

Company Registration Number - 07126773

The Charity Registration Number is :- 1134778

Harrow Law Centre

Report and Accounts

31 March 2019



# **Harrow Law Centre**

## **Report and accounts for the year ended 31 March 2019**

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## **Harrow Law Centre**

Company Registration Number - 07126773

### **Trustees' Annual Report for the year ended 31 March 2019**

The Trustees present their Report and Accounts for the year ended 31 March 2019, which also comprises the Directors' Report required by the Companies Act 2006.

The Law Centre employs an expert staff team of 11 people delivering legal advice and representation in areas of social welfare law to approximately 3000 beneficiaries each year. The Law Centre has a growing reputation for excellence and there is no shortage of clients. The Law Centre is able to assist those who would otherwise have little prospect of receiving legal advice and representation from other providers.

We are Lexcel accredited and have legal aid contracts in Community Care, Housing, Immigration and Asylum, Public Law and Welfare Benefits.

### **Reference and administrative details**

#### ***The charity name.***

The legal name of the charity is:- Harrow Law Centre

#### ***The charity's areas of operation and UK charitable registration.***

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1134778

#### ***Legal structure of the charity***

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and

The trustees are all individuals.

## **Harrow Law Centre**

Company Registration Number - 07126773

### **Trustees' Annual Report for the year ended 31 March 2019**

**The principal operating address, telephone number, email and web addresses of the charity are:-**

The Lodge  
64 Pinner Road, Harrow  
Middlesex, HA1 4HZ  
Telephone 020 8863 4355 Email Address [info@harrowlawcentre.co.uk](mailto:info@harrowlawcentre.co.uk) Web address  
[harrowlawcentre.org.uk](http://harrowlawcentre.org.uk)

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

**The Trustees in office on the date the report was approved were:-**

Adam Convisser  
Anne Whitehead  
Cyril Dennemont  
Dr. Ben Lucas

**The following persons served as Trustees during the year ended 31 March 2019 :-**

The trustees who served as a trustee in the reporting period were as shown above, and there were no changes during the year, or in the period between the year end and the approval of the accounts.

All the trustees are also members of the charity.

### **Objects and activities of the charity**

#### ***The purposes of the charity as set out in its governing document.***

The main objects of the Law Centre are the relief of financial hardship by the provision of free, independent legal advice and assistance to persons who, through lack of means, would otherwise be unable to obtain such advice; to advance education in the laws of England and Wales from time to time in force for the public benefit; and to advance such other charitable purposes as the directors at their absolute discretion may from time to time determine.

## **Harrow Law Centre**

Company Registration Number - 07126773

### **Trustees' Annual Report for the year ended 31 March 2019**

#### ***The main activities undertaken in relation to those purposes and public benefit during the year.***

We have provided legal casework, representation and advice in the following areas of social welfare law: Housing, Immigration & Asylum, Public Law and Welfare Rights. We have a dedicated service to young people. We are Lexcel accredited and have legal aid contracts in Housing, Immigration and Asylum, Public Law and Welfare Benefits.

Our housing work is primarily focused on assisting those with access to housing, homelessness, housing conditions and possession action. We continue to see people who are homeless as a result of benefit cuts.

We regularly represent client at the County Court to defend against possession proceedings.

The main areas of welfare benefits work are representing clients at appeals to the first or upper tribunal. These appeals are largely in respect of people impacted by welfare reforms such as the benefit cap, reduced housing allowance as well as increased sanctions.

Our immigration work concentrates on asylum, trafficking, modern day slavery. In addition we have seen a steep increase in those seeking our assistance as to the impact of the UK leaving the EU.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

#### **The main achievements and performance of the charity during the year.**

The past year has been one where we have built upon our success with representing our clients with an overall success rate of over 90% for our clients. We have maintained our Centre of Excellence status with the London Legal Support Trust, were commended in our Lexcel assessment and we were awarded Excellence status in our immigration peer assessment. We identified a worrying trend where a rising number of our clients reported to us that they had been the victim of a hate crime. As a result, we have developed a new area of work assisting victims of crime. We secured three-year funding from the Bell Foundation to appoint a barrister who is working with victims of crime who have English as a second language.

We continued to receive funding from Trust for London, Three Guineas Trust and Children in Need but we have also now secured grants from several new funders including The Bell Foundation.

These larger grants have been complemented by a number of smaller grants from the AB Charitable Trust, The Gordon Family Fund, Persula Foundation and Matrix Chambers.

#### ***The difference the charity's performance during the year has made to the beneficiaries of the charity.***

In the last year we have provided representation in 568 complex cases with 1704 beneficiaries and provided advice to a further 600 people. The largest category of work we undertook was that of immigration cases comprised of asylum, trafficking, modern day slavery and EU rights. This was followed closely by housing and welfare benefits cases. We have a success rate of over in our casework. The difference we make to the individual is often life-saving and certainly life changing. Where we secure refugee status for a client it means they are safe from persecution. In housing cases we deal with the most vulnerable and more and more see families who are street homeless or sleeping in cars. Where we intervene we ensure that our clients are housed. Where we represent a client at a benefits appeal we secure the benefits that they are entitled to ensuring that they have food on the table and are able to pay their rent.

## Harrow Law Centre

Company Registration Number - 07126773

### Trustees' Annual Report for the year ended 31 March 2019

#### ***The degree to which the achievements and performance during the year have benefited wider society.***

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity' (PD2). The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

#### **Structure, governance and management of the charity**

##### ***The methods used to recruit and appoint new charity trustees.***

The trustees are appointed having regard to the specific skills that are required for the governance of the charity. In view of the size of the Centre, the trustees consider that they have a wide range of experience that is suitable for the governance of a charity.

##### ***The charity as a part of a wider network.***

Harrow Law Centre is a member of the Law Centre Network (LCN) which is an umbrella organisation to all Law Centres in the UK. In addition the Law Centre is part of a network of organisations that have come together to provide advice and support to EU nationals under the Living Rights Project funded by the EU.

Bankers	Unity Trust Bank, 9 Brindleyplace, Birmingham, B1 2HB
Accountants	J W Grogan, 95 Headstone Lane, Harrow, Middlesex, HA2 6JL

#### **Financial review**

##### ***The charity's financial position at the end of the year ended 31 March 2019***

The financial position of the charity at 31 March 2019 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2019 £	2018 £
<b>Net (expenditure)/income</b>	(36,002)	65,951
Unrestricted Revenue Funds available for the general purposes of the charity	59,048	95,050
Restricted Revenue Funds	2,040	2,040
<b>Total Funds</b>	61,088	97,090

## **Harrow Law Centre**

Company Registration Number - 07126773

### **Trustees' Annual Report for the year ended 31 March 2019**

#### ***Financial review of the position at the reporting date, 31 March 2019 .***

The accounts show low reserves for the year-end reflecting the current financial difficulties affecting much of the voluntary sector. However, we are taking steps to increase our reserves for the coming year. The Law Centre has managed to balance the books for the year end.

The trustees consider the financial performance by the charity during the year to have been satisfactory.

#### ***Policies on reserves.***

The trustees have set a policy to maintain reserves at a minimum level required if the Centre was to cease operations. At present the trustees assess the charity as a going concern and therefore do not envisage that reserves to cease operations would need to be called upon in the near future.

#### ***Availability and adequacy of assets of each of the funds***

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

#### ***Plans For the Future***

##### **Summary of plans for the future and the trustees' perspective of the future direction of the charity.**

The main aim for the Law Centre is to continue to meet the demand for legal advice locally. We expect the demand to continue to increase. We therefore aim to increase provision for representation at Tribunals in Welfare Benefits cases.

#### **Details of The Independent Examiner**

Myrnel Abdullahi BA (Honsi)  
Chartered Global Management Accountant  
3 Stapenhill Road  
North Wembey  
Middlesex  
HA0 3JF

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## **Harrow Law Centre**

Company Registration Number - 07126773

### **Trustees' Annual Report for the year ended 31 March 2019**

#### **Statement of the Directors' and Trustees' Responsibilities**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.



**Harrow Law Centre**

Company Registration Number - 07126773

**Trustees' Annual Report for the year ended 31 March 2019****Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 10 to 26.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 20 December 2019.

Anne Whitehead  
Director and Trustee

## **Harrow Law Centre**

### **Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2019**

I report to the Trustees on my examination of the financial statements of the charitable company on pages 10 to 26 for the year ended 31 March 2019 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 15.

#### **Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report**

As described on page 6, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Basis of Independent Examiner's Statement and scope of work undertaken**

Since the charitable company's gross income exceeded £250,000, the charitable company's examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am an authorised member of The Chartered Institute of Management Accountants, which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

## **Harrow Law Centre**

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

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

### **Independent Examiner's Statement, Report and Opinion**

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

The gross income of the charitable company in the year ended 31 March 2019 appears to exceed the sum specified in Section 145(3) of the Act, namely £250000, and that I am qualified to act as Independent Examiner in accordance with that section by virtue of my being a qualified member of The Chartered Institute of Management Accountants;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 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;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

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 financial statements to be reached.

**Signed:-**

Myrnel Abdullahi BA (Honsi - Independent Examiner

Chartered Global Management Accountant

3 Stapenhill Road

North Wembey

Middlesex

HA0 3JF

This report was signed on 20 December 2019

**Harrow Law Centre - Statement of Financial Activities for the year ended 31 March 2019**

***Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2019, as required by the Companies Act 2006)***

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2019 £	2019 £	2019 £	2018 £
<b>Income &amp; Endowments from:</b>					
Donations & Legacies	A1	32,672	-	<b>32,672</b>	9,259
Charitable activities	A2	230,885	115,267	<b>346,152</b>	420,902
<b>Total income</b>	<b>A</b>	<b>263,557</b>	<b>115,267</b>	<b>378,824</b>	<b>430,161</b>
<b>Expenditure on:</b>					
Charitable activities	B2	299,559	115,267	<b>414,826</b>	364,210
<b>Total expenditure</b>	<b>B</b>	<b>299,559</b>	<b>115,267</b>	<b>414,826</b>	<b>364,210</b>
<b>Net (expenditure)/income for the year</b>		<b>(36,002)</b>	<b>-</b>	<b>(36,002)</b>	<b>65,951</b>
<b>Net income after transfers</b>	<b>A-B-C</b>	<b>(36,002)</b>	<b>-</b>	<b>(36,002)</b>	<b>65,951</b>
<b>Net movement in funds</b>		<b>(36,002)</b>	<b>-</b>	<b>(36,002)</b>	<b>65,951</b>
<b>Reconciliation of funds:-</b>					
	<b>E</b>				
<b>Total funds brought forward</b>		95,050	2,040	<b>97,090</b>	31,139
<b>Total funds carried forward</b>		<b>59,048</b>	<b>2,040</b>	<b>61,088</b>	<b>97,090</b>

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

**The notes attached on pages 15 to 26 form an integral part of these accounts.**

**Harrow Law Centre - Statement of Financial Activities for the year ended 31 March 2019**

**Harrow Law Centre - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP**

	SORP Ref	Prior Year Unrestricted Funds 2018 £	Prior Year Restricted Funds 2018 £	Prior Year Total Funds 2018 £
<b>Income from:</b>				
Donations & Legacies	A1	9,259	-	<b>9,259</b>
Charitable activities	A2	246,505	174,397	<b>420,902</b>
<b>Total income</b>	<b>A</b>	<b>255,764</b>	<b>174,397</b>	<b>430,161</b>
<b>Expenditure on:</b>				
Charitable activities	B2	189,813	174,397	<b>364,210</b>
<b>Total expenditure</b>	<b>B</b>	<b>189,813</b>	<b>174,397</b>	<b>364,210</b>
<b>Net income for the year</b>		65,951	-	<b>65,951</b>
<b>Net income after transfers</b>		65,951	-	65,951
<b>Net movement in funds</b>		<b>65,951</b>	-	<b>65,951</b>
<b>Reconciliation of funds:-</b>	<b>E</b>			
<b>Total funds brought forward</b>		29,099	2,040	<b>31,139</b>
<b>Total funds carried forward</b>		<b>95,050</b>	<b>2,040</b>	<b>97,090</b>

**All activities derive from continuing operations**

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.'

**The notes attached on pages 15 to 26 form an integral part of these accounts.**

**Harrow Law Centre - Statement of Financial Activities for the year ended 31 March 2019**

**Harrow Law Centre - Resources applied in the year ended 31 March 2019 towards fixed assets for Charity use:-**

	2019 £	2018 £
Funds generated in the year as detailed in the SOFA	(36,002)	65,951
<b>Net resources available to fund charitable activities</b>	<b>(36,002)</b>	<b>65,951</b>

**Movements in revenue and capital funds for the year ended 31 March 2019**

**Revenue accumulated funds**

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Last year Total Funds 2018 £
Accumulated funds brought forward	95,050	2,040	97,090	31,139
Recognised gains and losses before transfers	(36,002)	-	(36,002)	65,951
	<b>59,048</b>	<b>2,040</b>	<b>61,088</b>	<b>97,090</b>
<b>Closing revenue funds</b>	<b>59,048</b>	<b>2,040</b>	<b>61,088</b>	<b>97,090</b>

**Summary of funds**

	Unrestricted and Designated funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Last Year Total Funds 2018 £
Revenue accumulated funds	59,048	2,040	61,088	97,090

**The notes attached on pages 15 to 26 form an integral part of these accounts.**

**Harrow Law Centre - Statement of Financial Activities for the year ended 31 March 2019**

**Harrow Law Centre  
Income and Expenditure Account for the year ended 31 March 2019 as required by the  
Companies Act 2006**

	2019 £	2018 £
<b><i>Income</i></b>		
Income from operations	378,824	430,161
Investment income	-	-
<b>Gross income in the year before exceptional items</b>	<b>378,824</b>	<b>430,161</b>
<b>Gross income in the year including exceptional items</b>	<b>378,824</b>	<b>430,161</b>
<b><i>Expenditure</i></b>		
Charitable expenditure, excluding depreciation and amortisation	413,526	362,910
Governance costs	1,300	1,300
Realised losses on disposals of social investments which are programme related	-	-
<b>Total expenditure in the year</b>	<b>414,826</b>	<b>364,210</b>
<b>Net income before tax in the financial year</b>	<b>(36,002)</b>	<b>65,951</b>
Tax on surplus on ordinary activities	-	-
<b>Net income after tax in the financial year</b>	<b>(36,002)</b>	<b>65,951</b>
<b>Retained surplus for the financial year</b>	<b>(36,002)</b>	<b>65,951</b>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

**The notes attached on pages 15 to 26 form an integral part of these accounts.**

## Harrow Law Centre - Balance Sheet as at 31 March 2019

	SORP		2019	2018
	Note	Ref	£	£
<b>Current assets</b>		B		
Stocks		B1	87,544	118,847
Cash at bank and in hand		B4	15,055	10,129
<b>Total current assets</b>			<u>102,599</u>	<u>128,976</u>
<b>Creditors: amounts falling due within one year</b>	12	C1	<u>(41,511)</u>	<u>(31,886)</u>
<b>Net current assets</b>			<u>61,088</u>	<u>97,090</u>
<b>The total net assets of the charity</b>			<u>61,088</u>	<u>97,090</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

<b>Restricted funds</b>				
Restricted Revenue Funds	19	D2	2,040	2,040
<b>Unrestricted Funds</b>				
Unrestricted Revenue Funds	19	D3	59,048	95,050
<b>Total charity funds</b>			<u>61,088</u>	<u>97,090</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 9.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

Anne Whitehead

Trustee

Approved by the board of trustees on 20 December 2019

The notes attached on pages 15 to 26 form an integral part of these accounts.



## **Harrow Law Centre**

### **Notes to the Accounts for the year ended 31 March 2019**

#### **1 Accounting policies**

##### ***Policies relating to the production of the accounts.***

###### **Basis of preparation and accounting convention**

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

###### **Risks and future assumptions**

The charity is a public benefit entity.

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.

##### ***Policies relating to categories of income and income recognition.***

###### **Nature of income**

Gross income represents grant income, donated income, or the value, net of value added tax and discounts, of work carried out in respect of services provided on behalf of clients.

###### **Categories of Income**

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

**Income from exchange transactions** is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

**Income from a non-exchange transaction** is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

###### **Income recognition**

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

## **Harrow Law Centre**

### **Notes to the Accounts for the year ended 31 March 2019**

#### **Accounting for deferred income and income received in advance**

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

#### ***Policies relating to expenditure on goods and services provided to the charity.***

#### **Recognition of liabilities and expenditure**

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

#### ***Policies relating to assets, liabilities and provisions and other matters.***

#### **Stocks and work in progress**

Stocks represent work in progress on long term service contracts for legal work where the prudently calculated attributable profit can be assessed with reasonable certainty by reference to the stage of completion at the end of the accounting period.

#### **Financial instruments including cash and bank balances**

The charity has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Cash and bank balances include only cash and short term highly liquid investments with a maturity of three months or less.

#### **Leasing and hire purchase contracts and commitments**

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

#### **Pensions - defined contribution schemes**

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

## Harrow Law Centre

### Notes to the Accounts for the year ended 31 March 2019

#### 2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not fully recoverable by the charity, and the irrecoverable element is therefore included in the relevant costs in the Statement of Financial Activities.

#### 3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

#### 4 Significance of financial instruments to the charity's position

There are no significant implications of the use or importance of financial instruments to the operation of the charity.

#### 5 Net (deficit)/surplus before tax in the financial year

	2019 £	2018 £
The net (deficit)/surplus before tax in the financial year is stated after charging:-		
Pension costs	4,075	1,925

#### 6 Staff costs and emoluments

<b>Salary costs</b>	<b>2019 £</b>	<b>2018 £</b>
Gross Salaries excluding trustees and key management personnel	265,722	256,232
Employer's National Insurance for all staff	21,763	20,430
Employer's operating costs of defined contribution pension schemes	4,075	1,925
<b>Total salaries, wages and related costs</b>	<b>291,560</b>	<b>278,587</b>

<b>Numbers of full time employees or full time equivalents</b>	<b>2019</b>	<b>2018</b>
The average number of total staff employed in the year was	10	10
The average number of part time staff employed in the year was	7	6
The average number of full time staff employed in the year was	3	3
The estimated full time equivalent number of all staff employed in the year was	7	7

#### **The estimated equivalent number of full time staff deployed in different activities in the year was:-**

Engaged on charitable activities	6	6
Engaged on management and administration	1	1
<b>The estimated full time equivalent number of all staff employed as above</b>	<b>7</b>	<b>7</b>

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

# Harrow Law Centre

## Notes to the Accounts for the year ended 31 March 2019

### 7 Defined contribution pension schemes

The charity operates a defined contribution pension scheme, the costs of which are shown above.

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

### 8 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

### 9 Deferred income - Unrestricted and Designated funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
AB Charitable Trust	-	-	2,500	2,500
<b>Total</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>
			<b>2019</b>	<b>2018</b>
			£	£
<b>These deferrals are included in creditors</b>			<b>2,500</b>	<b>-</b>

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of unrestricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively, where there are conditions which must be fulfilled prior to entitlement or use of the unrestricted funds by the charity .

### 10 Deferred income - Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
3 Guineas Trust	12,018	(12,018)	12,018	12,018
Trust For London	2,333	(2,333)	2,375	2,375
Children In Need	-	-	2,128	2,128
Matrix Causes Fund	-	-	2,500	2,500
London Community Foundation (Gordon Family Fund)	-	-	9,000	9,000
<b>Total</b>	<b>14,351</b>	<b>(14,351)</b>	<b>28,021</b>	<b>28,021</b>
			<b>2019</b>	<b>2018</b>
			£	£
<b>These deferrals are included in creditors</b>			<b>28,021</b>	<b>14,351</b>

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of restricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively ,where there are conditions which must be fulfilled prior to entitlement or use of the restricted funds by the charity .

# Harrow Law Centre

## Notes to the Accounts for the year ended 31 March 2019

<b>11 Stocks &amp; Work in Progress</b>	<b>2019</b>	<b>2018</b>
	£	£
Stocks before write downs	87,544	118,847
	<u>87,544</u>	<u>118,847</u>

### *Analysis of the carrying value of stocks and work in progress by activities*

<b>Activity</b>	<b>Work in Progress</b>		<b>Stocks</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	£	£	£	£
Legal aid, advice and assistance	87,544	118,847	-	-
	<u>87,544</u>	<u>118,847</u>	<u>-</u>	<u>-</u>

<b>12 Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	£	£
Accruals	8,659	14,624
Deferred Income - Unrestricted & designated funds	2,500	-
Deferred Income - Restricted funds	28,021	14,351
PAYE, NIC VAT and other taxes	2,331	2,911
	<u>41,511</u>	<u>31,886</u>

### **13 Loans to trustees included in debtors**

No trustees or persons connected with them received any loans from the charity, or any related entity.

### **14 Guarantees made by the charity on behalf of trustees**

No trustees or persons connected with them received any guarantees from the charity, or any related entity.

<b>15 Financial commitments under operating leases</b>	<b>2019</b>	<b>2018</b>
	£	£
<b>At the year end the charity had annual commitments under non-cancellable operating leases as set out below:</b>		
Operating leases which expire:		
within one year	654	-
within two to five years	15,588	16,897
	<u>16,242</u>	<u>16,897</u>

<b>16 Income and Expenditure account summary</b>	<b>2019</b>	<b>2018</b>
	£	£
<b>At 1 April 2018</b>	97,090	31,139
(Loss)/surplus after tax for the year	(36,002)	65,951
<b>At 31 March 2019</b>	<u>61,088</u>	<u>97,090</u>

## Harrow Law Centre

### Notes to the Accounts for the year ended 31 March 2019

#### 17 Related party transactions

There were no transactions with related parties in the year.

#### 18 Particulars of how particular funds are represented by assets and liabilities

##### At 31 March 2019

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	100,559		2,040	<b>102,599</b>
Current Liabilities	(41,511)	-	-	<b>(41,511)</b>
	<b>59,048</b>	<b>-</b>	<b>2,040</b>	<b>61,088</b>

##### At 1 April 2018

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	126,936	-	2,040	<b>128,976</b>
Current Liabilities	(31,886)	-	-	<b>(31,886)</b>
	<b>95,050</b>	<b>-</b>	<b>2,040</b>	<b>97,090</b>

#### 19 Change in total funds over the year as shown in Note 18, analysed by individual funds

	Funds brought forward from 2018 £	Movement in funds in 2019 See Note 20 £	Transfers between funds in 2019 See Note 0 £	Funds carried forward to 2020 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	95,050	(36,002)	-	<b>59,048</b>
<b>Total unrestricted and designated funds</b>	<b>95,050</b>	<b>(36,002)</b>	<b>-</b>	<b>59,048</b>
<b>Restricted funds:-</b>				
Cold Weather Payments	2,040	-	-	<b>2,040</b>
<b>Total restricted funds</b>	<b>2,040</b>	<b>-</b>	<b>-</b>	<b>2,040</b>
<b>Total charity funds</b>	<b>97,090</b>	<b>(36,002)</b>	<b>-</b>	<b>61,088</b>

## Harrow Law Centre

### Notes to the Accounts for the year ended 31 March 2019

#### 20 Analysis of movements in funds over the year as shown in Note 19

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2019 £	2019 £	2019 £	2019 £
<b>Unrestricted and designated funds:-</b>				
Unrestricted Revenue Funds	263,557	(299,559)	-	(36,002)
<b>Restricted funds:-</b>				
3 Guineas Trust	48,073	(48,073)	-	-
Trust For London	28,458	(28,458)	-	-
Children In Need	23,411	(23,411)	-	-
Matrix Causes Fund	2,500	(2,500)	-	-
Persula Foundation	5,000	(5,000)	-	-
Law Centres Federation	5,325	(5,325)	-	-
Legal Education Foundation	2,500	(2,500)	-	-
	<b>378,824</b>	<b>(414,826)</b>	<b>-</b>	<b>(36,002)</b>

#### 21 The purposes for which the funds as detailed in note 19 are held by the charity are:-

##### Unrestricted and designated funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and, subject to charity legislation, are free from all restrictions on their use. Harrow Law Centre is a London Legal Support Trust Centre of Excellence. As such it receives a proportion of funds from the annual sponsored walk. The funding is for core costs.

##### Restricted funds:-

Cold Weather Payments

These are grants funded by the London Community Foundation for people over pension age who are in fuel poverty.

3 Guineas Trust

Three year funding has been provided to the Law Centre to establish a benefits tribunal unit.

Trust For London

Trust for London has funded Harrow Law Centre for three years to provide specialist advice in respect of EU law. This relates to both EU nationals but also asylum seekers and those affected by modern day slavery.

Children In Need

Funding for the salary and some office costs of a solicitor/caseworker to provide advice and representation to young people and children.

Matrix Causes Fund

Funding for sessional costs for training volunteers in welfare benefits.

Persula Foundation

Small grant to contribute to salaries for our welfare benefits work.

Law Centres Federation

The Living Rights Project is a project funded by the European Funding and run by the Law Centres Network. It allows the Law Centre to provide information and advice to EU nationals living in Harrow.

Legal Education Foundation

The funding from the Legal Education Foundation is a joint project with the LCN to generate additional income through EU funding streams.

## **Harrow Law Centre**

### **Notes to the Accounts for the year ended 31 March 2019**

#### **22 Ultimate controlling party**

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute such amount as may be required not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.



## Harrow Law Centre

Detailed analysis of income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

*This analysis is classssified by conventional nominal descriptions and not by activity.*

### 23 Donations and Legacies

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
<b>Donations and gifts from individuals</b>				
Small donations individually less than £1000	8,172	-	8,172	5,759
Allen and Overy	10,000	-	10,000	-
Shanly Foundation	5,000	-	5,000	-
Mayor of Harrow's Charity	5,000	-	5,000	-
Barnet Law Service	2,500	-	2,500	2,500
Nexen Petroleum	2,000	-	2,000	1,000
<b>Total donations and gifts from individuals</b>	<b>32,672</b>	<b>-</b>	<b>32,672</b>	<b>9,259</b>
<b>Total Donations and Legacies</b>	<b>32,672</b>	<b>-</b>	<b>32,672</b>	<b>9,259</b>

### 24 Charitable income from funders

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
<b>Contractual payments from public bodies to fund charitable activities</b>				
Legal Services Commission - Legal Aid/Help	160,835	-	160,835	204,517
<b>Total contractual payments from public bodies</b>	<b>160,835</b>	<b>-</b>	<b>160,835</b>	<b>204,517</b>
<b>Performance related grants from public bodies to fund charitable activities</b>				
<b>Total performance related grants from public bodies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,349</b>

## Harrow Law Centre

### Detailed analysis of income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

#### Performance related grants from non public bodies to fund charitable activities

London Legal Support Trust	10,000	-	<b>10,000</b>	10,000
3 Guineas Trust	-	48,073	<b>48,073</b>	48,073
Trust For London	-	28,458	<b>28,458</b>	25,667
Children In Need	-	23,411	<b>23,411</b>	-
AB Charitable Trust	12,500	-	<b>12,500</b>	-
Law Centres Federation	-	5,325	<b>5,325</b>	32,250
Persula Foundation	-	5,000	<b>5,000</b>	-
Legal Education Foundation	-	2,500	<b>2,500</b>	5,000
Matrix Causes Fund	-	2,500	<b>2,500</b>	-
John Lyons Charity	-	-	-	33,917
Access For Justice	-	-	-	15,000
City Bridge Trust	-	-	-	6,475
Gordon Family Trust	-	-	-	1,666

<b>Total performance related grants from non public bodies</b>	<b>22,500</b>	<b>115,267</b>	<b>137,767</b>	<b>178,048</b>
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#### Case work fees and disbursements

Case work fees and disbursements	47,550	-	<b>47,550</b>	31,988
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<b>Total Case work fees and disbursements</b>	<b>47,550</b>	<b>-</b>	<b>47,550</b>	<b>31,988</b>
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<b>Total Charitable income from funders</b>	<b>230,885</b>	<b>115,267</b>	<b>346,152</b>	<b>420,902</b>
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#### 25 Total Income from charitable activities

	Current year Unrestricted Funds £ 2019	Current year Restricted Funds £ 2019	Current year Total Funds £ 2019	Prior Year Total Funds £ 2018
Total Charitable income from funders	230,885	115,267	<b>346,152</b>	420,902
<b>Total from charitable activities</b>	<b>A2 230,885</b>	<b>115,267</b>	<b>346,152</b>	<b>420,902</b>

## Harrow Law Centre

### Detailed analysis of income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

#### 26 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2019	2019	2019	2018
	£	£	£	£
Gross wages and salaries - charitable activities	174,576	91,146	<b>265,722</b>	256,232
Employers' NI - Charitable activities	14,182	7,581	<b>21,763</b>	20,430
Defined contribution pension costs - charitable activities	2,655	1,420	<b>4,075</b>	1,925
Case costs	76,448	1,000	<b>77,448</b>	46,518
<b>Total direct spending</b>	<b>B2a 267,861</b>	<b>101,147</b>	<b>369,008</b>	<b>325,105</b>

#### 27 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2019	2019	2019	2018
	£	£	£	£
Reallocated from support costs	30,398	14,120	<b>44,518</b>	37,805
<b>Total charitable trading costs</b>	<b>B2b 30,398</b>	<b>14,120</b>	<b>44,518</b>	<b>37,805</b>

#### 28 Support costs for charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2019	2019	2019	2018
	£	£	£	£
<b><i>Employee costs not included in direct costs</i></b>				
Solicitors' training costs	486	1,100	<b>1,586</b>	1,153
Practicing certificates and accreditation	91	1,400	<b>1,491</b>	3,519
Travel and subsistence - staff	593	320	<b>913</b>	835
<b><i>Premises Expenses</i></b>				
Rent and room hire	9,692	2,700	<b>12,392</b>	11,933
Property insurance	913	1,000	<b>1,913</b>	1,882
<b><i>Administrative overheads</i></b>				
Telephone, fax and internet	2,019	2,000	<b>4,019</b>	3,868
Postage and stationery	4,744	3,600	<b>8,344</b>	7,912
Library costs	602	-	<b>602</b>	205
Membership subscriptions	4,345	1,500	<b>5,845</b>	2,833
Computer expenses	5,089	500	<b>5,589</b>	2,548
Advertising and marketing	1,134	-	<b>1,134</b>	-
Equipment, repairs, expenses and maintenance	184	-	<b>184</b>	174

## Harrow Law Centre

### Detailed analysis of income and expenditure for the year ended 31 March 2019 as required by the SORP 2015

#### *Professional fees paid to advisors other than the auditor or examiner*

Accountancy fees other than examination or audit fees	300	-	300	854
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#### *Financial costs*

Bank charges	206	-	206	89
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<b>Support costs before reallocation</b>	<b>30,398</b>	<b>14,120</b>	<b>44,518</b>	<b>37,805</b>
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#### *Less support costs reallocated to specific activities*

To charitable trading costs	(30,398)	(14,120)	(44,518)	(37,805)
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The basis of allocation of costs between activities is described under accounting policies

## 29 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Independent Examiner's fees	500	-	500	500
Statutory accounts preparation fees	800	-	800	800
<b>Total Governance costs</b>	<b>1,300</b>	<b>-</b>	<b>1,300</b>	<b>1,300</b>

## 30 Total Charitable expenditure

	Current year Unrestricted Funds 2019 £	Current year Restricted Funds 2019 £	Current year Total Funds 2019 £	Prior Year Total Funds 2018 £
Total direct spending	<b>B2a</b> 267,861	101,147	<b>369,008</b>	325,105
Total charitable trading costs	<b>B2b</b> 30,398	14,120	<b>44,518</b>	37,805
Total Governance costs	<b>B2e</b> 1,300	-	<b>1,300</b>	1,300
<b>Total charitable expenditure</b>	<b>B2</b> <b>299,559</b>	<b>115,267</b>	<b>414,826</b>	<b>364,210</b>