)

Report of the trustees for the year ended 31st March 2017

Governing Document

Name, registered office and constitution of the charity

The full name of the charity is	East London Community Law Service (ELCLAS)
Date of Incorporation	08/09/1997
Company registration Number	3370871
Registered Office	Dahir Community House, 702 High Road Leyton, London E10,6JP
Charity Registration Number	1064266

Objectives and Activities

- We provide free advice, information and representation to asylum seekers, migrants and others in matters of asylum, immigration, housing, debt, welfare benefits hate crime and Domestic violence , education, training and employment.
- We work to relief of poverty of asylum seekers, refugees, migrants and other members of the community with restricted income who are resident in greater London by providing free and confidential advice, assistance, representation, counselling, translation and interpretation service in matters of asylum, immigration, money, debt, welfare benefits , housing health, training and employment.
- The advancement of education by the provision of vocational training and English language classes.

Review of Activities

East London Community Law Service has gone through one of its most difficult year both in terms of losing most of its dedicated staff and the loss of a major part of its funding.

The Consequence of this has meant that the standard of our service has been put under severe strain as the group we support continue to grow and seek our assistance.

We now depend on volunteers who despite the sterling work they do still leave us unable to cope with the volume of work partly because of the level of skill they can bring to do the work

However, we are not without hope this year we have taken the unprecedented step of letting some of our office space as private residential homes while we continue to find funding for our services

Our Multicultural Advice Service Consortium (MASC) is now operating essentially on a voluntary basis

Our hate crime and domestic violence project (Formerly known as Report it) also had to deal with the same constraints and restrictions. It is for this reason why we had to review all our services and future plans and re arrange how we work.

Our futures plan for funding some level of activity now includes, plan to ask our clients for donations for the advice we give and to pay for our printing and other photocopying costs relating to the specific work done for the client

We also plan to ask our partners in the consortium sharing our office facilities to increase their contribution to our costs particularly at the Jubilee Centre and we will continue to seek funding support

Financial Review

The financial results this year reflects an improved state of affairs The charity recorded a loss of only £262 (2016/2017) compared to a loss of £8,248 in (2015/2016) a significant improvement due to the additional income derived from the private lettings

We are also very grateful for the support of the Big Lottery who gave us funds to replace the boiler and heating systems at the Jubilee Centre

But we are still trying to secure funding for our core activities that is the provision of advice and support to refugees and asylum seekers. This service is presently been provided on a voluntary basis with participants making voluntary donations for the service

Achievement and Performance of the Charity

The charity was able to advice 1250 clients covering a wide range of ethnic origins, age, sex, religion and disability either face to face or over the phone.

We assisted asylum seekers and migrant either from the EU or other countries from the day they arrive into the UK in applying for support (National Asylum Support Services) and Welfare benefit according to their circumstances and we were able to achieve a lot of success in securing both accommodation and subsistence support for them.

We assisted clients who were granted refugee status and economic migrants in their difficult transitional period by applying for the right benefits that they are eligible for while waiting to get jobs where they are found fit to work and according to our AIMS database, the total financial amount gained in all the claims we submitted on their behalf is just over £67,991

We would like to stress out also that thanks to the outstanding efforts of our frontline volunteer advisers, we were successful in securing temporary accommodations for 25 clients threatened with homelessness and easing debt problems for others knowing that we secured over 70 easy payment plans for our clients which amount at £45,000.

The Team also received a lot of enquiries from refugee asylum seekers and migrants seeking help from hate crime and domestic violence Because of the protracted nature of this service and the limitations of time and staff, we had to sign post to other agencies when circumstances permit .

The demand for the services we provide has continued to grow every year and we are struggling to meet this demand and would like financial support as this is not a problem which will go away soon-

Trustee's responsibilities in relation to the financial Statements:

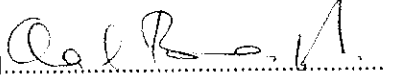
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its incoming resources and application of resources, including income and expenditure for the financial year. In doing so the trustees are required to:

- 1, Select suitable accounting policies and then apply them consistently.
- 2, Make judgements and estimates that are reasonable and prudent.
- 3, Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on6.10.2017..... and signed on their behalf

Signed..........

Name.....QADIR BAKISHI.....

East London Community Law Services
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiner to the trustees
on the accounts of the Charity for the year ended 31st March 2017

I report on the financial statements of the Charity on **pages 7 to 11** for the year ended 31st March 2017 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 as modified in June 2008. (The SORP), under the historical cost convention and the accounting policies set out **on page9-10**.

Respective responsibilities of trustees and examiner

As described on **page 4**, the Charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements.

The trustees are satisfied that the audit requirement of Section 144(1) of the Act does not apply and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under company law, or otherwise, and is eligible for independent examination, it is my responsibility to:-

- a) examine the accounts under section 145 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c) to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales setting out the duties of an independent examiner issued by the Charity Commissioners under section 145(5)(b) of the Act) in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that

1) In accordance with Regulation 31 of The Charities (Accounts and Reports) Regulations 2008, (The Regulations) the accounts of this incorporated charity are not required to be audited under Part 16 of the Companies Act 2006;

2) the gross income of the charity in the year ended £ 65,057 do not exceed the sum specified in section 145(3) of the Act, namely £250,000, and that I am qualified to act as independent examiner in accordance with that section by virtue of my being a qualified member of ICAEW;

3) the accounts are being examined in the circumstances specified in Regulation 34(3)(b), and the date when the Commission dispensed with the requirements of section 144(1) of the Act;

4) this is a report in respect of an examination carried out under section 145 of the Act and in accordance with any directions given by the Commission under subsection (5)(b) of that section which are applicable;

and that, no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with section 386 of the Companies Act 2006;

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and;

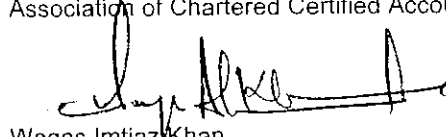
(iii) that the financial statements be prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities

have not been met; or

to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached;

The Examiner's relevant professional qualification or body is:

Association of Chartered Certified Accountants.



Waqas Imtiaz Khan
S.Asghar & Co

85 Station Road
Harrow
London
HA2 7SW

The date upon which my opinion is expressed is:-

6-10-17

East London Community Law Service
Statement of Financial Activities
for the year ended 31st March 2017

	notes	Unrestricted Funds 2017	Restricted Funds 2017	Total Funds 2017	Total Funds 2016
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income	2	-	12,223	12,223	12,289
Activities for generating funds	3	51,716	-	51,716	37,242
Other Income	3	1,117	-	1,117	1,145
Total Incoming Resources		52,833	12,223	65,057	50,677
Expenditure					
Cost of charitable activities		50,827	12,223	63,051	57,122
Governance costs		2,268	-	2,268	1,802
Total Resources Expended		53,095	12,223	65,319	58,924
Net Incoming Resources Before Transfers		- 262	- -	262 -	8,248
Total Funds Brought Forward		346,820	-	346,820	355,068
Total Funds Carried Forward		346,558	-	346,558	346,820

**East London Community law Service
Balance Sheet as at 31st March 2017**

	notes	2017	2016
Fixed Assets			
Tangible Assets	4	359,160	359,753
Current Assets			
Debtors			0
Cash at bank & in hand		-2,602	-2,475
Total Current assets		<u>-2,602</u>	<u>-2,475</u>
Current Liabilities			
Amounts due within one year	5		-459
Net Current assets		<u>-2,602</u>	<u>-2,934</u>
Total Assets less Current liabilities		<u>356,557</u>	<u>356,820</u>
Long Term Liability	6	10,000	10,000
Total Net assets		<u>346,557</u>	<u>346,820</u>
Funds of the Charity			
Unrestricted Accumulated Funds		-28,443	-28,181
Restricted Accumulated Funds		110,000	110,000
Restricted Fixed asset Revaluation Reserve		265,000	265,000
Total Charity Funds		<u>346,557</u>	<u>346,820</u>

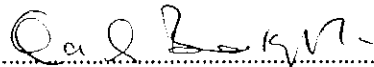
The trustees are satisfied that the company is entitled to exemption under section 477 of the Companies Act 2006 and no notice has been deposited under section 476 of the act requesting that an audit be conducted for the period ended 31st March 2017

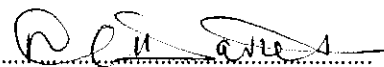
The Trustees acknowledge their responsibilities for;

- (a) ensuring the company keeps accounting records which complies with the requirements of section 386 of Companies Act 2006.
- (b) preparing accounts which give a true and fair view of the state of affairs of the company as at the 31st March 2017 and of its income and expenditure for that finance year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies act relating to accounts so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions applicable to small companies.

Approved by the board on 6.10.2017

Signed 
Dr Qadir Bakhsh
Chairman, Board of Trustees

Signed 
Mr Alex Davies
Treasurer

East London Community Law Service

Notes to the Accounts for the period ending 31st March 2017

1, Accounting Policies

Accounting Basis

- (a) The Financial statements are prepared under the historic cost basis in accordance with Financial Reporting Standards For Smaller Entities and in compliance with Statements of Recommended Practice applicable to Charities.)
- (b) The organisation's main source of income is from grants and donations. Some income is derived from activities and services provided by the Company.
- (c) Grants received for specific purposes are accounted for as Restricted Funds and are applied in accordance with the terms of the grant.
- (d) Rental Income is included gross in the income and expenditure accounts on a receivable basis
- (e) Income and expenditure relating to the activities of the charity have been taken into account on the accruals basis.

	Year <u>2017</u>	Year <u>2016</u>
2, Commissioning Contracts (Restricted Funds)		
Legal & Advice Service CAB partnership	-	8,250
LBWF Jubilee Centre (WFCCC)	2,356	4,039
Big Lottery Jubilee Centre Fund	9,868	-
	<u>12,223</u>	<u>12,289</u>
	Year <u>2017</u>	Year <u>2016</u>
3, Income from Activities (Unrestricted Funds)		
Rental Income Jubilee Centre	41,262	34,582
Rental Income ELCLAS	1,510	2,660
Income From Private Lettings	8,944	-
	<u>51,716</u>	<u>37,242</u>
Interest Receivable & other Income & donations	<u>1,117</u>	<u>1,145</u>

	Freehold Land & Building	Fixture & Fittings & Equipment	Total Fixed Value
4, Tangible Functional Fixed Assets			
At Cost /Valuation/ Revaluation	375,000	64,236	439,236
Additions	-	-	-
At 31st March 2016	<u>375,000</u>	<u>64,236</u>	<u>439,236</u>
Accumulated Depreciation & Impairment value			
Opening balance B/Forward	15,840	63,643	79,483
Charge for the year 2017	-	593	593
Total Cumulative depreciation	<u>15,840</u>	<u>64,236</u>	<u>80,076</u>
Net Book Value @31st March 2017	<u>359,160</u>	<u>-</u>	<u>359,160</u>

5, Current Liabilities	Year 2017	Year 2016
	-	459

Notes to the accounts continue

6, Long Term Liability
 The Charity holds a long term liability which has been offered to us on an interest free basis without a prescribed term for repayment. Given the improvement in our incoming resources all effort will be made to settle this debt within the next accounting year

7, Staff Costs	Year 2017	Year 2016
Gross Salaries	14,654	17,984
Average Nos of staff equivalent full time	0.50	0.50

8, Fund Structure Policy
 The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity.
 Restricted Funds have been provided to the charity for particular purposes and it is the policy of the board to carefully monitor the application of those funds in accordance with restrictions placed on them. The Freehold Land & Building are treated by the requirements of the funder as restricted and are held on trust for the activities of the charity. The trustees are not in a position to dispose of the property. The detailed operations of this fund is described under the accounting policy " Capital Grants "

9, As a registered charity, the company is exempt from income & corporation tax on income derived from its charitable activities as it falls within the various exemptions available to registered charities

10, No Trustee or management committee member received any remuneration during the year nor were any amounts reimbursed to them in the current year or in the previous year

10, **Contingent Liability**, The Organisation has a contingent liability re the cancellation of Pensions Trust contracts estimated at £12,757. This liability has not been recognised in the accounts but will be when the amount can be determined with some degree of certainty.

East London Community Law Service
Statement of Financial Activities
For year ended 31st March 2017

	Notes	Unrestricted Funds 2017	Restricted Funds 2017	Total Funds 2017	Total Funds 2016
Incoming Resources from generated funds					
Voluntary Income	2		12,223	12,223	12,289
Activities for generating Funds	3	51,717		51,717	37,242
Other Income	3	1,117		1,117	1,145
Total Income		52,834	12,223	65,057	50,677
Property Licence		-	-	-	500
TV Licence		146	-	146	218
Staff Salaries		14,654		14,654	18,047
Light & Heat		6,682	680	7,362	9,446
Cleaning		4,418	128	4,546	6,111
Insurance		1,030		1,030	1,023
Software Support		50		50	0
Telephone		466	380	846	1,342
Stationery		45	-	45	497
Professional Fees		2,143	-	2,143	1,602
Accountancy Fee		125	-	125	200
Independent Examiners Fee			-	0	400
Bank Charges		97	-	97	0
Rent		16,895	-	16,895	16,000
Rates		129	1,167	1,296	1,280
Repairs & Maintenance		1,122	-	1,122	1,665
Sundry Expenses		307	-	307	0
Depreciation			-	0	593
Boiler Replacement Expenses			9,868	9,868	
		4,787	-	4,787	
Total Resources Expended		53,096	12,223	65,319	58,924
Net Incoming Resources Before Transfers		-262	0	-262	-8,247
Total Funds Brought Forward		346,820	0	346,820	355,067
Total Funds Carried Forward		346,558	0.00	346,558	346,820