

# **South West London Law Centres**

(A Company Limited by Guarantee)

**Company No. 05018587**

**Charity No. 1102433**

## **Report and financial statements**

**For the year ended**

**31 March 2019**

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# South West London Law Centres

## Trustees report and financial statements

For the year ended 31 March 2019

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<b>Trustees:</b>	Chair	Allan Blake (appointed 3 December 2018) James Banks (resigned 6 November 2018)
	Treasurer	Peter Greig
	Trustee	Derek Sutton (resigned 6 November 2018)
	Trustee	Olivier Ribert
	Trustee	Claire Gilbert (appointed 11 February 2019)
	Trustee	Carol O'Donnell (resigned 10 Sep 2018)
	Trustee	Florence Brocklesby (resigned 28 March 2019)
	Trustee	Sarah Towler
	Trustee	John Linwood
	Trustee	Marion Edge
	Trustee	Clara Clint
<b>Company Secretary:</b>	Secretary	Clara Clint (appointed 3 December 2018)
<b>Chief Executive:</b>	Chief Executive	Patrick Marples
<b>Company number:</b>	05018587	
<b>Charity number:</b>	1102433	
<b>Registered office:</b>	5th Floor Davis House Robert Street Croydon CR0 1QQ	
<b>Auditors:</b>	Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG	
<b>Bankers</b>	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ	

# South West London Law Centres

## Trustees report and financial statements

### For the year ended 31 March 2019

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The trustees, who are also directors under company law, present their report and financial statements for the year ended 31 March 2019.

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association, Charities Act 2011 and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## Objectives and activities

### Purposes and aims

The objects of the Charity are: the relief of poverty, suffering and distress by the provision of legal advice, assistance and representation, and the advancement of education for those resident, working or in full time education in South West London, including the London boroughs of Croydon, Kingston upon Thames, Merton, Richmond upon Thames, Sutton and Wandsworth and, in exceptional circumstances, residents from other areas; and the promotion of other such purposes which are exclusively charitable according to the law of England and Wales as the Trustees may from time to time determine.

The main activities undertaken in relation to those purposes are:

- Activity 1 - Delivery of professional services in casework and representation in various areas of social welfare law
- Activity 2 - Delivery of the housing court duty solicitor scheme in housing cases in Croydon, Wandsworth and Kingston County Courts.
- Activity 3 - Pro Bono Legal Advice Clinic service.

### Public benefit

The Trustees referred to guidance contained in the Charity Commission's general guidance on public benefit when reviewing the law centres aims and objectives and in planning and reviewing all our activities. South West London Law Centres (SWLLC) is a community based, legal practice working to relieve poverty, suffering and distress for the most disadvantaged and vulnerable members of our communities, in need of help at difficult times in their lives to resolve legal problems. Public benefit is delivered by the provision of free legal advice, affordable charges for services and representation at court in social welfare law. The professional services and the housing court duty scheme are funded by legal aid and by other grants, donors, which operates from four branches in, Battersea, Croydon, Merton, and Kingston, as well as providing services via outreach and in client's homes across South West London. We charge for some services in employment and immigration where funding through legal aid is no longer available. Our Pro Bono legal advice clinics are free and staffed by volunteer advisors.

By these means, the Charity aims to improve access to justice to vulnerable members of the community in South West London.

# South West London Law Centres

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### Volunteers

The use of volunteer has been, for a long time, at the heart of what this law centre does, with SWLLC now running one of the largest Pro Bono Legal Advice Clinic services in the country through a team of around 400 volunteer lawyers. This service aims to empower clients by encouraging them to take better steps to resolve problems themselves, with some limited follow-up by advisers' e.g. drafting documents or writing letters on clients' behalf. Volunteers also help us in every aspect of our work from supporting reception during the daytime and in the evening with administrative tasks, to working as casework assistants to support our casework teams. Work includes undertaking legal research, assisting with creating bundles of documents, note taking and drafting letters. Such a volunteer is typically a person on benefits seeking voluntary experience to help them get a job or one is semi-retired and wanting to give something back. We also have students just out of college or university seeking experience to enhance their CV. The experience gained at SWLLC enhances the employability of our volunteers, as a large number of them go on to receive offers of permanent employment, when they leave SWLLC. On average our day time volunteers, stay with the law centre between 3 to 6 months. During the year we had 750 applications and recruited 85 new volunteers. We took 85 enquiries from solicitors to join our evening clinic rotas, and as a result 25 new volunteers joined our clinics in Kingston, Merton and Croydon

We estimate the value of our daytime volunteering to be £210,945. An estimate the value of pro bono work provided by our evening volunteers is more than £2.million pounds – on the basis that each client (including follow up work and supervision time can take a combined total of volunteer 3 hours at a cost of £164 per hour. This is a high street rate which is higher than the legal rates that the law centre staff recover at for our professional services in casework and representation in various areas of social welfare law

### Achievements and performance

In 2018/19, we assisted 8,203 clients (8,098 2017/18), with direct face to face services and received over 60,000 calls for assistance. Our website had increased 1.4 million website hits – with nearly half of hits visiting pages relating to our pro bono legal advice clinics.

Inputs	Activities	Outputs
<b>Housing Team:</b> 9 solicitors including one who undertakes community care and welfare rights cases; <b>Debt Team;</b> 5 case workers; <b>Immigration Team:</b> 4 (2 solicitors and 2 OISC registered caseworkers) including one who undertakes public law, <b>Employment Team:</b> 1 caseworker and 2 paralegals attached to the teams	<b>Activity I - Provision</b> of cases and representation in social welfare law covering the areas of community care, debt, employment, housing, immigration, asylum, public law and welfare rights	1,457 cases (reduced the number of case - workers reflecting the reduced numbers 1,561 2017/18) We carried forward 1152 cases at the start of the year

# South West London Law Centres

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Achievements and performance (continued)		
Housing Team above	<b>Activity 2 – Housing Court Duty Scheme</b>	1469 1,714 2017/18) We are investigating a reduction of people attending at Croydon County Court
<b>Client Services Manager</b> , daytime and evening reception staff, and pro bono lawyers	<b>Activity 3 - Pro Bono Legal Advice Clinic service</b> averaging 15 per week across 5 locations in South West London	4,125 clients seen (4,276 2017/18)

### Activity 1

**Outcomes - full specialist casework service in a broad range of social welfare law** in the areas of community care, debt, employment, housing, immigration and asylum, public law and in a limited field of welfare rights – collectively referred to as 'Social welfare law'. Our legal work has a broad range of outcomes:

- **Community Care Law** - We help people get the appropriate community care assessment and services that they are entitled to.
- **Debt** - We help people with a strategy for dealing with debts as early as possible in the process as well as challenging unenforceable debts.
- **Employment Law** – We help people on a wide range of issues including; dismissal, suspension, discrimination, unpaid wages and failure to pay the minimum wage; notice or redundancy pay, holiday pay, breach of contract, grievances, appeals; and settlement agreements.
- **Housing** - We work with people on a wide-range of different housing issues covering possession, unlawful eviction, homelessness, disrepair and anti-social behaviour.
- **Immigration and asylum** - We cover a broad range of services including those that are no longer covered by legal aid on immigration and asylum issue focusing on applications for leave to remain on human rights grounds and procedures to stop deportation.
- **Public law** -We have the ability to litigate against public authorities, this includes dealing with Home Office delays and refusals to make decisions on immigration and asylum cases.
- **Welfare Rights** - We can assist people with cases including appeals to the second tier Tribunal. We can further litigate suitable cases beyond this.

# South West London Law Centres

## Trustees report and financial statements

For the year ended 31 March 2019

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**Impact** – There are a range of impacts from our casework including:

- Our **community care** casework enables people with mental illness, learning disabilities or other care needs to get the support they are entitled to. This also helps to reduce isolation for these often very lonely individuals struggling to cope alone in the community.
- Our **debt** work is focussed on reducing debt and finding affordable and manageable debt solutions. We work with individuals and families to calculate an affordable budget, so that they can get back on track. We also help people to apply for grants from a variety of sources to support their everyday needs. Since 2016, our Thames Water project has helped clear £1,049,632 in outstanding personal debt by enabling people to move forward with bankruptcy or other debt relief measures. The project works closely with our debt team who are funded through Debt Free London and last year the debt team supported 996 people.

*Our Thameswater project caseworker has requested a write off of a mobile phone debt for a domestic violence victim with multiple serious health problems. Amazingly the debt collection agency has just agreed to write off ALL the outstanding balances (£1,700+)!*

- Our **employment** work helps people to remain in their jobs and where appropriate to get redress for bad employment practice.

During the last three years, our employment caseworker helped 504 people and gained £948,802 for them in settlements and awards. This role is funded through grant funding and through various methods of affordable charging. From a pilot in 2017, we have increased our reach through using volunteers to support three weekly employment advice clinics.

*We helped a care worker Jayne, who had taken 8 days sick leave in the last 13 months of her employment. Due to the mechanism the employer used to record sickness, Jayne was dismissed for excessive absence. We brought proceedings for unfair dismissal and the case settled for £9,500.*

- Our **housing** work helps keep people in their homes by defending eviction proceedings, live in decent homes by getting repairs carried out. We also act for the homeless who are eligible by ensuring local authorities accept their statutory duties to provide housing.

*We have just successfully set aside a possession order for a struggling parent with £13,000 in rent arrears.*

- Our work with **migrants and asylum seekers**, is focussed on enabling them to get Leave to Remain. With this 'gateway' status, they can work and earn an income legally, re-unite with family left behind and maximise their life chances. Many of the people who eventually come to us have failed to have their cases fully dealt with and were exploited by other lawyers. We have particularly specialised in dealing with unaccompanied minors, Last year we helped more than 20 child victims of trafficking and modern slavery with our small team.

*We're celebrating! A young client, Aisha, has just won her appeal. She now has international protection as a refugee and safety in the UK, after helping her prove she was a victim of child*

## Trustees report and financial statements

### For the year ended 31 March 2019

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*trafficking and modern slavery. After her father died Aisha had been forced to work on a farm, before being brought to the UK to work as a cleaner aged just 8. Eventually she was rescued. Now a teenager, she was referred to us for specialist legal help after her asylum claim was refused.*

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- Our **welfare rights** work helps people to finally win welfare rights challenges and get them properly heard by a tribunal. We also run innovative projects, such as Stepping Stones, help people address underlying causes of benefits problems, such as a language barrier or mental health difficulties, while a caseworker helps bring benefit appeals to ensure people have enough money to meet their basic needs. In the last year our small team of a benefits case worker and client support worker helped recover £527,362 in financial gains for their clients. During the last three years, they have recovered £1,307,785.

*We met Franklyn at housing court duty and referred him to the Stepping Stones project, at which point he had rent arrears of more than £5,000. Franklyn was a former looked after child who had struggled living on his own as an adult and survived on a mixture of benefits and part-time work. Franklyn's rent arrears spiralled out of control when his Jobseekers Allowance was suspended, and we're helping him appeal this decision. Our case worker applied for discretionary housing payments to help meet Franklyn's rent shortfall, helped him access food and utility vouchers when he had no money, obtained a cooker for him because he didn't have one, and provided clothing so he could go to an interview for a new job. Now Franklyn is back in employment, we continue to support and mentor him, including with budgeting. He can now manage on his income and we're confident that he will win his appeal, which will clear his rent arrears.*

### Activity 2

**Outcome - Emergency housing representation across 3 county courts:** Croydon, Wandsworth and Kingston for hearings listed that day. This helps clients to defend themselves against possession / home evictions in both rented and mortgage cases.

Our duty solicitors have provided emergency legal advice/representation to our clients last year in three courts and saved many from eviction often providing pro bono benefit assistance to address underlying issues relating to the benefit cap/bedroom tax.

**Impact** - We continue to achieve a high success rate. In 2018/19 we represented 1,469 people with a high success rate in 79% of cases.

*"I don't know what I would have done without you. If I'd have gone in alone I might have said the wrong thing and been evicted. Thank you!" Pat – a disabled client who'd been unable to pay the mortgage due to illness.*

*"It was like the weight had been lifted off my shoulders and I could get my life back on track" Jo – a lone parent with a long-term health problem, whose eviction was stopped by the housing team.*

### Activity 3



# South West London Law Centres

## Trustees report and financial statements

For the year ended 31 March 2019

**Outcome – Our Volunteering Programme** uses 16 clinics per week across 5 locations in South West London addresses legal problems in their early stages. Our clinics cover a wide range of legal subjects: Crime, Criminal Injury, Consumer, Employment, Family, General Litigation, Housing, Immigration, Inquests, Motoring Offences, Personal Injury, Small Claims, Wills and Probate.

**Impact** - The impact of a timely, accurate legal advice through a personalised intervention can prevent a problem from escalating and becoming far more damaging for an individual (as well as costly to taxpayers). Our pro bono advice clinics not only provide an avenue for clients to seek legal redress; they also empower them with new knowledge of the law and their rights, thereby increasing their confidence and capacity to approach legal problems. Our advice also helps improve the efficacy of other public services such as education, health or social services by helping eligible people exercise their rights to access these services in a timely fashion.

During the year we have continued to increase the support for our clinics and recruited 25 new volunteers solicitors to join our rotas in Kingston, Merton and Croydon

In late 2018 clients surveyed from the clinics, by Law Works an umbrella body, responded that the advice that they had been given left them understanding the law better. 80% of those that returned the survey responded that they are following the advice they received and knew what the next steps were and 81% would recommend the clinic service to someone else

*Albert agreed to undertake a training course, arranged by the Job Centre, to gain a recognised security qualification with SIA (Security Industry Authority). The provider refused to issue the licence and certificate for the qualification to Albert as fees for the course remained unpaid. Albert visited a clinic after several attempts to obtain his paperwork fell flat.*

*Shortly after, Albert wrote to the legal advice clinics:*

*"Thank you for the letters. I have sent these yesterday and they immediately paid for the badge. The provider confirmed payment receipt and resumed file processing the same day."*

Feedback comments also included

*"Mentally and emotionally it helped me a lot since I met the adviser and she discussed things with me and has given me a plan. I feel more confident. It is extremely helpful"*

## Our other major achievements have included:

### Operational successes

Throughout this period, the Law Centre has taken various steps to secure its future, which have borne fruit:

- **Continued recovery from previous deficits** - Much of the Senior Management Team work has been involved in maintaining our cashflow in a difficult operating environment. A large proportion of our income comes from legal aid where you have to go back over 20 years to find a lower remuneration rate that is paid now to the practitioner. We have made a further small surplus for this year which will mean that the law centre can start to hold some much-needed cash reserves.

- **Recruitment difficulties** - Like much of the sector we are facing recruitment difficulties with qualified legal staff. This had an impact on the number of cases that we have been able to take on. During the year two of our trainees qualified, Laura Williams into our housing team and Jamie Mclean into our immigration team. We have a further trainee funded by the Legal Education Foundation. We have taken on 2 new paralegals to support our housing team and are still looking to take on more as well as seeking more senior staff.
- **Maintaining quality** - We continued to pass our Lexcel quality audit with a positive audit assessment "SWLLC should be highly commended for again achieving a very high level of compliance against the Lexcel Standard. The underlying level of compliance remains high, despite SWLLC having gone through a period of quite significant change. It remains very clear that compliance is a well embedded part of the culture and, in Lexcel terms, the Centre is an extremely efficient and extremely well run organization. This is particularly noteworthy given the degree of change which has again been ongoing since the previous visit. This has not only included the ongoing uncertainties around funding streams, but also the need to continue to address some difficult staff recruitment issues."

We have had very positive results and external affirmation of the immigration team's work through an independent Legal Aid Agency Peer review. We scored the highest rating – excellent. Very few firms get this level of rating

"This was an impressive set of files which demonstrate the Provider's significant expertise across a wide range of immigration and asylum matters. From both a practical standpoint (file management, record keeping and funding requirements) and a legal standpoint (advice, assistance and presentation of the cases), the files were of a very high standard and it is clear that the clients are receiving an excellent service. The file sample yielded positive results for clients and files demonstrated throughout that the Provider has the confidence to pursue cases as far as possible where justified.

- **New funding to cover legal aid gaps:** We have been concentrating on raising funds to diversify our funding base, we were successful in fundraising to help cover gaps created by LASPO cuts as well as securing renewal of funding to help secure projects.
  - Renewal of funding from Thames Water Trust Fund for a further year 2019 to support clients in debt to get further support and assistance.
  - Extension of our Debt Free London grant funding to support debt counselling advice
  - Renewal of grant funding from Merton Council to support work in Merton
  - New funding from AB Charity to support our communications work
  - Further grant applications started in this financial year have been confirmed post year end.
- **Excellence recognised:** the work our volunteers do has been recognised in a number of local and regional awards increasing our profile.

# South West London Law Centres

## Trustees report and financial statements

### For the year ended 31 March 2019

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Merton Partnership Volunteer Awards. **June 2018** the law centre received an award for one of the Volunteer Involving Organisations in Merton and one of the solicitors involved in our clinic programme got a long standing achievement award for herself and her firm.

Mayor of London Awards – November 2018 - The 400-strong volunteer team at law centre for our clinic program won the Team London Awards for providing free legal advice and representation to people who could not otherwise afford access to justice on top of the busy daytime casework service.

## Financial review

Financially we continued the recovery from 2017-18. At the end of 2018 -19 our unrestricted reserves increased to £411,230 which include the value of our work in progress at £392,350 and for the first time in a number of years we are showing some small cash reserves.

Government restrictions of the Legal Aid Sentencing and Punishment of Offenders Act (LASPO) continue to make it extremely difficult for the Law Centre to operate as fairly and effectively as it should and we continue to find ways to address these difficulties. These include thinking of ways we can further harness the legal profession's support as well increasing the number of grant funded projects we can undertake. The charity's income for the year was £1,598,376 compared to £1,682,504 in 2017/18. The total expenditure in the year were £1,538,253 compared to £1,518,935 in 2017/18. The net result produced a surplus of £60,123 (2017/18 £163,569). Restricted funds increased by £15,354 and unrestricted general funds increased by £44,769.

SWLLC held funds of £458,336 at the year-end, of which £47,106 was restricted and £411.230 was unrestricted.

In 2018/19, South West London Law Centres' main source of funding continued to be government funding through Legal Aid. We also received funding and grants from Debt Free London (Money and Pensions Service), Croydon and Merton Councils, AB Charitable Trust, Big Lottery Help through Crisis, City Bridge Trust, Legal Education Fund, London Legal Support Trust, Thames Water Trust, and Trust for London. SWLLC retained a number of donors and corporate sponsors as well as raising funds through various fundraising activities.

## Reserve policy

The Trustees have considered the following factors when considering a reserves policy:

- The organisation's contractual obligations to its staff in terms of parental rights, sickness pay and redundancy provisions;
- The organisation's obligations to maintain a safe and clean working environment;
- That certain equipment is essential for our work; and
- That the timing of legal aid income is uncertain.

# South West London Law Centres

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### For the year ended 31 March 2019

The nature of the Centre's business means that at any one moment in time the Centre has very considerable work in progress. This is reflected in its material reserve position. The Trustees have adopted a target for unrestricted reserves of three months expenditure which is approximately £250,000. At March 2018, our unrestricted reserves stood at £411,230 of which £39,869 were held in free cash. Because reserves are effectively held as work in progress rather than cash the Trustees continue to prioritise effective management of work in progress turning it into cash as well as looking for other means whereby cash reserves can be built up. This will continue to be a major focus of the law centres work in the coming year

### Going concern

South West London Law Centres remains a going concern. A budget for 2019/20 has been set with a small surplus backed up by a cash flow. These are regularly reviewed by the Trustees at Board level and through a Finance Sub Committee.

### Fundraising note

We are mindful of the code issued by the Fundraising regulator. We did not use any third parties in our fundraising activities and no complaints were received in the year.

### Principal risks and uncertainties

South West London Law Centres is undertaking a strategic review to develop a new 3 year strategic plan. The law centre undertakes a formal risk management review throughout the year. This forms part of the business plan cycle. This involves identifying the types of risk the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying ways of mitigating the risks. The major risks are stated below and the full risk review is contained in business plan.

Risk Description	Potential Implications	Mitigating Actions
Loss of staff in the Senior Management Team	Loss of knowledge within the team - inability to carry out various management/facilities functions	Share knowledge within the team - 3 month notice period
Loss of casework staff together with the challenge of replacing/recruiting suitable staff	Loss of knowledge within the relevant team- inability to perform contracts	Continue to develop the team with trainees and newly qualified solicitors and in small teams - need to train up other caseworkers who are able to meet the supervisor requirements - 3 month notice period - Review of remuneration to remain competitive
Negligent advice - Failure to pass Legal Aid Agency audit	Poor service - Loss of contracts - recovery of costs - extrapolation of recovery	File reviews - supervision systems - Lexcel accreditation
Failure to meet income targets for casework	Cause severe financial difficulties for the law centre and may affect our viability	Performance review - regular billing and work in progress reports distributed to all casework staff

# South West London Law Centres

## Trustees report and financial statements

For the year ended 31 March 2019

		Dedicated billing co-ordinator in post
Failure to meet targets under various grant funded projects	Loss or reduction of grant	Regular monitoring and review Project based meeting
Failure of equipment – unable to use an office	Unable to work in office	Use another SWLLC office – Business continuity plan

## Plans for the future - The Year Ahead – Our Strategic Objectives 2019 -20

Despite the cuts made under LASPO we remain a viable but a difficult business to operate. Our focus for the next few years is about steady growth and consolidation, maximising the impact of the resources available to us and continuing to meet the needs of our clients and potential clients. We want to embrace opportunities afforded through new technology, volunteers and pro-bono assistance and we want to ensure that we are working as smartly as possible. Much of the focus of the coming year will be making sure that the impact of our work is known about and to continue to improve the profitability of the law centre. With the help of the Financial Times we are undertaking a strategic review to develop a new 3 year business plan. Our general focus is on:

- Maintaining legal aid contracts in current areas
- Streamlining processes in case work to improve to improve quality, efficiency and profitability – including better use of our case management system and work flows - better data and management systems to help staff meet their targets
- Growing practice areas through charging and grant development particularly in the areas of employment and immigration
- Seeking to grow the practice and to replace staff that leave through continual use of trainees and paralegals
- Developing and maintaining the pro bono base of the law centre through clinics, volunteers and students
- To help attract further grant funding to develop a theory of change and supporting data that shows the benefit of the work of the law centre beyond the outputs of our legal work
- Developing a grant funding model that harnesses the use of volunteers and pro bono to cover the gaps in areas not covered by legal aid and enhances the theory of change – e.g. debt, financial capability, welfare rights, etc
- Strengthening external communications that promote the work of the law centre, increase the level of support in the law centre which helps develop some free reserves
- Having a committed workforce, management structure and trustees so that the law centre can flourish

## Structure, governance and management

### Constitution and Organisational Structure

South West London Law Centres (SWLLC) is a Charitable Company limited by guarantee. It was incorporated under a Memorandum and Articles of Association which were amended 15 December 2017, and was granted charitable status on 2 March 2004. The overall responsibility of SWLLC belongs to the Trustees (board of directors) which meets bi-monthly. During the year the Board

## Trustees report and financial statements

**For the year ended 31 March 2019**

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recruited and appointed a new chair of trustees Allan Blake. The Board is supported by a Finance Subcommittee. Day to day responsibility for managing the law centres is delegated to the charity's Chief Executive Officer (CEO) and the Senior Management Team.

### **Appointment of trustees**

SWLLC is a charitable company managed by a board of voluntary trustees comprised of local groups and individuals. Voluntary organisations from SWLLC's catchment area, representing vulnerable individuals and groups in need of our services, are encouraged to become members of the organisation and stand for election to the board as are concerned individuals from across the six boroughs. The amended articles changed the way that trustees are appointed. The size of the board is now restricted to 12 and trustees are eligible to stand for up to 2 terms of 4 years before a break. Trustees due for re-election retire from office at the AGM and those eligible can stand for re-election. During the transition from the old board structure the board is going through a process of recruiting new trustees.

### **Trustee induction and training**

Skill gaps on the Board are regularly identified and as a result efforts are made to identify new Trustees capable of filling any gaps. Induction and training of trustees is currently carried out on an ad-hoc basis as and when the needs arise. The Trustees are in the process of developing an induction pack and reviewing training policies as part of its current review.

### **Related parties and relationships with other organisations**

There are no related parties' transactions.

### **Statement of responsibilities of the trustees**

The trustees (who are also directors of charitable company for the purposes of company law) are responsible for preparing the trustees' annual report and 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 these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

# South West London Law Centres

## Trustees report and financial statements

For the year ended 31 March 2019

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The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2019 was 85 (2018: 85). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

### Statement as to disclosure to our auditors

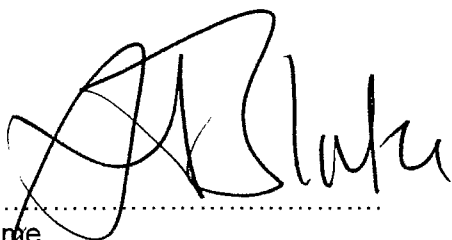
In so far as the trustees are aware:

- 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.

The trustees' report has been approved by the trustees on

26th November 2019

And signed on their behalf by;



Name

Trustees

# South West London Law Centres

## Independent auditors' report to the members of South West London Law Centres

For the year ended 31 March 2019

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### Opinion

We have audited the financial statements of the South West London Law Centres for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2019 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 13, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but this is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



# South West London Law Centres

## Independent auditors' report to the members of South West London Law Centres

### For the year ended 31 March 2019

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report (which incorporates the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the directors' report).

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

- adequate accounting records have not been kept by the charitable company; or
- the charitable company 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

## South West London Law Centres

### Independent auditors' report to the members of South West London Law Centres

For the year ended 31 March 2019

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- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### Use of this report

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 Auditor's 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.



.....  
**Murtaza Jessa**

**(Senior Statutory Auditor)**

**For and on behalf of Haysmacintyre LLP, Statutory Auditors**

*4 December 2019*

**10 Queen Street Place  
London  
EC4R 1AG**

# South West London Law Centres

## Statement of financial activities (Incorporating income and expenditure account)

For the year ended 31 March 2019

		Restricted Funds	Unrestricted Funds	Total funds 2019	Total funds 2018
	Notes	£	£	£	£
<b>INCOME FROM:</b>					
Grants and Donations	2	531,526	441,095	972,631	1,019,436
Legal and advice services	3	-	625,637	625,637	663,058
Investments		-	108	108	10
<b>TOTAL INCOME</b>		<u>531,526</u>	<u>1,066,850</u>	<u>1,598,376</u>	<u>1,682,504</u>
<b>EXPENDITURE ON:</b>					
Raising Funds	4	-	60,642	60,642	74,192
Charitable Activities - Legal and advice services	5	516,172	961,439	1,477,611	1,444,743
<b>TOTAL EXPENDITURE</b>		<u>516,172</u>	<u>1,022,081</u>	<u>1,538,253</u>	<u>1,518,935</u>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		15,354	44,769	60,123	163,569
<b>RECONCILIATION OF FUNDS:</b>					
Total funds at 1 April 2018		31,752	366,461	398,213	234,643
<b>TOTAL FUNDS AT 31 MARCH 2019</b>		<u>47,106</u>	<u>411,230</u>	<u>458,336</u>	<u>398,212</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 28 form part of these financial statements

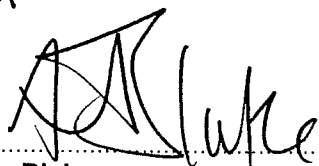
All amounts derive from continuing activities.

## Balance sheet

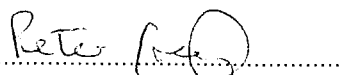
As at 31 March 2019

		2019		2018	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	9	-			1,838
<b>CURRENT ASSETS</b>					
Work in progress	10	392,350		369,970	
Debtors	11	459,401		377,515	
Cash at bank		256,824		321,705	
		<u>1,108,575</u>		<u>1,069,190</u>	
<b>CREDITORS: amounts falling due within one year</b>	12	<u>650,240</u>		<u>672,817</u>	
<b>NET CURRENT ASSETS</b>			458,335		396,374
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			458,335		398,212
<b>NET ASSETS</b>			<u>458,335</u>		<u>398,212</u>
<b>CHARITY FUNDS</b>					
Restricted Funds	13		47,106		31,752
Unrestricted funds					
General funds	13		411,230		366,460
			<u>458,335</u>		<u>398,212</u>

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 26/11/2019



**Allan Blake**  
Director and Trustee (Chair)



**Peter Greig**  
Director and Trustee (Treasurer)

The notes on pages 20 to 28 form part of these financial statements.

# South West London Law Centres

## Statement of cash flows

For the year ended 31 March 2019

	Note	2019 £	2018 £
Net cash provided (used in)/by operating activities	A	(64,777)	165,711
Cash flows from investing activities			
Interest income		108	20
Interest paid		(213)	(624)
Purchase of tangible fixed assets		-	(775)
Cash provided by/used in) investing activities		(105)	(1,379)
(Decrease)/increase in cash and cash equivalents in the year		(64,882)	164,332
Cash and cash equivalents at the beginning of the year		321,706	157,373
Total cash and cash equivalents at the end of the year		256,824	321,705

### A: RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net income/(expenditure) for the reporting period	60,123	163,569
Adjustments for:		
Investment income	(108)	(20)
Interest paid	213	624
Depreciation charge	1,838	5,333
Gifts in kind – fixed assets	-	-
(Increase)/decrease in debtors	(81,886)	108,169
(Increase)/decrease in work in progress	(22,380)	10,222
(Decrease)/increase in creditors	(22,577)	(122,185)
Net cash provided (used in)/by operating activities	(64,777)	165,711
Cash held at bank	256,824	321,705

## **1. ACCOUNTING POLICIES**

### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The charity meets the definition of a public benefit entity under FRS 102.

### **1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Directors named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

### **1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

### **1.4 Income**

All income is included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy and receipt is probable.

Legal Aid Agency income is accounted for on a receivable basis when the income is measurable and certain. In the case of Legal Aid, the Legal Aid Agency income is usually recognised once they have confirmed the payment. Legal Help income is recognised under the Unified Contract when SWLLC has closed the cases and is entitled to claim the fee.

Voluntary income is received by way of donations and covenants and is included in full in the statement of financial activities when receivable.

Grant income is recognised in full in the statement of financial activities in the year in which it is receivable or received whichever is the earlier.

### **1.5 Expenditure**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of staff time.

#### **1. ACCOUNTING POLICIES (continued)**

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those incurred directly in support of expenditure on the objects of the company. Any irrecoverable VAT is written back to general expenditure.

Governance costs are those incurred in connection with enabling the company to comply with external regulation, constitutional and statutory requirements, and in providing support to the Trustees in the discharge of their statutory duties.

#### **1.6 Tangible fixed assets and depreciation**

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture fittings and equipment - Over 3 years

#### **1.7 Work in progress**

Work in Progress represents the value of all open legally aid funded cases. These cases had been opened but were not yet completed, as at 31 March 2019. Work in progress has been valued at the lower of cost and net realisable value taking into account payments that have already been received.

#### **1.8 Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the SOFA as incurred.

#### **1.9 Pensions**

The company contributes to defined contribution pension schemes for employees which are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the company to the schemes. The society has no liability under the scheme other than for payment of those contributions.

#### **1.10 Investment policy**

The charity does not hold sufficient funds to invest for the medium or long term. Investment income derives from bank interest paid on current and deposit accounts. All reserves are needed for working capital requirements. Should the charity find itself in a position to invest for the longer term, the Trustees would select low risk investment opportunities, such as fixed deposits and short term bonds.

#### **1.11 Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern the review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

## **1. ACCOUNTING POLICIES (continued)**

### **1.12 Financial Instruments**

The charitable company only has financial assets and financial 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.

### **1.13 Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **1.14 Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **1.15 Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **1.16 Estimates and Judgements**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Although these estimates are based on the trustees' best knowledge of the amount, events or actions actual results ultimately differ from these estimates. Estimates have been used in the calculation of the pension liability and valuation of the contribution by volunteers.

## **2. GRANTS AND DONATIONS**

	<b>Total Funds 2019</b>	<b>Total Funds 2018</b>
	<b>£</b>	<b>£</b>
General donations	36,989	31,817
City solicitors' donations	125,539	146,275
Pro Bono Legal Volunteers	210,945	210,000
London Borough of Merton	56,034	56,034
London Borough of Croydon	73,000	73,000
Other Grants	<u>470,124</u>	<u>502,310</u>
	<u>972,631</u>	<u>1,019,436</u>

The charity received no donations in kind in 2019.



# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

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The charity has benefited during the year from pro bono legal volunteers, whose services have been valued at £210,945 (2018: £210,000).

We have calculated the financial benefit provided to SWLLC, by the volunteers by estimating the cost of day time volunteers only. At a conservative estimate, daytime volunteers provide the equivalent of £210,945 in added value (£7.50ph administration/reception and £15ph casework support) based on 4 reception volunteers per day and 3 casework support per day across all sites of the Law Centre. We estimate the value of pro bono work provided by our evening volunteers at around £2 million pounds – on the basis that each client (including follow up work and supervision time can take a combined total of volunteer 3 hours at a cost of £164p). We have used an estimated high street rate, which is higher than the legal rates that the law centre staff recover, and also assumed that rates have stayed fixed since last year.

<b>3. LEGAL INCOME</b>	<b>Total Funds 2019 £</b>	<b>Total Funds 2018 £</b>
Legal and Advice Services	625,637	663,058
	<u>625,637</u>	<u>663,058</u>
<b>4. RAISING FUNDS</b>	<b>2019 £</b>	<b>2018 £</b>
Support costs – staff	49,572	60,190
Other support costs (see note 6)	11,070	14,002
	<u>60,642</u>	<u>74,192</u>
<b>5. EXPENDITURE ON ACTIVITIES</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>LEGAL AND ADVICE SERVICES</b>		
Direct staff costs	723,894	738,050
Direct activity costs	300,934	218,740
Support costs (see note 6)	452,783	487,953
	<u>1,477,611</u>	<u>1,444,743</u>

# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

### 6. SUPPORT COSTS ALLOCATED TO ACTIVITIES

	Fundraising £	Charitable £	2019 £	2018 £
Staff costs	49,572	217,634	267,206	287,780
Premises costs	4,470	94,959	99,430	107,121
Office, administration and insurance costs	5,688	120,814	126,501	158,547
Governance costs	912	19,376	20,288	8,677
<b>Total</b>	<b>60,642</b>	<b>452,783</b>	<b>513,425</b>	<b>562,125</b>

Overhead costs have been allocated to activities on the basis of staff time.

### SUPPORT COSTS ALLOCATED TO ACTIVITIES -PRIOR YEAR

	Fundraising £	Charitable £	2018 £	2017 £
Staff costs	60,190	227,590	287,780	300,221
Premises costs	5,467	101,654	107,121	110,622
Office, administration and insurance costs	8,092	150,455	158,547	172,451
Governance costs	433	8,244	8,677	11,282
<b>Total</b>	<b>74,182</b>	<b>487,943</b>	<b>562,125</b>	<b>594,576</b>

### 7. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets:		
- owned by the charity	1,838	5,333
Auditors' remuneration - audit services	10,000	8,975
Pension costs	36,642	36,642

During the year, no Directors received any remuneration or benefits in kind (2018- £Nil).

During the year, no Directors received reimbursement of expenses (2018 - £Nil).

# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

8. STAFF COSTS AND NUMBERS	2019 £	2018 £
Staff costs were as follows:		
Wages and salaries	878,532	901,790
Social security costs	80,606	87,398
Pension costs	31,962	36,642
	<u>991,100</u>	<u>1,025,830</u>
	No.	No.
Legal service and advice	22	20
Support and fundraising	10	10
	<u>32</u>	<u>30</u>

No employee received remuneration amounting to more than £60,000 in either year. The remuneration of the Charity's key management personnel in the year was £47,599 (2018: £47,599).

Redundancy payments were nil (2018: £8,802) in the year.

9. TANGIBLE FIXED ASSETS	Furniture, fittings and equipment £
<b>Cost</b>	
At 1 April 2018	107,088
At 31 March 2019	<u>107,088</u>
<b>Depreciation</b>	
At 1 April 2018	105,250
Charge for the year	1,838
At 31 March 2019	<u>107,088</u>
<b>Net book value</b>	
At 31 March 2019	-
At 31 March 2018	<u>1,838</u>

10. STOCKS AND WORK IN PROGRESS	2019 £	2018 £
Work in progress	<u>392,350</u>	<u>369,970</u>

# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

<b>11. DEBTORS</b>	<b>2019</b>	<b>2018</b>		
	<b>£</b>	<b>£</b>		
<b>Due within one year</b>				
Trade debtors	54,878	18,829		
Other debtors	295,417	308,328		
Prepayments	28,333	32,321		
Accrued income	80,773	18,037		
	<u>459,401</u>	<u>377,515</u>		
	<u><u>459,401</u></u>	<u><u>377,515</u></u>		
<b>12. CREDITORS: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>		
	<b>£</b>	<b>£</b>		
Clients' funds held	169,868	198,115		
Trade creditors	342,132	345,909		
Social security and other taxes	36,654	48,023		
Other creditors	4,786	6,014		
Accruals	96,800	73,363		
Deferred Income		1,392		
	<u>650,240</u>	<u>672,816</u>		
	<u><u>650,240</u></u>	<u><u>672,816</u></u>		
<b>13. STATEMENT OF FUNDS</b>				
<b>UNRESTRICTED FUNDS</b>	<b>Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Carried Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General funds	365,246	1,066,850	(1,020,867)	411,230
Fixed Asset Fund	1,214	-	(1,214)	-
	<u>366,460</u>	<u>1,066,850</u>	<u>(1,022,081)</u>	<u>411,230</u>
<b>Total</b>	<u><u>366,460</u></u>	<u><u>1,066,850</u></u>	<u><u>(1,022,081)</u></u>	<u><u>411,230</u></u>

### Fixed Asset fund

This represents the net book value of fixed assets held within unrestricted funds.

# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

RESTRICTED FUNDS	Brought Forward	Income	Expenditure	Carried forward
	£	£	£	£
Debt Free London	-	165,562	(165,562)	-
London Borough of Croydon	-	73,000	(73,000)	-
Merton Voluntary Service Council	4,000	-	-	4,000
The Legal Education Foundation	2,016	28,458	(30,474)	-
City Bridge Trust	-	54,905	(54,905)	-
Thames Water Trust	-	35,849	(35,849)	-
Help Through Crises	18,354	107,418	(101,753)	24,019
London Legal Support Trust	5,795	21,333	(22,128)	5,000
Access to Justice	1,587	-	-	1,587
Trust for London	-	30,000	(30,000)	-
AB Charitable Trust	-	15,000	(2,500)	12,500
<b>Total</b>	<b>31,752</b>	<b>531,526</b>	<b>516,172</b>	<b>47,106</b>

### Purpose of restricted funds:

**Capitalise fund** income was received under a service contract in partnership with Toynbee Hall and a consortium of other London advice agencies, funded by the Money and Pensions Service for face to face debt advice across South West London

**The London Borough of Croydon** was a grant received towards rent of the office at Davis House and under Croydon Council Community Fund for the provision of a pro bono clinic service.

**Trust for London** was a grant received towards the cost of an employment caseworker.

London Legal Support Trust was a grant was given to support a pilot project of a billing co-ordinator, to improve the turnaround of billing and cashflow as well a grant under their Centres of Excellence Scheme

**Thames Water Trust** was a grant received towards a Thames Water project worker.

**Help Through Crisis Fund** is a four year collaboration project funded by the Big Lottery to provide casework and wraparound support under the project of Stepping Stones

### Purpose of restricted funds(continued)

The Legal Education Foundation grant was to fund a trainee solicitor

City Bridge Trust is a grant to fund a volunteer support worker and related volunteer costs.

AB Charitable Trust is funding to pay for the post of a Communications manager.

# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

14.

### ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Tangible fixed assets	-	-	-	1,838
Current assets	47,106	1,061,469	1,108,575	1,069,191
Current Liabilities	-	(650,240)	(650,240)	(672,817)
	<u>47,106</u>	<u>411,229</u>	<u>458,335</u>	<u>398,212</u>

### ANALYSIS OF NET ASSETS BETWEEN FUNDS – PRIOR YEAR

	Restricted Funds 2018 £	Unrestricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Tangible fixed assets	-	1,838	1,838	6,395
Current assets	31,752	1,037,439	1,069,191	1,023,250
Current Liabilities	-	(672,817)	(672,817)	(795,002)
	<u>31,752</u>	<u>366,460</u>	<u>398,212</u>	<u>234,643</u>

## 15. OPERATING LEASE COMMITMENTS

At 31 March 2019, the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2019 £	2018 £	2019 £	2018 £
<b>Expiry date:</b>				
Within 1 year	64,200	64,200	1,907	7,626
Between 2 and 5 years	104,925	145,525	-	9,532
Over 5 years	51,458	75,158	-	-
	<u>219,583</u>	<u>284,883</u>	<u>1,907</u>	<u>17,158</u>

## 16. TAXATION

The Company is a Charity and therefore exempt from Corporation Tax on its charitable activities.

## 17. RELATED PARTY TRANSACTIONS

The aggregate of donations received from the Trustees in the year was £nil (2018: £nil).

There were no other transactions with related parties as at 31 March 2019 (2018: £nil).

# South West London Law Centres

## Notes to the financial statements

For the year ended 31 March 2019

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### 18. FINANCIAL INSTRUMENTS

	2019 £	2018 £
Financial assets held at amortised cost (a)	722,709	722,709
Financial liabilities held at amortised cost (b)	(599,453)	(599,453)

(a) Financial assets measured at amortised cost include cash, accrued income, trade and other debtors but excludes prepayments.

(b) Financial liabilities held at amortised cost includes, trade creditors, deferred income and other creditors but excludes accruals.

### 19. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES (2018):

	Restricted Funds	Unrestricted Funds
<b>INCOME FROM</b>		
Donations	501,142	518,294
Charitable Activities - Legal and advice services		663,058
Investments	-	10
<b>TOTAL INCOME</b>	<u>501,142</u>	<u>1,181,362</u>
<b>EXPENDITURE ON</b>		
Raising Funds	-	74,192
Charitable Activities - Legal and advice services	512,497	932,246
<b>TOTAL EXPENDITURE</b>	<u>512,497</u>	<u>1,006,438</u>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>	<u>(11,355)</u>	<u>174,924</u>
<b>NET MOVEMENT OF FUNDS</b>	<u>(11,355)</u>	<u>174,924</u>
<b>RECONCILIATION OF FUNDS:</b>		
Total funds at 1 April 2017	43,107	191,536
<b>TOTAL FUNDS AT 31 MARCH 2018</b>	<u><u>31,752</u></u>	<u><u>366,460</u></u>

