

# **MERSEYSIDE EMPLOYMENT LAW LIMITED**

**Trustees' Annual Report and  
Financial Statements  
for the period  
31<sup>st</sup> March 2016 to 29<sup>th</sup> March 2017**

**Company Number: 04946069**

**Charity Number: 1101876**

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**CONTENTS**

	<b>Page</b>
Trustees' Annual Report	2
Statement of Trustees' Responsibilities	9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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The trustees are pleased to present their annual report for the period 31<sup>st</sup> March 2016 to 29<sup>th</sup> March 2017.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1<sup>st</sup> January 2015).

## **OBJECTIVES AND ACTIVITIES**

Merseyside Employment Law Limited (MEL) mission is to actively tackle poverty, injustice and discrimination by the provision of specialist employment law advice and specialist discrimination law advice and advocacy to individuals and organisations.

Also to deliver advice and training in employment and discrimination law to charitable or voluntary sector organisations to improve the efficiency and effectiveness of the organisation. Furthermore, to advance the knowledge and understanding of employment law and discrimination law among Merseyside residents, businesses and employees

### **Objects**

The objects of the Charity are the promotion of any charitable purpose for the benefit of the community in Merseyside and to:

- Relieve poverty by the provision of advice and advocacy in employment and discrimination law to those persons otherwise unable to access such advice and advocacy
- Promote the efficiency and effectiveness of charities by the provision of advice and training in employment and discrimination law and
- Advance education by improving knowledge of employment and discrimination law and its operation of persons resident or employed in Merseyside

## **ACHIEVEMENTS AND PERFORMANCE**

2016 commenced with a workshop to review of the vision, values and objectives by the Board with the intention of introducing a new and refreshed vision values and strategic objective. By August 2016 long term sickness and an internal review of systems and processes and roles and responsibilities became the key priority for the Board of Trustees. External support was commissioned to strengthen the capacity and capability of the organisation. New financial targets and systems were introduced, and a new accountant was secured with specialist expertise in working with Charities.

2016/2017 has been a challenging and busy year for MEL. We have processed over 2,760 discrimination advice calls and dealt with over 1,335 discrimination cases. Calls to the employment advice line continue to grow. The variety and spread of employment cases have been as follows:

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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<ul style="list-style-type: none"><li>• Unfair Dismissal</li><li>• Settlements</li><li>• Terms of contract</li><li>• Wages claims</li><li>• Grievance and disciplinary matters</li><li>• Sickness absence entitlement</li><li>• Redundancy</li></ul>	<ul style="list-style-type: none"><li>• Equal Pay</li><li>• Flexible working</li><li>• Agency introduction fee</li><li>• Self-employed/worker status</li><li>• Employment tribunal procedures</li><li>• Whistleblowing</li><li>• Maternity</li></ul>
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We also recruited 10 new volunteers from Liverpool John Moores University and 2 new specialist case workers. We have developed strong links with legal departments at both universities and we plan to expand our volunteer and student placement programme in 2017/2018

We have won and settled hundreds of cases over the past 12 months, resulting in a range of outcomes from:

- Reversal of dismissal
- References and settlements secured for clients
- Compensation
- Suitable alternative employment
- Facilities re-instated by service providers

### **Strategic Options**

In 2015/2016 MEL considered a Merger with Merseyside Welfare Rights however it was determined that MEL has capacity and capability issues which needed to be addressed before a merger proposition could be fully considered. In 2016 /2017 a SWOT analysis and gap analysis was undertaken which has helped our strategic thinking.

2016 /2017 has also resulted in an internal review of strategic options and the structure and any merger plans have been put on hold until the review has been undertaken

In the meantime, MEL wants to restructure the business and set up several divisions working under the MEL umbrella. These strategic business units cover; employment law services to businesses, National contracts - discrimination service (legal aid funded), Business Health Check service, Call Centre Service, Fundraising and Grants and training. MEL needs further support and expertise to develop these business opportunities to bring them to fruition.

MEL is looking to expand its charitable and government contracts for HR services. This can be legal services undertaken within the legal aid portfolio provided by the government. It is also looking for support for its services from public/charitable/private agencies to fund its services to the public or to groups.

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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For example, it could look for funding from Housing Associations for its tenants. Therefore, bid writing and tender acquisition is a key success factor and priority for the business to grow.

MEL has considered many strategic options in restructuring the business to capitalise on market opportunities. This will necessitate the development of distinct rebranding and additional personnel, operations and systems. These will be strategic priorities for 2017/2018

## **FINANCIAL REVIEW**

Total income in the year was £200,937 (2016: £240,113) of which £9,115 (2016: £49,905), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £196,302 (2016 £254,151) leaving a surplus for the year of £4,635 (2016: deficit £14,038)

At 29<sup>th</sup> March 2017 the charitable company's reserves stood at £16,991 (2016: £12,356).

## **Risk Management**

The Trustees' have a risk management strategy, which comprises:

- An annual review of the risks the charity may face.

- The establishment of systems and procedures to mitigate those risks identified in the plan.

- The implementation of procedures designed to minimise the potential impact of the charity should those risks materialise.

This work has identified only a few minor risks, but it has resulted in better emergency procedures and contingency plans and has given the impetus for better planning. Particular attention has focused on the production of a new business plan.

## **Reserves Policy**

It is the policy of the charitable company to maintain unrestricted funds, which are free reserves at a level to cover redundancy provision and three months running costs should no further funding be received.

As at the end of the financial year the unrestricted funds totalled £16,991. The charitable company requires £4,536 for redundancy provision and £46,796 for three months running costs, total (£51,332).

## **PLANS FOR FUTURE**

It has been identified that in order to invest in MEL services, the organisation needs to be able to present MELs skills, qualification and expertise effectively. Showcasing the businesses skill set and providing case study examples, as well as testimonials, that highlight the professional achievements is a critical success factor and Marketing will be a key priority in the next financial year. It is essential to promote these USPs on all marketing outlets.

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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<b>PARTNERSHIP WORKING</b>	<ul style="list-style-type: none"> <li>• MEL should continue to cultivate relationships with as many public/third sector organisations as possible to increase its number of service users.</li> <li>• Among the largest employers on Merseyside are the local authorities. MEL needs to become pro-active in the art of networking to make it more visible to these authorities.</li> </ul>
<b>SECURING PRESENT FUNDING OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• It is imperative that MEL continues to meet the demands of the current contracts/agreements with its funders Legal Aid Agency, Liverpool City Council</li> </ul>
<b>IDENTIFICATION OF NEW FUNDING OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• It is imperative MEL continues to proactively seek new funding streams.</li> <li>• MEL should make use of voluntary sector funding portals in search of new money.</li> <li>• MEL should purchase on-line funding search engines and routinely use them in pursuit of new money from Charitable Trusts.</li> <li>• MEL should routinely search central government websites for funding opportunities.</li> <li>• MEL should develop a robust fundraising strategy.</li> <li>• At present, the most productive source of obtaining work is the organisational telephone advice line.</li> </ul>
<b>Income Generation and business growth</b>	<ul style="list-style-type: none"> <li>• It is imperative we maximise the financial opportunity that the current contracts provide</li> <li>• We must attract more private fee-paying individuals</li> <li>• We must develop our products and services to meet market needs</li> <li>• We must raise the profile of the organisation and become the "go to" organisation for third sector organisations required employment law or HR advice, representation or training</li> </ul>
<b>THE FUTURE</b>	<ul style="list-style-type: none"> <li>• Soon MEL should consolidate to a level where it has become integral to the delivery of employment law advice across Merseyside and the North West with a view to, subsequently, expanding its service nationwide.</li> </ul>

**MERSEYSIDE EMPLOYMENT LAW LIMITED  
TRUSTEES' ANNUAL REPORT  
FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

	<ul style="list-style-type: none"> <li>• By adopting some of the practices suggested in this BP, MEL can move towards a level of self-sustainability which will not detract from its ability to draw from the public purse but will undoubtedly remove the burden of public spend dependency.</li> <li>• MEL invests heavily in volunteers, providing them with a sound footing and invaluable experience in employment law.</li> <li>• KIT (keep in touch) meetings should be scheduled throughout the year to give both managers and trustees the opportunity to discuss certain specifics relating to the overall delivery plan and managers' personal development.</li> </ul>
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- MEL must consolidate to a level where it has become integral to the delivery of employment law and discrimination advice across Merseyside and the North West with a view to, subsequently, expanding its service nationwide.
- MEL can move towards a level of self-sustainability which will not detract from its ability to draw from the public purse but will undoubtedly remove the burden of public spend dependency.
- MEL invests heavily in volunteers, providing them with a sound footing and invaluable experience in employment law.
- KIT (keep in touch) meetings should be scheduled throughout the year to give both managers and trustees the opportunity to discuss certain specifics relating to the overall delivery plan and managers' personal development.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 23<sup>rd</sup> October 2003 (company number 04946069) and registered as a charity (charity number 1101876) on 3<sup>rd</sup> February 2004.

The Governing Instruments under which the charitable company operates comprise of the Memorandum and Articles of Association dated 15<sup>th</sup> October 2003.

The Board of Trustees has traditionally met quarterly to monitor the charities activities and performance, to determine strategy and attend to all other matters of governance.

In 2016/2017 a review of the Board skills was undertaken and it was determined that the Board membership should increase to cover specific business areas as follows

- Legal Expertise in employment law and discrimination
- Marketing: Digital, PR and content
- Business Development and Organisational Development
- Finance

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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- Fundraising
- Charity Sector and compliance
- Social Enterprise
- Equality and Diversity

Currently there are 4 Board members and it was agreed that the priority was to recruit new Board members aiming to recruit a diverse mix of skills and experience that supports the governance and management of the charity.

During the year the board of trustees have reviewed and updated the Business Continuity Policy, commissioned an external consultant to undertake a grievance and disciplinary investigation and have a workshop to review Vision and Values and Strategy. The Trustees have also referred to the Charity's Commissions draft guidelines on Good Governance and Trustees Expenses and payments. A new Board member Val Brews joined in January 2017.

A review of all systems and processes by an independent advisor is currently underway commissioned by The Board of Trustees

A Senior Manager has delegated authority to manage the day to day operations of the charity and facilitate effective operational matters including finance, HR, contract management and recruitment.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>NAME:</b>	Merseyside Employment Law Limited	
<b>COMPANY NUMBER</b>	04946069	
<b>CHARITY NUMBER</b>	1101876	
<b>REGISTERED OFFICE</b>	2 <sup>nd</sup> Floor Gostins Building 32-36 Hanover Street Liverpool, Merseyside L1 4LN	
<b>TRUSTEES:</b>	J Ehlen A Kanteen (Resigned 15 <sup>th</sup> December 2017) S Henney V Brews (Appointed 27 <sup>th</sup> January 2017) (Resigned 27 <sup>th</sup> December 2017) J Anderson (Appointed 21 <sup>st</sup> December 2017) J Keegan (Appointed 21 <sup>st</sup> December 2017) J Nolan (Resigned 31 <sup>st</sup> May 2017)	
<b>COMPANY SECRETARY</b>		
<b>INDEPENDENT EXAMINER</b>	Graham Wright BA (Hons) FCA DChA Liverpool Charity and Voluntary Services 151 Dale Street Liverpool L2 2AH	



**MERSEYSIDE EMPLOYMENT LAW LIMITED  
TRUSTEES' ANNUAL REPORT  
FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**BANKERS:**

Co-Operative Bank PLC  
P O Box 250  
Skelmersdale  
WN8 6WT

**ON BEHALF OF THE BOARD:**

.....  
**J Ehlen**  
**Director**



Date:.....

31/1/18

## MERSEYSIDE EMPLOYMENT LAW LIMITED

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

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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 as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities 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 company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining 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.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1<sup>st</sup> January 2015).

#### ON BEHALF OF THE BOARD:

  
.....  
**J Ehlen**  
**Director**

2<sup>nd</sup> Floor Gostins Building  
32-36 Hanover Street  
Liverpool, Merseyside  
L1 4LN

Date: ..... 51/1/18

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MERSEYSIDE EMPLOYMENT LAW LIMITED

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### Respective responsibilities of trustees and examiner

I report on the accounts of the charitable company for the period 31<sup>st</sup> March 2016 to 29<sup>th</sup> March 2017, which are set out on pages 11 to 20.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: **Mr. Graham Wright**

Relevant professional qualification or body: **FCA DChA**

Address: **c/o LCVS, 151 Dale Street, Liverpool, L2 2AH**

Dated: .....

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES (including Income & Expenditure)**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £	Total 2016 £
<b>Income and endowments from</b>					
Donations and legacies	3a	600	-	600	-
Charitable activities	3b	191,220	9,115	200,335	239,007
Investments	3c	2	-	2	-
Other income	3d	-	-	-	1,106
<b>Total income</b>		<b>191,822</b>	<b>9,115</b>	<b>200,937</b>	<b>240,113</b>
<b>Expenditure on</b>					
Charitable activities	4	187,187	9,115	196,302	254,151
<b>Total expenditure</b>		<b>187,187</b>	<b>9,115</b>	<b>196,302</b>	<b>254,151</b>
<b>Net income/(expenditure), net movement in funds</b>		<b>4,635</b>	<b>-</b>	<b>4,635</b>	<b>(14,038)</b>
Total funds brought forward	10, 11	12,356	-	12,356	26,394
<b>Total funds carried forward</b>	<b>9-11</b>	<b>16,991</b>	<b>-</b>	<b>16,991</b>	<b>12,356</b>
		=====	=====	=====	=====

The notes on pages 13 to 20 form part of these accounts.

All the above amounts relate to continuing activities of the charitable company.

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**BALANCE SHEET AS AT 29<sup>TH</sup> MARCH 2017**

Company No 04946069

	Notes	29 <sup>th</sup> March 2017 £	30 <sup>th</sup> March 2016 £
<b>Fixed assets</b>			
Tangible fixed assets	5	352	5,603
<b>Current assets</b>			
Stock and Work in progress	6	54,919	-
Debtors	7	18,971	12,093
Cash at bank and in hand		15,743	19,113
		-----	-----
		89,633	31,206
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	8	(72,994)	(24,453)
		-----	-----
<b>Net current liability</b>		16,639	6,753
		-----	-----
<b>Total assets less current liabilities</b>		<b>16,991</b>	<b>12,356</b>
		=====	=====
<b>Funds:</b>			
Unrestricted funds	9, 10	16,991	12,356
Restricted funds	9, 11	-	-
		-----	-----
		<b>16,991</b>	<b>12,356</b>
		=====	=====

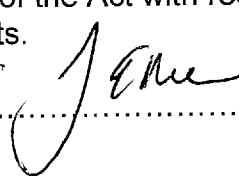
These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

For the period covered by these accounts the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees, who are the directors of the company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on: ..... 

.....  
**J Ehlen - Director**

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**1. Limited Liability**

The organisation is a private company limited by guarantee without share capital. Each member's liability is limited to £5.

**2. Accounting Policies**

**Basis of accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (effective 1<sup>st</sup> January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The Charity has taken advantage of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

**Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

**Fund accounting**

Unrestricted funds are the charity's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

**Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise of donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accruals basis except for grants receivable, which are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investments relates to bank interest received and is recognised when the amount is certain.

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relate to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

**Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

***Fixed Assets***

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

Office Equipment	33% per annum straight line basis
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***Stock and Work in progress***

Work in progress is included in these accounts to reflect chargeable hours undertaken on cases which have not reached a conclusion at the year end.

These hours are only included to the extent that they are fully recovered.

**Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

**Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**Taxation**

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

**Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3. Income and endowments from:**

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £	Total 2016 £
(a) Donations and Legacies				
Donations	600	-	600	-
	=====	=====	=====	=====



**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total 2017 £	Total 2016 £
<b>(b) Charitable activities</b>				
Liverpool City Council CRG	-	9,115	9,115	21,109
Sales income	107,068	-	107,068	63,397
Service level Agreement income	84,152	-	84,152	125,705
Wirral Citizen Advice Bureau	-	-	-	28,796
	-----	-----	-----	-----
	<b>191,220</b>	<b>9,115</b>	<b>200,335</b>	<b>239,007</b>
	=====	=====	=====	=====
<b>(c) Investments</b>	£	£	£	£
Bank interest	2	-	2	-
	=====	=====	=====	=====
<b>(d) Other income</b>	£	£	£	£
Other income	-	-	-	1,106
	=====	=====	=====	=====

**4. Expenditure on charitable activities:**

	Direct Charitable Expenditure £	Support & Governance Costs £	Total 2017 £	Total 2016 £
Provision of advice and advocacy in the area of employment law for the Merseyside Community	105,621	90,681	196,302	254,151
	=====	=====	=====	=====

**a. Analysed as follows:**

	2017 £	2016 £
<i>Direct charitable expenditure:</i>		
Staff salary costs	92,270	153,628
Volunteer expenses	1,521	3,757
Legal and consultancy fees	11,830	29,073
	-----	-----
	<b>105,621</b>	<b>186,458</b>
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**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<i>Support &amp; Governance costs:</i>		
Staff salary costs	33,176	-
Running costs	11,711	28,277
Office costs	22,236	11,263
Travel expenses	942	3,477
Insurance	3,448	1,799
Training	803	2,957
Subscriptions	-	449
Sundry expenses	803	1,915
HMRC charges	534	-
Board expenses	450	-
Refreshments	2,759	-
Computer costs	5,202	-
Staff welfare	1,105	-
Support costs	-	11,243
Bank charges	60	1,001
Payroll Fees	676	-
Accountancy	1,000	3,453
Depreciation	5,776	1,859
	<b>90,681</b>	<b>67,693</b>
	=====	=====
<b>Total expenditure on charitable activities</b>	<b>196,302</b>	<b>254,151</b>
	=====	=====

£9,115 (2016: £49,905) of the above expenditure relates to restricted funding.

**b. Staff Costs**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Gross wages and salaries	120,221	143,115
Social security costs	4,129	10,513
Pension	1,096	-
	<b>125,446</b>	<b>153,628</b>
	=====	=====

**c. Particulars of employees:**

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

	<b>2017</b>	<b>2016</b>
Charitable Activities	7.5	7
	=====	=====

No employee received emoluments of more than £60,000 during the year.

The Trustees are not remunerated for their services and are not included in the above number of employees.

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**5. Tangible Fixed Assets**

	<b>Office Equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>
Balance as at 31 <sup>st</sup> March 2016	26,640	26,640
Additions during the year	525	525
	-----	-----
Balance at 29 <sup>th</sup> March 2017	<b>27,165</b>	<b>27,165</b>
	-----	-----
<b>Accumulated Depreciation</b>		
Balance as at 31 <sup>st</sup> March 2016	21,037	21,037
Charge for the year	5,776	5,776
	-----	-----
Balance at 29 <sup>th</sup> March 2017	<b>26,813</b>	<b>26,813</b>
	-----	-----
<b>Net Book Value at 29<sup>th</sup> March 2017</b>	<b>352</b>	<b>352</b>
	=====	=====
Net Book Value at 30 <sup>th</sup> March 2016	5,603	<b>5,603</b>
	=====	=====

**6. Stock and Work in progress**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Work in Progress	<b>54,919</b>	-
	=====	=====

**7. Debtors:**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Debtors	18,971	11,678
Prepayments	-	415
	-----	-----
	<b>18,971</b>	<b>12,093</b>
	=====	=====

**8. Creditors: Amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Accruals	14,919	2,987
Social security	5,923	14,511
Other creditors	52,152	6,955
	-----	-----
	<b>72,994</b>	<b>24,453</b>
	=====	=====

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

**9. Analysis of Net Assets between Funds**

	<b>Tangible Fixed Assets</b>	<b>Net Current Assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>			
General Fund	352	16,639	16,991
<b>Restricted Funds:</b>	-	-	-
	-----	-----	-----
	352	16,639	16,991
	=====	=====	=====

**10. Unrestricted Funds**

	<u>Movements in the Year</u>			
	Resources at beginning of year	Income	Expenditure	Resources at end of year
	£	£	£	£
General Fund	12,356	191,822	(187,187)	16,991
	=====	=====	=====	=====

**General Fund** is used to finance the charitable company's general activities as outlined in the Trustees' Report.

**11. Restricted Funds**

	<u>Movements in the Year</u>			
	Resources at beginning of year £	Income £	Expenditure £	Resources at end of year £
Liverpool City Council CRG	-	9,115	(9,115)	-
	=====	=====	=====	=====

These are monies given to the company to be spent at the discretion of the Board of Trustees for specific charitable purposes.

Liverpool City Council CRG – Funding to provide specialist advice casework

**12. Operating Lease Commitments**

There were no financial commitments as at 29<sup>th</sup> March 2017 (2016: nil)

**13. Contingent Liabilities**

There were no contingent liabilities as at 29<sup>th</sup> March 2017 (2016: nil)

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

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**14. Related Parties**

Val Brews, a director was paid £1,520 as a consultant on a self- employed basis, during the period (2016: Nil).

**15. Guarantees**

As at 29<sup>th</sup> March 2017, 4 members had given a guarantee of £5 each in the event of the company winding-up, total: £20 (2016: 3 members £15).

**MERSEYSIDE EMPLOYMENT LAW LIMITED**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE PERIOD 31<sup>ST</sup> MARCH 2016 TO 29<sup>TH</sup> MARCH 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Grant Income	9,115	49,905
Donations	600	-
Sales income	107,068	63,397
Service level agreement income	84,152	125,705
Other income	-	1,106
Bank interest	2	-
	-----	-----
<b>Total Income</b>	<b>200,937</b>	<b>240,113</b>
	-----	-----
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Staff salary costs	125,446	153,628
Rent	7,022	19,052
Rates and water	1,046	1,038
Heat and light	613	830
Travel expenses	942	3,477
Printing, postage and stationery	16,574	6,008
Telephone & internet	5,662	5,255
Legal and consultancy fees	11,830	29,073
Repairs and maintenance	1,234	7,357
Training	803	2,957
Insurance	3,448	1,799
Subscriptions	-	449
Board expenses	450	-
Refreshments	2,759	-
Sundry expenses	803	1,915
Cleaning costs	1,796	-
Computer costs	5,202	-
Staff welfare	1,105	-
Support costs	-	11,243
Volunteer expenses	1,521	3,757
HMRC charges	534	-
Bank charges	60	1,001
Payroll fees	676	-
Accountancy	1,000	3,453
Depreciation	5,776	1,859
	-----	-----
<b>Total expenditure on charitable activities</b>	<b>196,302</b>	<b>254,151</b>
	-----	-----
<b>Net income/(expenditure) for the period</b>	<b>4,635</b>	<b>(14,038)</b>
	=====	=====

(This page does not form part of the statutory financial statements)