

REGISTERED COMPANY NUMBER: 07226359 (England and Wales)
REGISTERED CHARITY NUMBER: 1137708

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 DECEMBER 2018
FOR
THE NATIONAL PRO BONO CENTRE
(A COMPANY LIMITED BY GUARANTEE)

Elson Geaves Accountants
Chartered Certified Accountants
12 Haviland Road
Ferndown Industrial Estate
Wimborne
Dorset
BH21 7RG

THE NATIONAL PRO BONO CENTRE

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FOR THE YEAR ENDED 31 DECEMBER 2018

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THE NATIONAL PRO BONO CENTRE
OPERATING AND FINANCIAL REVIEW
FOR THE YEAR ENDED 31 DECEMBER 2018

The financial statements report a small surplus of £13,208 (2017 deficit £51,206) for the year. This surplus is due to fundraising support from the Commercial Litigators Forum. The two main charities, LawWorks and Advocate have increased their contribution since April 2017 in order to address the increased rent charges over the second half of the ten year lease and to provide a balanced cashflow to the end of the lease.

The Charity is exceptionally grateful for the wide and varied support received. Support has been generously given by both individuals and organisations alike to help continue the development on the Centre. The Charity also receives contributions, from charities based at the Centre, towards the costs it incurs in making provision to help them achieve their objectives. A list of the generous initial sponsors appears in the window at the front of the Centre. The Charity is working with the Commercial Litigators Forum and GC100 to develop sponsorship opportunities through the website of the Forum and is very grateful for their support.

Reserves Policy

The Charity built a large reserve in the first five years of the lease which is now being used to reduce the impact of the increased rent. This reduction will be balanced by the need to ensure a sufficient level of reserves to meet the expected liability for dilapidations at the end of the lease.

Investment Policy

Historically the level of funds held by the Charity has not necessitated a policy other than the use of current account banking facilities. The Trustees' preference is for conservative, risk-free investment and the use of standard bank deposit accounts, including those of a short fixed term nature.

Plans for Future Periods

The National Pro Bono Centre will continue to provide the support detailed in the aims and objectives above, in order to ensure that charities providing pro bono services to the public, have adequate facilities & support to carry out their aims and objectives. To this end, the Centre will need, as referred to above in the financial review, periodically, to carry out sponsorship fundraising. The Charity will also keep under regular review the services which it provides, such as accounting and administration, to resident charities. The Board is working with the charities in the Centre to develop plans for the future of The National Pro Bono Centre after the end of the current lease.

THE NATIONAL PRO BONO CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018

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 December 2018. 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 Trustees of the National Pro Bono Centre present their annual report together with the financial statements of the charity for the year ended 31 December 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Public benefit

When planning the Charity's activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit.

The Charity's objects are specifically restricted to promoting, for the public benefit, the efficiency and effectiveness of charities established to promote the upholding and proper administration of the law through any or all of the following means:

- the provision of Pro Bono Legal Services

- the education and training of lawyers undertaking or intending to undertake such Services

- the support, encouragement and advice to lawyers in the provision of such Services or the undertaking of voluntary work in the administration of the law, education, social services, community work and other charitable activities for the benefit of the community.

by the provision of services or facilities, included but not limited to the provision of premises, directed towards supporting improvement in the administration of those charities or otherwise supporting them in being more efficient so as to enhance the service provided to beneficiaries of those charities.

The employment of a finance and administration team, led by a qualified accountant is of particular benefit to the resident charities in enabling them to concentrate on their core activities/service provision.

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.

Recruitment and appointment of trustees

The Charity is governed by a Board of Trustees who are all volunteers. No paid employee, whether in full or part time employment, is a member of the Board.

When appointing Trustees, the Board has regard to the skills and experience appropriate to the needs of the organisation, and also the particular provisions in this regard in the Articles. The Board of Trustees meets about 4 times a year.

Organisational structure

The Charity has carried out and implemented an extensive review of governance arrangements after consultation with pro bono organisations and supported by MacFarlanes LLP as pro bono legal advisors.

The Charity is governed by the Board of Trustees, who retain all authority for expenditure and commitments. The Charity employs three staff to provide services to the Charity itself and, to varying degrees, to the resident charities.

Staff pay is set by the Board based on current market rates.

THE NATIONAL PRO BONO CENTRE
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FOR THE YEAR ENDED 31 DECEMBER 2018

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THE NATIONAL PRO BONO CENTRE

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THE NATIONAL PRO BONO CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

A number of the trustees and both chief executives of two of the Centre's resident charities, LawWorks and Advocate, are involved with the management of the National Pro Bono Centre. If the National Pro Bono Centre were to fail to meet its liabilities, this would impact on the ability of LawWorks and Advocate to occupy the Centre.

Solicitors Pro Bono Group T/A LawWorks, is a registered charity (1064274) & company limited by guarantee (3410932)

Advocate (Bar Pro Bono Unit) is a registered charity (1057620) & company limited by guarantee (4211688)

Risk management

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operation and finances, and are satisfied that, where appropriate, systems are in place to mitigate exposure to major risks. Internal control risks are minimised by the procedures in place for the authorisations of expenditure and commitments.

The Charity retains risk in relation to the continuation of adequate external funding and this risk is continually monitored and actively managed by the Trustees and employees of the Charity.

The Charity and two of the larger resident charities are, by the nature of the funding of the premises lease, mutually at risk of a funding shortfall if any of the 3 organisations experiences funding difficulty. This particular risk is monitored regularly, by both the National Pro Bono Centre's Head of Finance, and the Trustees of each charity, through the provision of regular financial information, in particular future cashflow forecasts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

7226359 (England and Wales)

Registered Charity number

1137708

Registered office

10 Norwich Street
London
EC4A 1BD

Principal address

48 Chancery Lane
London
WC2A 1JF

Trustees

Mr Julian Leslie Bass
Mr Guy Gibson Beringer
Ms Isabel Ann Pierce Carty
Mr Stephen Thomas Crowne
Mr Alasdair Ferguson Douglas
Sir Robin St John Knowles CBE

Solicitor
Company Director
Solicitor
Chief Executive
Solicitor
High Court Judge

Company Secretary

THE NATIONAL PRO BONO CENTRE

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Elson Geaves Accountants
Chartered Certified Accountants
12 Haviland Road
Ferndown Industrial Estate
Wimborne
Dorset
BH21 7RG

Solicitors

MacFarlanes LLP
20 Cursitor Street
London
EC4A 1LT

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The National Pro Bono Centre for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

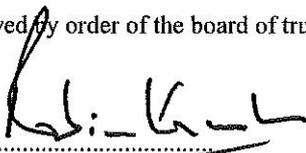
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that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

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

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the board of trustees on 19th September 2019 and signed on its behalf by:



.....
Sir Robin St John Knowles CBE - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE NATIONAL PRO BONO CENTRE**

Independent examiner's report to the trustees of The National Pro Bono Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Chartered Certified Accountants which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Gary David Elson, FCCA
Chartered Certified Accountants
Elson Geaves Accountants
Chartered Certified Accountants
12 Haviland Road
Ferndown Industrial Estate
Wimborne
Dorset
BH21 7RG

Date:
19/9/19

THE NATIONAL PRO BONO CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	2018 Unrestricted fund £	2017 Total funds £
INCOME FROM			
Sponsorship and Donations		30,740	2,964
Charitable activities			
Charitable Activities		372,519	350,980
Total		403,259	353,944
EXPENDITURE ON			
Raising funds			
Raising donations and legacies		13,831	14,395
		13,831	14,395
Charitable activities			
Charitable Activities		364,568	376,380
Other		11,902	14,375
Total		390,301	405,150
NET INCOME/(EXPENDITURE)		12,958	(51,206)
RECONCILIATION OF FUNDS			
Total funds brought forward		72,378	123,584
TOTAL FUNDS CARRIED FORWARD		85,336	72,378

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

THE NATIONAL PRO BONO CENTRE

BALANCE SHEET
AT 31 DECEMBER 2018

	Notes	2018 Unrestricted fund £	2017 Total funds £
FIXED ASSETS			
Tangible assets	5	35,548	60,545
CURRENT ASSETS			
Debtors	6	71,207	64,857
Cash at bank		76,849	38,510
		<hr/>	<hr/>
		148,056	103,367
CREDITORS			
Amounts falling due within one year	7	(98,268)	(91,534)
		<hr/>	<hr/>
NET CURRENT ASSETS		49,788	11,833
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		85,336	72,378
		<hr/>	<hr/>
NET ASSETS		85,336	72,378
		<hr/>	<hr/>
FUNDS	8		
Unrestricted funds		85,336	72,378
		<hr/>	<hr/>
TOTAL FUNDS		85,336	72,378
		<hr/>	<hr/>

The notes form part of these financial statements

THE NATIONAL PRO BONO CENTRE

BALANCE SHEET - CONTINUED
AT 31 DECEMBER 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2018.

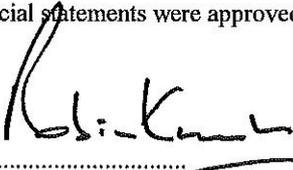
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on*19th September 2019*..... and were signed on its behalf by:



.....
Sir Robin St John Knowles CBE-Trustee

THE NATIONAL PRO BONO CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

Expenditure

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

Tangible fixed assets

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

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

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

2. NET INCOME/(EXPENDITURE)

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

	2018	2017
	£	£
Auditors' remuneration for non audit work	2,250	2,000
Depreciation - owned assets	24,997	25,008
Other operating leases	170,832	170,768
	<u>178,079</u>	<u>197,776</u>

THE NATIONAL PRO BONO CENTRE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

4. STAFF COSTS

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

	2018	2017
Governance and provision of services	2	3
	<u>2</u>	<u>3</u>

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

5. TANGIBLE FIXED ASSETS

	Short leasehold Improvements £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1 January 2018 and 31 December 2018	211,906	4,967	25,249	242,122
	<u>211,906</u>	<u>4,967</u>	<u>25,249</u>	<u>242,122</u>
DEPRECIATION				
At 1 January 2018	153,470	4,640	23,467	181,577
Charge for year	24,228	295	474	24,997
	<u>177,698</u>	<u>4,935</u>	<u>23,941</u>	<u>206,574</u>
At 31 December 2018	177,698	4,935	23,941	206,574
	<u>177,698</u>	<u>4,935</u>	<u>23,941</u>	<u>206,574</u>
NET BOOK VALUE				
At 31 December 2018	34,208	32	1,308	35,548
	<u>34,208</u>	<u>32</u>	<u>1,308</u>	<u>35,548</u>
At 31 December 2017	58,436	327	1,782	60,545
	<u>58,436</u>	<u>327</u>	<u>1,782</u>	<u>60,545</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade debtors	11,430	4,400
Other debtors	3,939	3,939
Prepayments and accrued income	55,838	56,518
	<u>71,207</u>	<u>64,857</u>

THE NATIONAL PRO BONO CENTRE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade creditors	10,098	3,300
VAT	5,939	8,400
Other creditors	-	365
Accrued expenses	82,231	79,469
	<u>98,268</u>	<u>91,534</u>

8. MOVEMENT IN FUNDS

	At 1/1/18	Net movement in funds	At 31/12/18
	£	£	£
Unrestricted funds			
General fund	72,378	12,958	85,336
	<u>72,378</u>	<u>12,958</u>	<u>85,336</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	403,259	(390,301)	12,958
	<u>403,259</u>	<u>(390,301)</u>	<u>12,958</u>

Comparatives for movement in funds

	At 1/1/17	Net movement in funds	At 31/12/17
	£	£	£
Unrestricted Funds			
General fund	123,584	(51,206)	72,378
	<u>123,584</u>	<u>(51,206)</u>	<u>72,378</u>

THE NATIONAL PRO BONO CENTRE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	353,944	(405,150)	(51,206)
TOTAL FUNDS	<u>353,944</u>	<u>(405,150)</u>	<u>(51,206)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/1/17 £	Net movement in funds £	At 31/12/18 £
Unrestricted funds			
General fund	123,584	(38,248)	85,336
TOTAL FUNDS	<u>123,584</u>	<u>(38,248)</u>	<u>85,336</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	757,203	(795,451)	(38,248)
TOTAL FUNDS	<u>757,203</u>	<u>(795,451)</u>	<u>(38,248)</u>

9. PENSION COMMITMENTS

The Charitable Company makes contributions to the personal pension schemes held by its employees. There is no unpaid contributions outstanding at the end of the year or the preceding year.

10. OTHER FINANCIAL COMMITMENTS

Total future minimum lease payments under non-cancellable operating leases which expire:

	2018 £	2017 £
Within one year	172,216	172,216
In two to five years	61,479	233,695

THE NATIONAL PRO BONO CENTRE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2018

11. RELATED PARTY DISCLOSURES

One of the company's directors and trustees, Alasdair Douglas, was also a trustee of Solicitors Pro Bono Group T/A LawWorks. During the year ended 31 December 2018, the National Pro Bono Centre received licence fees of £149,000 (2017: £144,912) from LawWorks. As at 31 December 2018, the National Pro Bono Centre was owed £2361 (2017: £2,361) by LawWorks.

Another director, Sir Robin Knowles CBE is a trustee of the Bar Pro Bono Unit. During the year ended 31 December 2018, the National Pro Bono Centre received licence fees of £149,000 (2017: £138,662) from the Bar Pro Bono Unit. As at 31 December 2018 the National Pro Bono Centre was owed £1,578 (2017: £1,578) by the Bar Pro Bono Unit.