

**Report of the Trustees and
Audited Financial Statements for the Year
Ended 31 March 2017
for**

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

Ardor Business Solutions Limited
Statutory Auditors
Chartered Certified Accountants
South View
Lower Wall Road
West Hythe
Kent
CT21 4NW

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for the Year Ended 31 March 2017**

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**Reference and Administrative Details
for the Year Ended 31 March 2017**

TRUSTEES	Ms A Banks (Chair) (resigned 20.4.17) G S Rayat (Vice-Chair (until 20.4.17, then Chair)) Ms K Pilinski (Secretary) (resigned 20.4.17) K K Jalli (Treasurer) S Ahmad (resigned 20.4.17) B Attray (resigned 20.4.17) R D Brooks (Vice-Chair from 20.4.17) U S Chana (Secretary from 20.4.17) K S Heer (resigned 20.4.17) B Jhaj (resigned 20.4.17) Ms M L Pirani (resigned 20.4.17) Ms J M Selman (resigned 20.4.17)
REGISTERED OFFICE	36 Wellington Street Woolwich London SE18 6PF
REGISTERED COMPANY NUMBER	01778148 (England and Wales)
REGISTERED CHARITY NUMBER	1043070
INDEPENDENT AUDITORS	Ardor Business Solutions Limited Statutory Auditors Chartered Certified Accountants South View Lower Wall Road West Hythe Kent CT21 4NW
BANKERS	The Co-operative Bank Olympic House 6 Olympic Court Montford Street Salford M5 2QP

**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

Objectives and aims

The Law Centre is established for the following purposes:

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

Public benefit

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

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

ACHIEVEMENT AND PERFORMANCE

Charitable activities

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

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

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

General office overheads have reduced from previous years largely due to the relocation to shared serviced offices in October 2015 and the discontinuation of one post.

FINANCIAL REVIEW

Reserves policy

As at 31st March 2017 there were no free reserves, being unrestricted funds freely available to spend on any of the charity's purposes.

It remains the aim of the charity to maintain unrestricted funds at a level which equates to approximately 3 months unrestricted expenditure. This would provide sufficient funds to cover management, administration and support costs.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

**Report of the Trustees
for the Year Ended 31 March 2017**

FUTURE DEVELOPMENTS

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

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

A pro bono Fundraiser has been appointed and will be actively seeking additional funding to ensure that the Charity is financially robust and able to continue to fulfil its charitable aims and objectives.

The Charity has been considering merging with another local advice agency to ensure the ongoing viability and longer term retention of the Charity's work in the local community

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.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Plumstead Community Law Centre Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

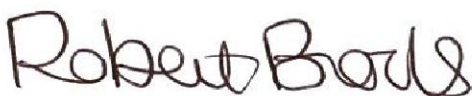
- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

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

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

Approved by order of the board of trustees on 21 March 2018 and signed on its behalf by:



R D Brooks - Trustee

22/03/2018

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

We have audited the financial statements of Plumstead Community Law Centre Limited for the year ended 31 March 2017 on pages six to fourteen. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosures in the Report of the Trustees and the Notes to the Financial Statements regarding the charitable company's ability to continue as a going concern. The ability of the charitable company to continue as a going concern for at least the next twelve months is dependent upon the support of the local authority and other general grants and donations. This condition indicates a material uncertainty which may cast doubt upon the charitable company's ability to continue as a going concern.

The Financial Statements do not include any adjustments that may be required if the charitable company is no longer able to continue as a going concern.

Opinion on other matter prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.



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

21 March 2018

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2017

		Unrestricted funds £	Restricted funds £	31/3/17 Total funds £	31/3/16 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies		11,901	20,000	31,901	55,826
Charitable activities					
Advice services provided		5,167	140,440	145,607	140,927
Investment income	2	4	-	4	33
Other income		<u>3,010</u>	<u>-</u>	<u>3,010</u>	<u>1,017</u>
Total		20,082	160,440	180,522	197,803
 EXPENDITURE ON					
Charitable activities					
Advice services provided		<u>28,432</u>	<u>165,440</u>	<u>193,872</u>	<u>264,866</u>
NET INCOME/(EXPENDITURE)		(8,350)	(5,000)	(13,350)	(67,063)
RECONCILIATION OF FUNDS					
Total funds brought forward		(8,477)	5,000	(3,477)	63,586
TOTAL FUNDS CARRIED FORWARD		<u>(16,827)</u>	<u>-</u>	<u>(16,827)</u>	<u>(3,477)</u>
 CONTINUING OPERATIONS					
All income and expenditure has arisen from continuing activities.					

Statement of Financial Position
At 31 March 2017

		Unrestricted funds £	Restricted funds £	31/3/17 Total funds £	31/3/16 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	7	4,663	-	4,663	5,383
CURRENT ASSETS					
Debtors	8	17,761	-	17,761	15,373
Cash at bank and in hand		<u>370</u>	<u>-</u>	<u>370</u>	<u>7,872</u>
		18,131	-	18,131	23,245
CREDITORS					
Amounts falling due within one year	9	(39,621)	-	(39,621)	(32,105)
NET CURRENT ASSETS/(LIABILITIES)		<u>(21,490)</u>	<u>-</u>	<u>(21,490)</u>	<u>(8,860)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>(16,827)</u>	<u>-</u>	<u>(16,827)</u>	<u>(3,477)</u>
NET ASSETS/(LIABILITIES)		<u>(16,827)</u>	<u>-</u>	<u>(16,827)</u>	<u>(3,477)</u>
FUNDS	10				
Unrestricted funds				(16,827)	(8,477)
Restricted funds				<u>-</u>	<u>5,000</u>
TOTAL FUNDS				<u>(16,827)</u>	<u>(3,477)</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 March 2018 and were signed on its behalf by:

Robert Brooks 22/03/2018

R D Brooks -Trustee

**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.

The charitable company maintains its day to day working capital through the support of the local authority and through other general grants and donations. The trustees expect this financial support to continue for the foreseeable future and therefore consider it appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments that may be required should this financial support no longer continue.

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.

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

Taxation

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

Fund accounting

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

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

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

2. INVESTMENT INCOME

	31/3/17	31/3/16
	£	£
Deposit account interest	<u>4</u>	<u>33</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2017**

3. NET INCOME/(EXPENDITURE)

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

	31/3/17	31/3/16
	£	£
Auditors' remuneration	2,100	2,100
Depreciation - owned assets	<u>1,115</u>	<u>886</u>

4. 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.

5. STAFF COSTS

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

	31/3/17	31/3/16
Direct charitable activities	5	4
Administration	<u>1</u>	<u>1</u>
	<u>6</u>	<u>5</u>

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	653	55,173	55,826
Charitable activities			
Advice services provided	487	140,440	140,927
Investment income	33	-	33
Other income	<u>1,017</u>	<u>-</u>	<u>1,017</u>
Total	2,190	195,613	197,803
EXPENDITURE ON			
Charitable activities			
Advice services provided	<u>72,305</u>	<u>192,561</u>	<u>264,866</u>
Total	<u>72,305</u>	<u>192,561</u>	<u>264,866</u>
NET INCOME/(EXPENDITURE)	(70,115)	3,052	(67,063)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	61,639	1,947	63,586
TOTAL FUNDS CARRIED FORWARD	<u>(8,476)</u>	<u>4,999</u>	<u>(3,477)</u>

7. TANGIBLE FIXED ASSETS

	Equipment £	Computers £	Totals £
COST			
At 1 April 2016	38,895	37,994	76,889
Additions	<u>-</u>	<u>395</u>	<u>395</u>
At 31 March 2017	<u>38,895</u>	<u>38,389</u>	<u>77,284</u>
DEPRECIATION			
At 1 April 2016	35,411	36,095	71,506
Charge for year	<u>523</u>	<u>592</u>	<u>1,115</u>
At 31 March 2017	<u>35,934</u>	<u>36,687</u>	<u>72,621</u>
NET BOOK VALUE			
At 31 March 2017	<u>2,961</u>	<u>1,702</u>	<u>4,663</u>
At 31 March 2016	<u>3,484</u>	<u>1,899</u>	<u>5,383</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/17 £	31/3/16 £
Trade debtors	15,938	13,810
Other debtors	-	-
VAT	657	363
Prepayments	<u>1,166</u>	<u>1,200</u>
	<u>17,761</u>	<u>15,373</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/17 £	31/3/16 £
Social security and other taxes	17,756	7,681
Other creditors	-	1,773
Accruals and deferred income	<u>21,865</u>	<u>22,651</u>
	<u>39,621</u>	<u>32,105</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

10. MOVEMENT IN FUNDS

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
Unrestricted funds			
General fund	(8,477)	(8,350)	(16,827)
Restricted funds			
Trust for London	5,000	(5,000)	-
TOTAL FUNDS	<u>(3,477)</u>	<u>(13,350)</u>	<u>(16,827)</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	20,082	(28,432)	(8,350)
Restricted funds			
Royal Borough of Greenwich	140,440	(140,440)	-
Trust for London	<u>20,000</u>	<u>(25,000)</u>	<u>(5,000)</u>
	160,440	(165,440)	(5,000)
TOTAL FUNDS	<u>180,522</u>	<u>(193,872)</u>	<u>(13,350)</u>

11. RELATED PARTY DISCLOSURES

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

**Reconciliation of Income and Expenditure
for the Year Ended 31 March 2016**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		55,826	-	55,826
Charitable activities		140,927	-	140,927
Investment income		33	-	33
Other income		<u>1,017</u>	<u>-</u>	<u>1,017</u>
Total		197,803	-	197,803
EXPENDITURE ON				
Charitable activities		255,805	9,061	264,866
Governance costs		<u>2,100</u>	<u>(2,100)</u>	<u>-</u>
NET INCOME/(EXPENDITURE)		<u>(60,102)</u>	<u>(6,961)</u>	<u>(67,063)</u>

**Reconciliation of Funds
At 1 April 2015
(Date of Transition to FRS 102)**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		<u>4,099</u>	<u>-</u>	<u>4,099</u>
		4,099	-	4,099
CURRENT ASSETS				
Debtors		74,088	-	74,088
Cash at bank and in hand		<u>4,578</u>	<u>-</u>	<u>4,578</u>
		78,666	-	78,666
CREDITORS				
Amounts falling due within one year		(19,178)	-	(19,178)
		<u>59,488</u>	<u>-</u>	<u>59,488</u>
NET CURRENT ASSETS/(LIABILITIES)				
		<u>59,488</u>	<u>-</u>	<u>59,488</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
		<u>63,587</u>	<u>-</u>	<u>63,587</u>
		<u>63,587</u>	<u>-</u>	<u>63,587</u>
FUNDS				
Unrestricted funds		61,640	-	61,640
Restricted funds		<u>1,947</u>	<u>-</u>	<u>1,947</u>
TOTAL FUNDS		<u>63,587</u>	<u>-</u>	<u>63,587</u>

**Reconciliation of Funds
At 31 March 2016**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
FIXED ASSETS				
Tangible assets		5,383	-	5,383
CURRENT ASSETS				
Debtors		15,373	-	15,373
Cash at bank and in hand		<u>7,872</u>	<u>-</u>	<u>7,872</u>
		23,245	-	23,245
CREDITORS				
Amounts falling due within one year		(25,144)	(6,961)	(32,105)
		<u> </u>	<u> </u>	<u> </u>
NET CURRENT ASSETS/(LIABILITIES)		<u>(1,899)</u>	<u>(6,961)</u>	<u>(8,860)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>3,484</u>	<u>(6,961)</u>	<u>(3,477)</u>
		<u> </u>	<u> </u>	<u> </u>
NET ASSETS/(LIABILITIES)		<u>3,484</u>	<u>(6,961)</u>	<u>(3,477)</u>
FUNDS				
Unrestricted funds		(1,516)	(6,961)	(8,477)
Restricted funds		<u>5,000</u>	<u>-</u>	<u>5,000</u>
TOTAL FUNDS		<u>3,484</u>	<u>(6,961)</u>	<u>(3,477)</u>