

LUTON RIGHTS LIMITED

Registered Company No. 5828180 (England and Wales)

Registered Charity No. 1146500

ACCOUNTS

31ST MARCH 2017

LUTON RIGHTS LIMITED

ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2017

CONTENTS	PAGE
Report of the Trustees	1
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Accounts	11
Independent Examiners' Report to the Trustees	17

LUTON RIGHTS LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2017

The Trustees, who are also Directors of the charity for the purposes of Company Law, present their annual report together with the accounts for the year ended 31st March 2017. They are prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and 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 (FRS102) (effective 1st January 2015) (as amended by Update Bulletin 1 on 2nd February 2016).

OBJECTIVES AND ACTIVITIES

Objects and activity

The charity's objects are:

- the relief of unemployment for the public benefit in such ways as may be thought fit including assistance to find employment.
- the relief of poverty through the provision of advice, information and legal representation.

The beneficiaries of these objects are all adults who live in the Unitary Authority of Luton and the surrounding area within Bedfordshire.

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

ACHIEVEMENTS AND PERFORMANCE

2016-17 was the year that saw full integration and rationalising of services between the Three Luton Access Partners: Luton Rights, Luton Law Centre and Citizens Advice Luton which was further enabled by the co-location at 15 New Bedford Road, Luton.

The need for advice and casework services continues to rise within the town against a background of austerity and welfare reform, however, the Luton Access partnership has been successfully dealing with the demand by integrating services within the Luton Access partnership wherever possible and working closer together to bring in efficiencies.

We have continued to work with our partners to reduce duplication and streamline services:

- Luton Rights contract with the Money Advice Service to provide face to face debt advice was bought to an end and the contract transferred to the Citizens Advice Luton as the larger provider of debt services. This meant that although there was a reduction in funding coming directly to Luton Rights the funding continued to be retained within the partnership.
- The ending of the contract with the Legal Aid Agency to provide Specialist Housing Advice in favour of our partner Luton Law Centre who also had a contract to deliver the same service. However, this meant that outstanding cases which had not been billed at the end of the previous financial year are being billed and it is envisaged that this process will need to continue for the duration of the financial year 2017-18.

LUTON RIGHTS LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2017

ACHIEVEMENTS AND PERFORMANCE *(continued)*

Amidst all the changes being implemented Luton Rights continued to provide distinct services within the partnership which are:

- Specialist Welfare Benefits advice and casework delivered from the co-location - a service that Luton Rights has been providing for 35 years. The demand for this service is very high which we are not able to meet despite working with the Citizens Advice gateway who deal with all the initial advice and information. We envisage further increases in demand when Universal Credit comes into effect for all claimants in 2018.
- Outreach Advice Services – these continued to be delivered from community locations across the town to increase access to advice services for those who are not able to travel into the town centre. This service has been especially popular in the Biscot ward at the Centre for Youth and Community Development where advice services were provided in the community languages; the demand grew so much that the service had to be extended to two days a week.
- Family Mediation Service continued to be provided with a part time mediator who has been providing services on average for one day a week. The service has been provided from the Unite the Union premises as appropriate space has not been available at the co-location. Luton Rights currently has a contract with the Legal Aid Agency to deliver this service until 31st March 2018 and has submitted a tender application for a contract from 1st April 2018 and is awaiting a decision on this.
- Luton Rights partnership with the Beds and Luton Learning Partnership to deliver Careers advice funded by the National Careers Service continued throughout the year however came to an end in May 2017 as the part-time employee who was providing this service moved onto another employer.

Luton Rights was successful in bidding for a contract to deliver on Luton Borough Council's "Information Support Network Development" from 1st May 2016 – 30th April 2017. A part time project manager and administrator were employed to deliver on this project by establishing a network or hub as the focal point of joined up community based services to achieve:

- Greater co-ordination of services;
- Reduction in duplicated services;
- Increased sharing of best practice;
- Development of common protocols;
- Clear and consistent quality standards;
- Input into developing a common data repository, the "Luton Directory"

This project was completed within time and budget and an end of project report submitted to the funder.

LUTON RIGHTS LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2017

ACHIEVEMENTS AND PERFORMANCE *(continued)*

Luton Rights were successfully included in Voluntary Works bid to deliver on the ESF and Big Lottery funded Building Better Opportunities – support to understand your money project. The project was due to commence in October 2016 and to run for 15 months, however, due to a few factors the project did not start delivering until January 2017. The project has been successful in engaging with over and above the target numbers and due to this the project has been extended until 30th June 2018 with additional target numbers. The aims of the project are to:

- Engage participants who are jobseekers or economically inactive who due to financial barriers are unable to secure work.
- To support the participants with a programme of 1-2-1 support and workshops to reduce their barriers and improve their skills and confidence.

Luton Rights back office functions which were located at Unite the Union's premises on Cardiff Road, Luton moved with Unite to King Street, Luton in June 2017. The use of Unite's premises for back office functions is fully recognised and appreciated as without this support Luton Rights would not be able to make the required savings.

During the year we have expended substantial one off payments relating to staff redundancies as well as premises costs relating to Community House for previous years.

Luton Rights and Luton Law Centre have commenced exploratory meetings to consider the viability of a merger of both organisations. These meetings are likely to continue as both Board of Trustees consider the benefits and dis-benefits of a merger and the structure of a future merged organisation.

During the year ended 31st March 2017 our achievements have been:

- Luton Rights dealt with £1,644,286 worth of debts on behalf of clients.
- Luton Rights were able to obtain £5,622,165 in monetary value for clients.
- Luton Rights were able to assist 73 individuals into jobs, learning and training.
- The number of people using our services are as follows:

- Welfare Benefits	1,552
- Debt	263
- Careers Advice	276
- Family Mediation	58
- Employment Support	17
- General	30

FUNDING

The following grants and project revenues were received during the year:

	£
London Luton Airport Limited	120,500
Luton Borough Council	54,595
The Legal Aid Agency	7,854
Money Advice Service Face to Face	29,900
Building Better Opportunities	12,028
	<u>224,877</u>

LUTON RIGHTS LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2017

FINANCIAL REVIEW

The results of the charity for the year are set out in the Statement of Financial Activities on page 9.

Overall the charity had a deficit for the year of £5,178 (2016 - £10,350 surplus).

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the trustees wish.

Reserves policy

Restricted

The following are classified as restricted, as the donor has imposed restrictions on the use of funds, which are legally binding.

Building Better Opportunities - Voluntary Works

The project aims to support unemployed or economically inactive individuals improve their financial capacity and tackle out of work poverty which will enable them to be more job ready, and in the longer term move into work.

Project objectives:

- increased awareness by individuals of the support available for financial inclusion and understanding on how to manage finances;
- lower levels of poverty and therefore bringing more prosperity to the local communities;
- increased understanding of the effect of welfare reforms, benefits cap, universal credit and better off calculations;
- increased partnership working.

Money Advice Service Face-To-Face Debt Advice Project (Previously known as Department of Business, Innovation and Skills – Financial Inclusion Fund)

The Money Advice Service has taken over the role of funding debt advice nationally with the National Association of Citizen Advice Bureau continuing to manage the contract on their behalf. Luton Rights was successfully awarded a contract to continue its work providing debt advice by employing 1.5 fte debt advisers until 31st March 2016 and the contract was then extended for a further six months until 30th September 2016 with 1 fte debt adviser.

Unrestricted funds

In accordance with guidelines issued by the Charity Commissioners, the Trustees have adopted a policy regarding reserves to ensure that sufficient finance is available to adequately respond to the potential for a curtailment or cessation of operations in the event of a significant variation in funding.

The level of reserves is considered and reviewed at regular intervals by the Trustees.

PLANS FOR THE FUTURE

Continue to work in partnership with Luton Access partners and deliver on the joint Business Plan.

Continue with the explorative meetings to decide on a potential future merger with the Luton Law centre.

Complete all outstanding Housing Cases and submit all outstanding claims to the Legal Aid Board.

Deliver on the Building Better Opportunities - support to understand your money project and seek additional funding to deliver employment support.

LUTON RIGHTS LIMITED

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was formed in March 2003 as an unincorporated charity which was registered with the Charity Commission. It was incorporated on 24th May 2006 as a company limited by guarantee, and was re-registered with the Charity Commission on 22nd March 2012.

The governing instruments currently in force are the Memorandum and Articles of Association.

There are currently 6 members, each of whom agrees to contribute £10 in the event of the charity winding up.

Appointment of trustees

Trustees are appointed by the members at the Annual General Meeting, which is normally held in September.

Trustees induction and training

All new Trustees are given an induction pack to keep. These packs are reviewed and updated regularly.

The pack includes:-

- Governing document
- Standing orders
- Sets of recent board papers and minutes and dates of next meetings
- Terms of reference of committees, sub-committees, working groups
- Annual Reports and accounts for the previous three years
- Policy documents including equal opportunities and financial control
- Brief history of the organisation
- Structure of the organisation - committees, sub-committees, working groups, user groups, staff and volunteers
- Staff structure
- Centre managers job description
- Information about premises
- Publicity
- Business plan
- Task descriptions of Trustees and Honorary Officers
- A profile of Trustees and contact details
- A Trustee Guide giving guidance on roles and responsibilities of Trustees

Organisation

The names of the Trustees who served during the year are set out on page 7.

The Trustees meet on a regular basis and the day to day management of the charity is delegated to the Centre Manager.

Management committee

The Luton Rights Management Committee is a committee of the Board of Trustees and as such is answerable to it. The committee is established for an annual term every year. Should the Board not be able to place confidence in the work of the management committee during the year, an EGM must be called for the committee to be disbanded. As part of the renewal process, the Board must assess the work done by the management committee against the requirements of the Board.

LUTON RIGHTS LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Purpose of management committee

- To provide Luton Rights Board of Trustees with the views, opinions and knowledge of the wider community in Luton to ensure the work of Luton Rights remains representative of and reflects the needs of the wider community. The management committee will provide an advisory service to the Board of Trustees.
- To provide the role of "critical friend" through receiving reports and making comments on the plans, delivery and impact of Luton Rights work, making recommendations and raising concerns where necessary to the Board of Trustees.

Risk management

The Trustees carry out an annual review of the risks which the charity may face, have established systems and procedures to mitigate any risks identified and minimise any potential impact should any identified risks materialise.

LUTON RIGHTS LIMITED**REPORT OF THE TRUSTEES****FOR THE YEAR ENDED 31ST MARCH 2017**

REFERENCE AND ADMINISTRATIVE INFORMATION

Registered Company No.	5828180	
Registered Charity No.	1146500	
Trustees	J Simmons P Cowan R Cartwright G Fabian D Billington Cllr S Goodchild	Chair Treasurer
Company Secretary	Cllr S Goodchild	
Management and Development	Mrs R Chowdhury	Centre Manager
Management Committee	Cllr W Akbar Cllr Y Waheed Cllr M Rivers L Patterson M Scheimann Mrs M Daly P Kumar B Shamalo J Horan	Luton Borough Council (Appointed May 2017) Luton Borough Council (Resigned May 2017) Luton Borough Council Luton Borough Council Luton Trades Council Luton Trades Council (Appointed September 2016) Luton Trades Council (Resigned May 2016) Bedfordshire African Community Centre Staff Representative
Registered Office	15 New Bedford Road Luton Beds LU1 1SA	
Independent Examiner	P A Howkins FCA Keens Shay Keens Limited Christchurch House Upper George Street Luton Beds LU1 2RS	
Bankers	Unity Trust Bank 9 Brindley Place Birmingham B1 2HB	

LUTON RIGHTS LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2017

The Report of the Trustees has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed, on behalf of the Board,



.....
P Cowan
Trustee

15 New Bedford Road
Luton
Beds
LU1 1SA

14th March 2018
.....

LUTON RIGHTS LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING
INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2017**

	Note	Unrestricted Funds	Restricted Funds	2017 Total Funds £	2016 Total Funds £
Income from:					
Charitable activities:					
London Luton Airport Limited grants		120,500	-	120,500	136,000
Luton Borough Council grants		54,595	-	54,595	14,250
The Big Lottery Fund - ASTF		-	-	-	58,869
BBO - Voluntary Works			12,028	12,028	-
Other grants and fees		10,852	29,900	40,752	151,349
Investment income	3	31	-	31	262
Other		-	-	-	4,439
Total		185,978	41,928	227,906	365,169
Expenditure on:					
Charitable activities	4	190,089	42,995	233,084	354,819
Total	5	190,089	42,995	233,084	354,819
Net movement in funds	2	(4,111)	(1,067)	(5,178)	10,350
Reconciliation of funds:					
Balance brought forward at 1st April 2016		112,644	1,067	113,711	103,361
Balance carried forward at 31st March 2017		108,533	-	108,533	113,711

LUTON RIGHTS LIMITED**BALANCE SHEET****AS AT 31ST MARCH 2017**

	Note	2017	2016
		£	£
FIXED ASSETS			
Tangible fixed assets	7	137	206
CURRENT ASSETS			
Debtors	8	44,915	70,611
Cash at bank and in hand		80,287	66,902
		<u>125,202</u>	<u>137,513</u>
LESS: CURRENT LIABILITIES			
Liabilities: amounts falling due within one year	9	<u>16,806</u>	<u>24,008</u>
NET CURRENT ASSETS		<u>108,396</u>	<u>113,505</u>
NET ASSETS		<u>108,533</u>	<u>113,711</u>
FUNDS			
Unrestricted:			
General		71,799	79,144
Designated	10	36,734	33,500
Restricted			
Project	11	-	1,067
		<u>108,533</u>	<u>113,711</u>

The charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2017.

The members have not required the charity to obtain an audit of its accounts for the year ended 31st March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for :

(a) ensuring that the charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charity.

These accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on 14th March 2018
and signed on their behalf by:

.....
P Cowan
Trustee

LUTON RIGHTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2017

1. ACCOUNTING POLICIES

(a) Basis of preparation

- (i) The accounts have been prepared under the historical cost convention.
- (ii) The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) (as amended by Update Bulletin 1 on 2nd February 2016) and the Companies Act 2006.
- (iii) The charity meets the definition of a public benefit entity under FRS102.

(b) Company status

The charity is a company limited by guarantee. The members of the charity are the trustees named on page 7. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

(c) Fund accounting

- (i) The charity's unrestricted general fund consists of funds which the charity may use for its purposes at its discretion. The designated funds are set aside from unrestricted general funds for specific future purposes.
- (ii) The charity's restricted funds are those where the donor has imposed restrictions on the use of the funds which are legally binding.

(d) Income recognition

All income is accounted for when the charity has entitlement, there is certainty of receipt and the amount is measurable. Income is accounted for on a receivable basis, except where donors specify that donations and grants given to the charity must be used in future accounting periods, then the income is deferred until those periods.

(e) Expenditure recognition

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

(f) Fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on the reducing balance basis over the expected useful lives of the assets at the following rates:

Computer equipment - 33.33%

LUTON RIGHTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2017

2. NET MOVEMENT IN FUNDS FOR THE YEAR			2017	2016
			£	£
Net movement in funds is stated after charging:				
Staff costs (note 6)			158,913	252,465
Independent Examiners' remuneration			5,756	8,637
			<u>158,913</u>	<u>252,465</u>
			2017	2016
			£	£
3. INTEREST RECEIVABLE				
Bank interest			31	254
			<u>31</u>	<u>254</u>
			2017	2016
	Unrestricted Funds	Restricted Funds	Total £	Total £
4. CHARITABLE EXPENDITURE				
Advice and information services				
Salaries costs	126,282	32,631	158,913	252,465
Activity costs	49,078	4,618	53,696	72,424
Premises	10,295	4,424	14,719	21,293
Governance costs	4,434	1,322	5,756	8,637
	<u>190,089</u>	<u>42,995</u>	<u>233,084</u>	<u>354,819</u>
Grant applications				
Salaries	-	-	-	-
Premises	-	-	-	-
Other costs	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>190,089</u>	<u>42,995</u>	<u>233,084</u>	<u>354,819</u>

LUTON RIGHTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2017

5. ANALYSIS OF EXPENDITURE

	Basis of allocation	Charitable activities	Grant Applications	2017 Total £	2016 Total £
Costs directly allocated to activities	Actual				
Staff costs		158,913	-	158,913	252,465
Project costs		-	-	-	31,469
Contract costs not recovered		22,699	-	22,699	-
General office costs		14,812	-	14,812	14,429
Training		1,806	-	1,806	3,059
Accountancy		5,756	-	5,756	8,637
		<u>203,986</u>	<u>-</u>	<u>203,986</u>	<u>310,059</u>
Support costs allocated to activities					
Premises	Floor Area	14,719	-	14,719	21,293
Professional fees	Usage	13,520	-	13,520	21,703
Communications	Usage	790	-	790	1,661
Depreciation	Usage	69	-	69	103
		<u>29,098</u>	<u>-</u>	<u>29,098</u>	<u>44,760</u>
Total expenditure		<u>233,084</u>	<u>-</u>	<u>233,084</u>	<u>354,819</u>

6. STAFF COSTS AND NUMBERS

	2017 £	2016 £
Staff costs		
Wages and salaries	149,608	235,284
Social security costs	9,305	17,181
	<u>158,913</u>	<u>252,465</u>
Staff numbers by function	Number	Number
Administration	-	2
Advice and information workers	<u>7</u>	<u>11</u>

No employee received remuneration of more than £60,000.

No trustee received remuneration or reimbursement of expenses.

LUTON RIGHTS LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2017

	Equipment £
7. TANGIBLE FIXED ASSETS	
Cost	
At 1st April 2016	6,154
Additions	-
At 31st March 2017	<u>6,154</u>
Accumulated depreciation	
At 1st April 2016	5,948
Charge for the year	69
At 31st March 2017	<u>6,017</u>
Net book value	
At 31st March 2017	<u>137</u>
At 31st March 2016	<u>206</u>

	2017 £	2016 £
8. DEBTORS		
Accrued income - grants and fees	42,594	61,863
Accrued income - other	-	5,756
Prepayments	2,321	2,992
	<u>44,915</u>	<u>70,611</u>

	2017 £	2016 £
9. LIABILITIES		
Amounts falling due within one year		
Accruals	15,380	19,047
VAT	1,426	4,961
	<u>16,806</u>	<u>24,008</u>

10. DESIGNATED FUND

The trustees have designated reserves of the charity in recognising the charity's responsibility to cover anticipated costs in respect of re-organisation expenditure to move the charity forward in the future.

LUTON RIGHTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2017

11. RESTRICTED FUNDS	Balance 1st April 2016 £	Income in year £	Expenditure in year £	Balance 31st March 2017 £
Project revenues:				
BBO - Voluntary Works	-	12,028	(12,028)	-
Money Advice Service Face to Face	1,067	29,900	(30,967)	-
	1,067	41,928	(42,995)	-

Building Better Opportunities - Voluntary Works

The project aims to support unemployed or economically inactive individuals improve their financial capacity and tackle out of work poverty which will enable them to be more job ready, and in the longer term move into work.

Project objectives:

- increased awareness by individuals of the support available for financial inclusion and understanding on how to manage finances;
- lower levels of poverty and therefore bringing more prosperity to the local communities;
- increased understanding of the effect of welfare reforms, benefits cap, universal credit and better off calculations;
- increased partnership working.

Money Advice Service Face-To-Face Debt Advice Project (Previously known as Department of Business, Innovation and Skills – Financial Inclusion Fund)

The Money Advice Service has taken over the role of funding debt advice nationally with the National Association of Citizen Advice Bureau continuing to manage the contract on their behalf. Luton Rights was successfully awarded a contract to continue its work providing debt advice by employing 1.5 fte debt advisers until 31st March 2016 and the contract was then extended for a further six months until 30th September 2016 with 1 fte debt adviser.

LUTON RIGHTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2017

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS	Tangible Fixed Assets	2017 Net Current Assets	Total £	Tangible Fixed Assets	2016 Net Current Assets	Total £
Restricted funds						
Projects	-	-	-	-	1,067	1,067
Unrestricted funds						
General	137	71,662	71,799	206	78,938	79,144
Designated	-	36,734	36,734	-	33,500	33,500
	<u>137</u>	<u>108,396</u>	<u>108,533</u>	<u>206</u>	<u>113,505</u>	<u>113,711</u>

13. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2016 - none).