

# MARY WARD LEGAL CENTRE

England & Wales · Charity number 1024148

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">02786099</a>                                |
| Registered     | 1993-07-23                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| Address | Mary Ward Centre<br>275-285 High Street<br>Stratford<br>London<br>E15 2TF  |
| Phone   | 02072696334                                                                |
| Email   | <a href="mailto:clerk@marywardcentre.ac.uk">clerk@marywardcentre.ac.uk</a> |
| Website | <a href="http://www.marywardlegal.org.uk">www.marywardlegal.org.uk</a>     |

## Activities

**Objects:** TO PROVIDE MEMBERS OF THE PUBLIC, IN CONDITION OF NEED, HARDSHIP OR DISTRESS WITH ADVICE, INFORMATION, ASSISTANCE & REPRESENTATION DEALING WITH THE QUESTION OF HOUSING WELFARE RIGHTS, EMPLOYMENT, IMMIGRATION, TAXATION, INSOLVENCY & BANKRUPTCY AND OTHER FINANCIAL & LEGAL PROBLEMS.

**Activities:** Provision of free legal, debt and welfare benefits advice to people who live in greater London area. Provide advice, assistance and representation where appropriate. Specialise in Housing, Employment and debt law and welfare benefits. Our clients are from low income groups.

## Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Other Defined Groups

## Geography

- **Area of benefit:** "IN PRACTICE" GTR. LONDON (PEOPLE LIVING/WORKING)
- Throughout London

## Finances

| Period end | Income     | Expenditure | Assets   | Employees |
|------------|------------|-------------|----------|-----------|
| 2025-07-31 | £1,477,641 | £1,434,526  | £161,337 | 21        |
| 2024-07-31 | £1,330,488 | £1,294,443  | £118,222 | 21        |
| 2023-07-31 | £1,077,070 | £1,120,868  | £82,177  | 21        |
| 2022-07-31 | £1,010,139 | £1,075,808  | £125,975 | 19        |
| 2021-07-31 | £1,339,898 | £1,230,961  | £191,644 | 23        |
| 2020-07-31 | £1,232,404 | £1,198,319  | £82,707  | 24        |

## Trustees

| Name                         | Role  | Appointed  |
|------------------------------|-------|------------|
| <b>Veronica Daly</b>         | Chair | 2024-12-10 |
| Adeola AKANDE PIERRE-NOEL    |       | 2024-06-25 |
| Beatriz Montoya              |       | 2017-06-28 |
| Emma Victoria Wyatt          |       | 2016-10-25 |
| Eva HENRY                    |       | 2022-05-10 |
| Graham Keith Collins BSc MSc |       | 2018-05-01 |
| Mark Daniel Ellis            |       | 2025-12-09 |
| Noor-ud-din JANMOHAMED       |       | 2024-06-25 |
| Paul William NICHOLS         |       | 2022-01-06 |
| Valerie Susan Taylor         |       | 2025-09-05 |

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# Accounts

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COMPANY NUMBER 02786099  
CHARITY NUMBER 1024148

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

**MARY WARD LEGAL CENTRE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2025**

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**THE MARY WARD LEGAL CENTRE  
REPORT FROM THE CHAIR  
FOR THE YEAR ENDED 31 JULY 2025**

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## **REPORT FROM THE CHAIR**

The Mary Ward Legal Centre (“the Centre”) has seen another year of high demand for its services, assisting over 1,400 people with their legal issues during 2024-25.

The Centre has provided specialist advice casework and representation in the areas of debt, housing and welfare benefits, as well as generalist advice as part of its holistic service provision, and a pro bono service offering advice on employment, housing, consumer, general civil litigation, and family law. The advice has been provided at the Centre’s offices and at several outreach locations.

The work of the Centre leads to life-changing outcomes where homes are saved, debts are reduced, incomes are increased, and clients report improved wellbeing and greater awareness of their rights and how to enforce them. The Centre’s clients are facing extremely tough times with rising living costs, welfare reform, and a housing crisis. Many experience homelessness, poor housing conditions impacting their health, growing debts as they struggle financially, loss of essential welfare benefits (many of which are to support those with a disability and/or a long-term health condition), and discrimination. Clients often have multiple inter-related legal issues that need resolving.

The Centre has been successful in securing additional grant funding to continue to provide much-needed advice during these challenging times. Funding extensions from the Access to Justice Foundation and the GLA (through the London Legal Support Trust) supported the Centre to continue to provide specialist welfare benefits advice and representation. Funding from St Andrew Holborn and St Giles and St George has enabled the Centre to provide a more holistic service, delivering generalist advice at outreach venues in Camden. The Centre has formed a new partnership with UCL, working on a joint project, funded by the Department of Health and Social Care, to measure the health outcomes of advice in Children’s Centres in Tower Hamlets.

Funding from the Justice First Fellowship scheme, Linklaters and the GLA has helped the Centre address the recruitment and retention crisis facing the advice sector, by supporting trainee solicitors and apprentices to become future social welfare lawyers. The Centre is grateful to these funders for their support in tackling this significant issue which impacts the sector’s ability to maintain and grow service provision.

During the period, the Centre’s ultimate holding company, the Mary Ward Settlement (“Mary Ward”) experienced its own financial difficulties. This culminated in a request from the Mary Ward to the Department for Education for financial support, which was granted in the form of an emergency loan and the requirement to embark on a Structure and Prospects Appraisal (SPA process) by the Further Education Commissioner. Trustees ensured that urgent measures were taken to protect the interests of creditors, beneficiaries and staff of the Mary Ward Settlement group (which comprises the Mary Ward Centre, Mary Ward Legal Centre and Blackfriars Settlement). This included stopping or reducing certain services, negotiating interest free periods from lenders and restructuring the organisation. The SPA process has resulted in the identification of Newham College of Further Education being identified as a potential merger partner to provide stronger financial resilience.

Looking ahead, aside from continuing to work towards a potential merger and strengthening the financial position of the Mary Ward Settlement group as a whole, the Centre’s priorities for 2025-26 include continuing to work to ensure the best possible legal outcomes for its clients.

We are grateful for the hard work and commitment of the Centre’s staff and volunteers and to the following funders and donors for 2024-25 who have enabled the Centre to continue its work in changing lives: London Borough of Camden, Legal Aid Agency, Money and Pensions Service (Debt Free Advice), Trust for London, Access to Justice Foundation, Legal Education Foundation, London Legal Support Trust, AB Charitable Trust, St Andrew Holborn, St Giles and St George, Linklaters, Clifford Chance, and Farrer & Co. The Centre is also grateful for the continued pro bono support from Eversheds Sutherland.

Veronica Daly  
Chair

*Veronica Daly*

Veronica Daly (Apr 28, 2026 20:28:38 GMT+1)

28/04/2026

# MARY WARD LEGAL CENTRE

## REFERENCE AND ADMINISTRATIVE DETAILS

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### REFERENCE DETAILS

Charity number: 1024148  
Company number: 02786099  
Address and Registered Office: The Mary Ward Centre, 275-285 High St, London E15 2TF

### KEY MANAGEMENT PERSONNEL

Key management personnel are defined as members of the Centre's Senior Management Team and were represented by the following in 2024-25:

|                                    |                                                              |
|------------------------------------|--------------------------------------------------------------|
| Warden, CEO                        | Therese Reinheimer-Jones (until 31 <sup>st</sup> March 2026) |
| Director of Mary Ward Legal Centre | Paula Twigg                                                  |
| Director of Finance and Resources  | Juliet Woodford                                              |

### BOARD OF TRUSTEES

A full list of trustees is given on page 8 of these Financial Statements.

Ms. Beverley Campbell acted as Clerk to the Board of Trustees throughout the year under review until 31<sup>st</sup> July 2025.

### PROFESSIONAL ADVISERS

|                              |                                                              |
|------------------------------|--------------------------------------------------------------|
| FINANCIAL STATEMENTS AUDITOR | Buzzacott Audit LLP<br>130 Wood Street<br>London<br>EC2V 6DL |
|------------------------------|--------------------------------------------------------------|

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| INTERNAL AUDITOR | Validera<br>30 Camp Road<br>Farnborough<br>Hants<br>GU14 6EW |
|------------------|--------------------------------------------------------------|

|         |                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------|
| BANKERS | The Co-operative Bank plc<br>3rd floor, St Paul's House<br>10 Warwick Lane<br>London<br>EC4M 7BP |
|---------|--------------------------------------------------------------------------------------------------|

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2025**

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## **REPORT OF THE BOARD OF TRUSTEES**

The Board of Trustees (“the Board”) is pleased to present its Annual Report, together with the Financial Statements of Mary Ward Legal Centre (“the Centre”) for the year ended 31<sup>st</sup> July 2025. This report is also prepared to meet the requirements for a Directors’ Report and Financial Statements for Companies Act purposes.

### **NATURE, OBJECTIVES AND STRATEGIES**

#### **LEGAL STATUS**

The Centre is a company limited by guarantee (number 02786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

#### **THE PURPOSE OF THE CENTRE**

The Mission of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Centre’s portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of pro bono general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit, including the guidance ‘Public benefit: running a charity (PB2)’, when reviewing the Centre’s aims and objectives and in planning future activities.

The Centre is a wholly owned subsidiary of Mary Ward Settlement (“the Settlement”). The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188).

#### **CORE VALUES AND OBJECTIVES**

The Centre’s Core Values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, between the Centre, the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these Core Values; and
- Maintaining an open, honest, accountable and fair approach in all communications with all its service users, staff and other stakeholders.

The Centre’s Strategic Objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now, and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**CORE VALUES AND OBJECTIVES (continued)**

- To maintain good financial health in order to ensure the sustainable delivery of its Mission and Objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and Objectives.

The Centre is on target to meet both the service and Strategic Objectives.

**ACHIEVEMENTS AND PERFORMANCE**

**KEY ACHIEVEMENTS**

The Centre's specific achievements for 2024-25 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Securing additional grant funding and donations to deal with the impact of the cost of living crisis;
- Helping over 1400 people with their legal issues;
- Working in partnership with local organisations to deliver outreach advice;
- Delivering against contractual funding outputs and outcomes;
- Continuing to meet the Law Society's legal practice quality mark - Lexcel - and being commended for sustaining an extremely high level of compliance against the standard.
- Delivering a pro bono advice service to help more people who cannot access help from legal aid to resolve their legal issues;
- Securing funding from City Bridge Foundation to enable us to deliver much-needed specialist welfare benefits advice across London from 2025-26;
- Securing continued funding from the GLA through the London Legal Support Trust to increase our capacity to provide specialist housing and welfare benefits advice pan-London;
- Securing multi-year funding for a generalist adviser to provide holistic support and increase our outreach in Camden;
- Supporting three members of staff to train as trainee solicitors;
- Clients receiving help with their welfare benefits appeals achieved an average increase of £87 a week in benefits;
- Playing an active role in local advice partnerships in Camden and Newham, including chairing and hosting the Newham Advice and Advocacy Forum;
- Working in partnership with other community organisations and food banks in Newham to provide specialist advice in food bank users.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2025**

**PERFORMANCE INDICATORS**

The actual performance against the agreed targets are set out in the table below:

| Key Performance Indicator                                                                    | Target<br>2024-25 | Achieved<br>2024-25 | Target<br>2023-24 | Achieved<br>2023-24 |
|----------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Meet annual target for matter starts                                                         | 1262              | 1353                | 1,230             | 1,407               |
| Maintain the number of people who get advice through pro bono clinics                        | 100               | 107                 | 100               | 122                 |
| Maintain a high level of client satisfaction                                                 | 95%               | 98%                 | 95%               | 99%                 |
| Maintain the high % of cases that have a positive outcome                                    | 92%               | 95%                 | 92%               | 96%                 |
| A high % of clients who respond to our survey report an improvement in health and well-being | 88%               | 94%                 | 88%               | 96%                 |

**FINANCIAL REVIEW**

The results for the year are set out on page 15. There has been a surplus for the year of £43,115 (2023-24: £36,045). Income, including the value in kind of pro bono donations of goods or services valued at £311,605 (2023-24: £227,744), increased overall by £147,153 to £1,477,641 (2023-24: £1,330,488). The increase reflects a rise in donated services and Legal Aid Agency income earned through work of the Centre.

Income from the Debt Free Advice contract, at £140,692, was higher than the previous year (2023-24: £134,325), reflecting a small increase in the rates payable. Other income for specialist advice, which comes primarily from the Legal Aid Agency and the London Borough of Camden totalled £448,723, (2023-24: £363,972). Legal aid income increased by £30,391 to £244,480 (2023-24: £45,060 to £214,089), following several years of very low volumes during and after the Covid-19 pandemic which impacted the number of possession cases being listed.

Other sources of funding included the Access to Justice Foundation, the London Legal Support Trust, Trust for London, the Legal Education Foundation, the AB Charitable Trust, St Giles and St George and St Andrew Holborn, jointly contributing £577,281. The two main corporate funders, Linklaters and Clifford Chance both continued with their generous funding, donating £91,250 and £30,254 respectively (2023-24: £77,000 and £31,000), and both continued to donate the services of trainee solicitors, pro bono, as in previous periods, which have been valued at a total of £75,000. In addition the Centre has benefitted from pro bono advice provided by Eversheds Sutherland, valued at £236,605 (2023-24: £152,744).

Costs rose by £140,083 to £1,434,526 (2023-24: £1,294,443). Total salary costs were £912,687 (2023-24: £894,568), of which £75,000 (2023-24: £75,000) was the recognised value of donated services from Linklaters LLP and Clifford Chance LLP. Other admin and premises costs rose by £121,964 to £521,839 (2023-24: £399,875) during 2024-25 compared to 2023-24, of which £236,605 was the recognised value of donated services from Eversheds Sutherland (2023-24: £152,744). Excluding the value of the donated services, the underlying cost increase was 5% during the period, primarily reflecting inflationary cost increases across the range of supplies.

Costs in general continue to be carefully managed where possible; however, growth of services is essential in order to meet the future income targets for future sustainability, and the targets of our funders. The demand for the Centre's services remains high and the Centre remains committed to at least maintaining the level of provision, with plans to increase over the next few years as soon as resources and capacity allow.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**TREASURY MANAGEMENT**

Treasury management is the management of the Centre's cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

There was a net increase in the cash held by the Centre of £99,451 to £282,456 (2023-24: £183,005). While an improvement on the position at the end of 2024, the tight margins in the operational activity of the Centre mean that careful treasury management will remain an essential focus for the Centre's Senior Management Team.

**RESERVES POLICY AND GOING CONCERN**

The Centre aims to hold reserves equivalent of 1 to 3 months' expenditure so that it can continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31st July 2025 were £161,337 (2024 £118,222) an improvement from 2023-24 to 135% of the lower end of target, and 45% of the higher end (2023-24: to 124% of the lower end of target, and 41% of the higher end ). This reflects the operational improvement during the period, to a reported surplus following several years of deficits in the aftermath of the Covid-19 pandemic. The expectation is that reserves will remain at a similar level until the Centre has the resources and capacity to invest in longer term, sustainable growth.

The Centre reported an operating surplus of £43,115 for the year (2023-24: £36,045) against an original budgeted surplus of £25,000. While the out-turn was an improvement on the anticipated level, the Centre's challenge for the next few years will be to continue to secure sufficient, reliable, income streams to support its key operations, including the core costs that underpin them.

The financial difficulties of the parent company, Mary Ward Settlement, during the period had limited operational impact on the activities of the Centre, which continued to offer its services as usual. However, the longer term impact of the request from Mary Ward Settlement to the Department for Education for financial support, the acceptance of an emergency loan and the requirement to embark on an SPA process by the Further Education Commissioner has resulted in the identification of Newham College of Further Education as a potential merger partner to provide stronger financial resilience across the Mary Ward Settlement group.

Cashflows and budgets to April 2027 and beyond include the following assumptions:

- Continuation of existing confirmed funding and associated costs which comprise over 75% of budgeted income for both 2025-26 and 2026-27
- Success in delivering and, ultimately completing, Legal Aid Agency casework, which comprises the majority of the remaining budgeted income, and makes a strong contribution versus costs
- Careful management of the costs of running the Centre's operations
- A commitment from the Centre's ultimate holding company, Mary Ward Settlement or Newham College of Further Education, not to enforce payment of the intercompany debt outstanding at 31<sup>st</sup> July 2025 at short notice

There are inherent material uncertainties with the above assumptions, but taking the above factors into account the Board considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least April 2027. For this reason it continues to adopt the going concern basis in preparing the financial statements.

# MARY WARD LEGAL CENTRE

## REPORT OF THE BOARD OF TRUSTEES

### FOR THE YEAR ENDED 31 JULY 2025

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#### FUTURE DEVELOPMENTS

Looking forward the Centre expects to be able to achieve the following:

- To ensure pan-London provision of its specialist advice in housing, welfare benefits and debt.
- To review and develop its pro bono service.
- To develop its public law work under a legal aid contract.
- To expand its outreach provision to Family Hubs and explore health settings.
- To take an active role in advice networks, and work in partnership with local advice providers and community organisations.
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income.

#### FUNDRAISING

The Centre manages its own fundraising activities and aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells or shares data and ensures that communication preferences can be changed at any time. The Centre undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service.

During 2024-25, the Centre received no complaints about its fundraising activities.

#### STRUCTURE GOVERNANCE AND MANAGEMENT

The following is provided to enable readers of the Annual Report and Financial Statements of the Centre to obtain a better understanding of its governance and legal structure. The statement covers the period from 1<sup>st</sup> August 2024 to 31<sup>st</sup> July 2025 and up to the date of the approval of the Annual Report and Financial Statements.

The Centre is a registered charity. The Board confirms that it has had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these Financial Statements.

#### THE BOARD

The directors of the Centre, a charitable company, are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

|                           |                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------|
| Adeola Akande Pierre-Noel |                                                                                        |
| Frances Bates             | Chair (to 10 <sup>th</sup> December 2024) (resigned 10 <sup>th</sup> December 2024)    |
| Nadine Cartner            | (resigned 11 <sup>th</sup> June 2025)                                                  |
| Graham Collins            |                                                                                        |
| Veronica Daly             | (appointed 10 <sup>th</sup> December 2024) Chair (from 10 <sup>th</sup> December 2024) |
| Kim Duong                 | (resigned 7 <sup>th</sup> October 2024) Treasurer                                      |
| Mark Ellis                | (appointed 9 <sup>th</sup> December 2025)                                              |
| Eva Henry                 |                                                                                        |
| Nick Janmohamed           |                                                                                        |
| Beatriz Montoya           |                                                                                        |
| Paul Nichols              |                                                                                        |
| Valerie Taylor            | (appointed 5 <sup>th</sup> September 2025)                                             |
| Sally Todd                | (resigned 7 <sup>th</sup> October 2024)                                                |
| Emma Wyatt                |                                                                                        |

Company Secretary: Therese Reinheimer-Jones (until 31 March 2026)

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**APPOINTMENTS TO THE BOARD**

The Centre operates selection criteria for recruitment of trustees to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Governance and Nominations Committee, which includes at least one trustee from the Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Centre's trustees.

**TRUSTEE INDUCTION AND TRAINING**

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**ORGANISATION**

The Centre has its own Board of up to 14 members who are trustees, nominated by Mary Ward Settlement. For the period under review Mr P Nichols and Ms E Wyatt were trustees of the Centre only. All other members were also trustees of the Mary Ward Settlement Board, which provides overall leadership and strategic direction. Sub-committees of the Settlement Board include a Finance Committee, Audit & Risk Committee and a Remuneration Committee which meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a Senior Management Team consisting of the Director of the Centre and the Director of Finance and Resources.

The Chief Executive and her Senior Management Team oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS**

None of the trustees receive remuneration or other benefit from their work with the Centre. For the year under review, no trustee received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31<sup>st</sup> July 2025 (2024: none).

Any connection between a trustee or senior manager of the Centre and any organisation associated with the Centre must be disclosed to the Board in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The trustees and the Senior Management Team comprise the key management personnel of the Centre in charge of directing and controlling, running and operating the Centre on a day to day basis.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board. The employment costs of the Senior Management Team for their work in relation to the Centre are allocated to the Centre.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**RISK MANAGEMENT**

The Board has a risk management strategy which comprises the following:

- Regular reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the Centre;
- Regular reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that approximately half of its income, excluding value in kind donations, comes from three sources: the Debt Free Advice debt advice contract funded by the Money and Pensions Service, the Legal Aid Agency (LAA); and Camden Council.

The Centre has a strategy to expand its legal aid funded housing advice provision as soon as it is able to do so, leading to increased income streams as the services are developed. The key risks from this strategy relate to uncertainty over how quickly legal aid income will grow, and the difficulties in recruiting and retaining suitably qualified and/or experienced staff. In mitigation, the plan to grow the team has been temporarily stalled while legal aid income has been low and recruitment difficult; a close watch is being kept on volumes and investment is being made in trainees to grow our pool of future solicitors; and the Centre has invested in billing services, to enable more prompt and accurate billing, and to improve cash flows.

To address the risk of over-reliance on a small number of key funders, we continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts and tend to be time limited to usually no more than 3 years.

Other significant risks facing the Centre are increasing demands being placed on already hard-working staff and quality failure in the advice being offered, and in our ability to recruit good staff either to replace leavers, or as we seek to grow the Housing Team. The first is mitigated by the use of an effective support and supervision system and regular team meetings, alongside a supportive culture and one that encourages open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed. To help mitigate the potential future risk of being unable to recruit suitably qualified staff, the Centre is investing in trainee solicitor/ apprentice roles.

Other operational risks are considered to be at a low level and are monitored by management.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Centre's trustees (who are also directors of the Centre for the purposes of company law) are responsible for preparing the trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the Centre 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Centre 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 Centre 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 Centre's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS**

In so far as each of the trustees is aware at the time of approving the Report and Financial Statements:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Centre's auditor is unaware; and
- the trustees, having made enquiries of fellow trustees and the Centre's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a trustee in order to make themselves aware of any relevant audit information and to establish that the Centre's auditor is aware of that information.

Small Companies Note:

In preparing this report the trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

By order of the Board of Trustees

*Veronica Daly*

[Veronica Daly \(Apr 28, 2026 20:28:38 GMT+1\)](#)

Veronica Daly  
Chair

**Date:** 28 April 2026

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE MARY WARD LEGAL CENTRE FOR THE YEAR ENDED 31 JULY 2025

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## Opinion

We have audited the financial statements of The Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements, including the principal 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 July 2025 and of its 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 charitable company 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Material uncertainty related to going concern

We draw attention to the information contained in the trustees' report on page 7 and to note 1(b) 'Preparation of the financial statements on a going concern basis' on page 18 of the financial statements, which indicates that material uncertainties exist related to going concern. Our opinion is not modified in respect of this matter.

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report and Financial Statements, other than the financial statements and our auditor's report thereon. 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.

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 themselves. 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.

## Opinion 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 is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements;
- and the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE MARY WARD LEGAL CENTRE FOR THE YEAR ENDED 31 JULY 2025

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### **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.

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

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

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees, who are also the directors 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 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (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 United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011), those that relate to data protection (General Data Protection Regulation), safeguarding, employment and health and safety; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE MARY WARD LEGAL CENTRE FOR THE YEAR ENDED 31 JULY 2025

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We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- used data analytics to investigate the rationale behind any significant or unusual transactions;
- tested authorisation controls on expenditure items, ensuring all expenditure was approved in line with the charitable company's financial procedures; and
- performed substantive testing on grant income to ensure the income recognised complied with the funding agreements.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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.

### Use of this report

This report is made solely to the charity'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 charity's members those matters that 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 charity and the charity's members as a body, for our audit work, or the opinions we have formed.



Catherine Biscoe (Senior Statutory Auditor)  
For and on behalf of Buzzacott Audit LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

Date: 29 April 2026

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JULY 2025**

|                                            | Notes | Unrestricted Funds | Restricted Funds | Total Funds 2025 | Unrestricted Funds | Restricted Funds | Total Funds 2024 |
|--------------------------------------------|-------|--------------------|------------------|------------------|--------------------|------------------|------------------|
|                                            |       | £                  | £                | £                | £                  | £                | £                |
| <b>INCOME FROM:</b>                        |       |                    |                  |                  |                    |                  |                  |
| Donations and legacies                     | 3     | 404,695            | 41,250           | 445,945          | 321,374            | 32,259           | 353,633          |
| <i>Charitable activities:</i>              |       |                    |                  |                  |                    |                  |                  |
| Legal Services                             | 4     | 158,124            | 873,572          | 1,031,696        | 157,361            | 819,494          | 976,855          |
| <b>TOTAL INCOME</b>                        |       | <b>562,819</b>     | <b>914,822</b>   | <b>1,477,641</b> | <b>478,735</b>     | <b>851,753</b>   | <b>1,330,488</b> |
| <b>EXPENDITURE ON:</b>                     |       |                    |                  |                  |                    |                  |                  |
| <i>Raising funds:</i>                      |       |                    |                  |                  |                    |                  |                  |
| Generating donations and grants            |       | 12,095             | -                | 12,095           | 11,717             | -                | 11,717           |
| <i>Charitable activities:</i>              |       |                    |                  |                  |                    |                  |                  |
| Legal services                             | 5     | -                  | 1,422,431        | 1,422,431        | -                  | 1,282,726        | 1,282,726        |
| <b>TOTAL EXPENDITURE</b>                   |       | <b>12,095</b>      | <b>1,422,431</b> | <b>1,434,526</b> | <b>11,717</b>      | <b>1,282,726</b> | <b>1,294,443</b> |
| <b>NET INCOME/(EXPENDITURE)</b>            |       | <b>550,724</b>     | <b>(507,609)</b> | <b>43,115</b>    | <b>467,018</b>     | <b>(430,973)</b> | <b>36,045</b>    |
| Transfers between funds                    | 19    | (507,609)          | 507,609          | -                | (430,973)          | 430,973          | -                |
| <b>NET MOVEMENT IN FUNDS</b>               |       | <b>43,115</b>      | <b>-</b>         | <b>43,115</b>    | <b>36,045</b>      | <b>-</b>         | <b>36,045</b>    |
| <b>RECONCILIATION OF FUNDS:</b>            |       |                    |                  |                  |                    |                  |                  |
| <b>FUNDS AT 1<sup>st</sup> AUGUST 2024</b> |       | <b>118,222</b>     | <b>-</b>         | <b>118,222</b>   | <b>82,177</b>      | <b>-</b>         | <b>82,177</b>    |
| <b>FUNDS AT 31<sup>st</sup> JULY 2025</b>  |       | <b>161,337</b>     | <b>-</b>         | <b>161,337</b>   | <b>118,222</b>     | <b>-</b>         | <b>118,222</b>   |

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

The notes on pages 18 to 27 form part of these Financial Statements.

**MARY WARD LEGAL CENTRE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2025**

|                                                | Notes | 2025<br>£      | 2024<br>£      |
|------------------------------------------------|-------|----------------|----------------|
| <b>CURRENT ASSETS</b>                          |       |                |                |
| Work in progress                               | 14    | 240,991        | 268,661        |
| Debtors                                        | 15    | 106,262        | 142,160        |
| Cash at bank and in hand                       |       | 282,456        | 183,005        |
|                                                |       | <u>629,709</u> | <u>593,826</u> |
| <b>LIABILITIES</b>                             |       |                |                |
| Creditors: amounts falling due within one year | 16    | (468,372)      | (475,604)      |
| <b>NET CURRENT ASSETS</b>                      |       | <u>161,337</u> | <u>118,222</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>   |       | 161,337        | 118,222        |
| <b>NET ASSETS</b>                              |       | <u>161,337</u> | <u>118,222</u> |
| <b>THE FUNDS OF THE CHARITY:</b>               |       |                |                |
| <b>UNRESTRICTED FUNDS</b>                      |       |                |                |
| General fund                                   |       | 161,337        | 118,222        |
|                                                |       | <u>161,337</u> | <u>118,222</u> |
| <b>RESTRICTED FUNDS</b>                        | 19    | -              | -              |
| <b>TOTAL FUNDS</b>                             |       | <u>161,337</u> | <u>118,222</u> |

These accounts are prepared in accordance with FRS102 and the special provisions of Part 15 of the Companies Act relating to small companies.

The notes on pages 18 to 27 form part of these Financial Statements.

Approved by the trustees on 21<sup>st</sup> April 2026.

Signed on behalf of the trustees on 28 April 2026.

*Veronica Daly*

[Veronica Daly \(Apr 28, 2026 20:28:38 GMT+1\)](#)

Veronica Daly  
Chair

Company registration number: 02786099

**MARY WARD LEGAL CENTRE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 JULY 2025**

|                                                        | Notes | 2025<br>£      | 2024<br>£      |
|--------------------------------------------------------|-------|----------------|----------------|
| Net cash flows from operating activities:              | 21    | <u>99,451</u>  | <u>104,296</u> |
| Change in cash and cash equivalents in the year        |       | 99,451         | 104,296        |
| Cash and cash equivalents at the beginning of the year | 22    | 183,005        | 78,709         |
| Cash and cash equivalents at the end of the year       |       | <u>282,456</u> | <u>183,005</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are laid out below:

**a) Basis of preparation**

The Financial Statements have been prepared for the year to 31<sup>st</sup> July 2025. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these Financial Statements. They 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Centre meets the definition of a public benefit entity under FRS102.

The Financial Statements are presented in sterling and are rounded to the nearest pound.

**b) Preparation of the Financial Statements on a going concern basis**

The financial difficulties of the parent company, Mary Ward Settlement, during the period had limited operational impact on the activities of the Settlement, which continued to offer its services as usual. However, the longer term impact of the request from Mary Ward Settlement to the Department for Education for financial support, the acceptance of an emergency loan and the requirement to embark on an SPA process by the Further Education Commissioner has resulted in the identification of Newham College of Further Education as a potential merger partner to provide stronger financial support across the Mary Ward Settlement group.

The Centre reported an operating surplus of £43,115 for the year (2023-24: £36,045) against an original budgeted surplus of £25,000. While the out-turn was an improvement on the anticipated level, the Centre's challenge for the next few years will be to continue to secure sufficient, reliable, income streams to support its key operations, including the core costs that underpin them.

Cashflows and budgets to April 2027 and beyond include the following assumptions:

- Continuation of existing confirmed funding and associated costs which comprise over 75% of budgeted income for both 2025-26 and 2026-27
- Success in delivering and, ultimately completing, Legal Aid Agency casework, which comprises the majority of the remaining budgeted income, and makes a strong contribution versus costs
- Careful management of the costs of running the Centre's operations
- A commitment from the Centre's ultimate holding company, Mary Ward Settlement or Newham College of Further Education, not to enforce payment of the intercompany debt outstanding at 31<sup>st</sup> July 2025 at short notice

There are inherent material uncertainties with the above assumptions, but taking the above factors into account the Board considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least April 2027. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**c) Critical accounting estimates and areas of judgement**

Preparation of the Financial Statements requires the trustees to make significant judgements and estimates. The item in the Financial Statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors, and estimating the value of donated goods and services.

**d) Income recognition**

Income is recognised in the period in which the Centre has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Centre has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**1. ACCOUNTING POLICIES** (continued)

d) Income recognition (continued)

Legal Aid Agency income is recognised for all work carried out on approved Legal Aid Agency cases at the point in time it is earned, at Legal Aid Agency rates. Where cases become eligible for payment at commercial, Inter Partes, rates, the higher fee is recognised only when the case is complete and ready to be billed.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income.

- Donations and grants are recognised when the Centre has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the Centre is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Centre and it is probable that those conditions will be fulfilled in the reporting period.
- Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the Financial Statements as contractual income debtors.
- Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.
- Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised. Donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period.
- Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the bank.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Centre to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and is classified as follows:

- Expenditure on raising funds includes all expenditure associated with raising funds for the Centre.
- Expenditure comprises the costs of charitable activities in respect of the Centre's primary charitable purposes as described in the trustees' report.
- All expenditure is stated inclusive of irrecoverable VAT.

g) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Centre it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment. Governance costs comprise the costs involving the public accountability of the Centre (including audit costs) and costs in respect of compliance with regulation and good practice.

Support costs and governance costs are allocated to the one charitable activity: legal services.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**1. ACCOUNTING POLICIES** (continued)

h) Leased assets

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

i) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

|                                          |     |
|------------------------------------------|-----|
| Furniture, fixtures and office equipment | 20% |
|------------------------------------------|-----|

j) Work in progress

Work in progress is the estimated value of legal work that could potentially have been invoiced at 31<sup>st</sup> July of the year in question. The value is calculated with reference to the time recorded by case workers which is expected to result in billable work, and is valued at standard Legal Aid Agency rates.

k) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

l) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

m) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Centre anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

n) Pension contributions

Contributions in respect of the Centre's defined contribution pension scheme are charged to the Statement of Financial Activities when they are payable to the scheme. The Centre has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**2. LEGAL STATUS OF THE CENTRE**

The Centre is a company limited by guarantee and has no share capital. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**3. INCOME FROM DONATIONS AND LEGACIES**

|                  | 2025<br>£      | 2024<br>£      |
|------------------|----------------|----------------|
| Donations        | 134,340        | 125,889        |
| Donated services | 311,605        | 227,744        |
|                  | <u>445,945</u> | <u>353,633</u> |

Donations include £91,000 from Linklaters LLP, £31,000 from Clifford Chance LLP, and £5,000 from Farrer and Co. Donated services comprise the estimated value of pro bono legal services by Eversheds Sutherland and the estimated value of seconded trainee solicitors by Linklaters LLP and Clifford Chance LLP. The equivalent expenditure of the donated services is included in operational staff costs and professional fees.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the Financial Statements.

All of the above income is unrestricted except for donations of £41,250 which are restricted (2023-24: £32,259).

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                     | 2025<br>£        | 2024<br>£      |
|---------------------|------------------|----------------|
| Legal services:     |                  |                |
| Revenue grants      | 709,289          | 747,883        |
| Advice and casework | 322,407          | 228,972        |
|                     | <u>1,031,696</u> | <u>976,855</u> |

All of the above income is restricted except for revenue grants of £158,124 (2023-24: £157,361) which are unrestricted.

**5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                       | 2025<br>£        | 2024<br>£        |
|---------------------------------------|------------------|------------------|
| Salaries (including donated services) | 635,139          | 654,685          |
| Casework costs                        | 74,771           | 55,712           |
| Insurance                             | 1,543            | 3,396            |
| Other direct costs                    | 47,138           | 23,916           |
| Support costs (note 7)                | 663,840          | 545,017          |
|                                       | <u>1,422,431</u> | <u>1,282,726</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

**6. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES**

|                               | 2025<br>£        | 2024<br>£        |
|-------------------------------|------------------|------------------|
| Costs                         | (1,422,431)      | (1,282,726)      |
| Advice and casework contracts | 322,407          | 228,972          |
| Revenue grants                | 709,289          | 747,883          |
|                               | <u>(390,735)</u> | <u>(305,871)</u> |

**7. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)**

|                                                                | 2025<br>£      | 2024<br>£      |
|----------------------------------------------------------------|----------------|----------------|
| Staff costs                                                    | 265,453        | 228,166        |
| IT costs                                                       | 25,930         | 35,049         |
| Audit costs                                                    | 18,809         | 20,983         |
| Premises                                                       | 100,057        | 96,646         |
| Other support costs (including the value of pro-bono services) | 253,591        | 164,173        |
|                                                                | <u>663,840</u> | <u>545,017</u> |

**8. NET EXPENDITURE FOR THE YEAR**

|                                | 2025<br>£     | 2024<br>£     |
|--------------------------------|---------------|---------------|
| This is stated after charging: |               |               |
| Auditor's remuneration:        |               |               |
| Financial statements audit     | 10,809        | 12,983        |
| SAR audit                      | 8,000         | 8,000         |
| Operating lease rentals        | <u>32,500</u> | <u>32,500</u> |

**9. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

|                                                                         | 2025<br>£      | 2024<br>£      |
|-------------------------------------------------------------------------|----------------|----------------|
| Wages and salaries (including £75,000 donated services (2024: £75,000)) | 782,262        | 784,257        |
| Social security costs                                                   | 84,503         | 68,353         |
| Other pension costs                                                     | 45,922         | 41,958         |
|                                                                         | <u>912,687</u> | <u>894,568</u> |

No employees' remuneration was above £60,000 in the year (2024: none).

The Centre's trustees were not paid (2024: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2024: £nil). No Centre trustee received payment for professional or other services supplied to the Centre (2024: £nil).

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

**9. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL (continued)**

The key management personnel of the Centre comprise the Director of the Centre and those members of the Senior Management Team of Mary Ward Settlement who provided services to the Centre as part of their role for the Mary Ward Settlement. These members of staff, comprising the Warden and CEO and Director of Finance and Resources of the Mary Ward Settlement did not receive any additional remuneration for their work on behalf of the Centre, however, a portion of their costs were recharged by the Mary Ward Settlement. Total recharged costs from the Mary Ward Settlement for recharged staff was £158,807 (2024: £157,932), of which £10,435 (2024: £10,186) related to the Senior Management Team of Mary Ward Settlement. Total key management personnel remuneration for the year was £70,908 (2024: £68,773).

**10. STAFF NUMBERS**

The average number of staff employed each month was 21 (2024: 26). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

|                   | 2025      |           | 2024      |           |
|-------------------|-----------|-----------|-----------|-----------|
|                   | No.       | Fte       | No.       | Fte       |
| Operational staff | 15        | 13        | 19        | 17        |
| Support staff     | 6         | 6         | 7         | 4         |
|                   | <u>21</u> | <u>19</u> | <u>26</u> | <u>21</u> |

**11. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS**

Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of the Centre. The Financial Statements do not include disclosure of transactions between the Centre and the Settlement. As a 100% controlled subsidiary undertaking, the Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2024: none).

**12. GOVERNMENT GRANTS**

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

**13. CORPORATION TAXATION**

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**14. WORK IN PROGRESS**

Work in progress is the value of legal casework not yet assessed by the Legal Aid Agency.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2025<br>£      | 2024<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 50,468         | 104,283        |
| Prepayments and accrued income | 52,246         | 34,067         |
| Other debtors                  | 3,548          | 3,810          |
|                                | <u>106,262</u> | <u>142,160</u> |

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2025<br>£      | 2024<br>£      |
|---------------------------------|----------------|----------------|
| Taxes and social security costs | 29,944         | 12,946         |
| Accruals and deferred income    | 245,941        | 291,216        |
| Annual leave accrual            | 26,004         | 14,938         |
| Amounts owed to group companies | 161,374        | 150,998        |
| Other creditors                 | 5,109          | 5,506          |
|                                 | <u>468,372</u> | <u>475,604</u> |

**17. DEFERRED INCOME**

Deferred income is made up of income, received in advance, for services to be delivered after 31<sup>st</sup> July 2025.

|                                                             | 2025<br>£      | 2024<br>£      |
|-------------------------------------------------------------|----------------|----------------|
| Opening balance as at 1 <sup>st</sup> August                | 208,956        | 245,413        |
| Amount released to income earned from charitable activities | (208,956)      | (245,413)      |
| Amount deferred in year                                     | 220,508        | 208,956        |
|                                                             | <u>220,508</u> | <u>208,956</u> |
| Balance as at 31 <sup>st</sup> July                         |                |                |

**18. LEASE OBLIGATIONS**

At 31<sup>st</sup> July the Centre had minimum lease payments under non-cancellable operating leases falling due as follows:

|                            | 2025<br>£     | 2024<br>£      |
|----------------------------|---------------|----------------|
| <b>Land and buildings</b>  |               |                |
| Not later than one year    | 32,500        | 32,500         |
| Between one and two years  | 32,500        | 32,500         |
| Between two and five years | 32,500        | 65,000         |
|                            | <u>97,500</u> | <u>130,000</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

**19. ANALYSIS OF CHARITABLE FUNDS**

|                                                  | Balance<br>1 August<br>2024<br>£ | Movement in resources |                    | Transfers        | Balance<br>31 July<br>2025<br>£ |
|--------------------------------------------------|----------------------------------|-----------------------|--------------------|------------------|---------------------------------|
|                                                  |                                  | Income<br>£           | Expenditure<br>£   | £                |                                 |
| <b>Restricted funds:</b>                         |                                  |                       |                    |                  |                                 |
| Legal Aid Agency                                 | -                                | 244,480               | (380,135)          | 135,655          | -                               |
| Money and Pensions Service -<br>Debt Free Advice | -                                | 140,692               | (218,758)          | 78,066           | -                               |
| London Borough of Camden                         | -                                | 135,000               | (209,908)          | 74,908           | -                               |
| Legal Education Foundation                       | -                                | 41,750                | (64,916)           | 23,166           | -                               |
| Trust for London                                 | -                                | 58,083                | (90,312)           | 32,229           | -                               |
| London Legal Support Trust                       | -                                | 121,880               | (189,508)          | 67,628           | -                               |
| Community Links                                  | -                                | 57,619                | (89,590)           | 31,971           | -                               |
| Housing Possession Court Duty<br>Scheme          | -                                | 11,624                | (18,079)           | 6,455            | -                               |
| St Andrew Holborn                                | -                                | 43,430                | (67,528)           | 24,098           | -                               |
| St Giles & St George                             | -                                | 10,329                | (16,060)           | 5,731            | -                               |
| Linklaters LLP                                   | -                                | 41,250                | (64,138)           | 22,888           | -                               |
| Other donations & legacies                       | -                                | 8,685                 | (13,499)           | 4,814            | -                               |
| <b>Total restricted funds</b>                    | -                                | <b>914,822</b>        | <b>(1,422,431)</b> | <b>507,609</b>   | -                               |
| <b>Unrestricted funds:</b>                       |                                  |                       |                    |                  |                                 |
| General fund                                     | 118,222                          | 562,819               | (12,095)           | (507,609)        | 161,337                         |
| <b>Total unrestricted funds</b>                  | <b>118,222</b>                   | <b>562,819</b>        | <b>(12,095)</b>    | <b>(507,609)</b> | <b>161,337</b>                  |
| <b>Total funds</b>                               | <b>118,222</b>                   | <b>1,477,641</b>      | <b>(1,434,526)</b> | <b>-</b>         | <b>161,337</b>                  |

Where income has been received specifically for services provided by the Centre it is shown as restricted income. Expenditure has been fully allocated to those services provided by the Centre based on operational headcount. Transfers are made from unrestricted income / unrestricted reserves where allocated expenditure exceeds the sources of restricted income for each service.

| <u>Name of Fund</u>                            | <u>Description, nature and purpose of fund</u>                                                                         |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.          |
| Legal Aid Agency                               | Funding for housing advice and representation (where applicable) for people eligible for legal aid.                    |
| Money & Pensions Service<br>- Debt Free Advice | Funding to provide debt advice.                                                                                        |
| London Borough of<br>Camden                    | Funding to provide specialist advice in the areas of debt, housing and welfare benefits, to people who live in Camden. |
| Legal Education<br>Foundation                  | Funding for a trainee solicitor as part of the LEF's Justice First Fellowship.                                         |
| The Trust for London                           | Funding for a specialist welfare benefits caseworker.                                                                  |
| London Legal Support<br>Trust                  | Funding under their Centres of Excellence scheme.                                                                      |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

**19. ANALYSIS OF CHARITABLE FUNDS (continued)**

| <u>Name of Fund</u>                  | <u>Description, nature and purpose of fund</u>                                           |
|--------------------------------------|------------------------------------------------------------------------------------------|
| Community Links                      | Funding to provide housing advice to users of Community Links.                           |
| Advice UK                            | Funding towards help with Debt Relief Orders (DRO) for people eligible for a DRO.        |
| Housing Possession Court Duty Scheme | Funding to provide housing advice at court to people facing possession.                  |
| St Giles & St George                 | Funding to provide generalist advice to people living in their area of benefit.          |
| St Andrew Holborn                    | Funding to provide generalist advice to people living in their area of benefit.          |
| GLA AiCS                             | GLA Advice in Community Settings -Funding to provide advice to food bank users in Newham |
| Linklaters LLP                       | Funding to support the employment and training of a trainee solicitor.                   |

|                                               | <b>Balance<br/>1 August<br/>2023<br/>£</b> | <b>Movement in resources<br/>Income<br/>£</b> | <b>Expenditure<br/>£</b> | <b>Transfers<br/>£</b> | <b>Balance<br/>31 July<br/>2024<br/>£</b> |
|-----------------------------------------------|--------------------------------------------|-----------------------------------------------|--------------------------|------------------------|-------------------------------------------|
| <b>Restricted funds:</b>                      |                                            |                                               |                          |                        |                                           |
| Legal Aid Agency                              | -                                          | 214,089                                       | (320,901)                | 106,812                | -                                         |
| Money and Pensions Service - Debt Free Advice | -                                          | 134,325                                       | (201,714)                | 67,389                 | -                                         |
| London Borough of Camden                      | -                                          | 189,270                                       | (283,815)                | 94,545                 | -                                         |
| Legal Education Foundation                    | -                                          | 54,000                                        | (81,689)                 | 27,689                 | -                                         |
| Trust for London                              | -                                          | 52,792                                        | (79,884)                 | 27,092                 | -                                         |
| London Legal Support Trust                    | -                                          | 123,407                                       | (185,400)                | 61,993                 | -                                         |
| Community Links                               | -                                          | 11,503                                        | (18,188)                 | 6,685                  | -                                         |
| Advice UK                                     | -                                          | 2,000                                         | (2,988)                  | 988                    | -                                         |
| Housing Possession Court Duty Scheme          | -                                          | 3,380                                         | (5,051)                  | 1,671                  | -                                         |
| GLA AiCS                                      | -                                          | 12,007                                        | (18,941)                 | 6,934                  | -                                         |
| St Giles & St George                          | -                                          | 1,757                                         | (2,625)                  | 868                    | -                                         |
| St Andrew Holborn                             | -                                          | 20,964                                        | (32,326)                 | 11,362                 | -                                         |
| Linklaters LLP                                | -                                          | 32,259                                        | (49,204)                 | 16,945                 | -                                         |
| <b>Total restricted funds</b>                 | <b>-</b>                                   | <b>851,753</b>                                | <b>(1,282,726)</b>       | <b>430,973</b>         | <b>-</b>                                  |
| <b>Unrestricted funds:</b>                    |                                            |                                               |                          |                        |                                           |
| General fund                                  | 82,177                                     | 478,735                                       | (11,717)                 | (430,973)              | 118,222                                   |
| <b>Total unrestricted funds</b>               | <b>82,177</b>                              | <b>478,735</b>                                | <b>(11,717)</b>          | <b>(430,973)</b>       | <b>118,222</b>                            |
| <b>Total funds</b>                            | <b>82,177</b>                              | <b>1,330,488</b>                              | <b>(1,294,443)</b>       | <b>-</b>               | <b>118,222</b>                            |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2025**

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**20. POST BALANCE SHEET EVENTS**

There have been no events that will have a material impact on the Financial Statements.

**21. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES**

|                                           | 2025<br>£     | 2024<br>£      |
|-------------------------------------------|---------------|----------------|
| Net movement in funds                     | 43,115        | 36,045         |
| Decrease / (Increase) in work in progress | 27,670        | (15,000)       |
| Decrease in debtors                       | 35,898        | 91,970         |
| Decrease in creditors                     | (7,232)       | (8,719)        |
| Net cash provided by operating activities | <u>99,451</u> | <u>104,296</u> |

**22. ANALYSIS OF NET CASH AND CASH EQUIVALENTS AND MOVEMENT IN FUNDS**

|                                                           | At 1<br>August<br>2024<br>£ | Cash<br>flows<br>£ | At 31<br>July 2025<br>£ |
|-----------------------------------------------------------|-----------------------------|--------------------|-------------------------|
| Total cash and cash equivalents: Cash at bank and in hand | <u>183,005</u>              | <u>99,451</u>      | <u>282,456</u>          |

**23. CLIENT MONIES**

At 31<sup>st</sup> July 2025 the Centre held money on behalf of clients in "Client" bank accounts of £79,107 (2024: £154,252).

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# Accounts

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COMPANY NUMBER 02786099  
CHARITY NUMBER 1024148

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**MARY WARD LEGAL CENTRE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2024**

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**THE MARY WARD LEGAL CENTRE  
REPORT FROM THE CHAIR  
FOR THE YEAR ENDED 31 JULY 2024**

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## **REPORT FROM THE CHAIR**

The Mary Ward Legal Centre (“the Centre”) has had another extremely busy year, assisting over 1,400 people with their legal issues during 2023-24. The Centre has provided specialist advice casework and representation in the areas of debt, housing and welfare benefits, as well as generalist advice as part of its holistic service provision, and a pro bono service offering advice on employment, housing, consumer, general civil litigation, and family law. The advice has been provided at the Centre’s offices and at various outreach locations.

The Centre added to the locations from which it operates during this period, moving into the new Mary Ward Centre building in Stratford, Newham. The Centre now operates from offices in Camden and Newham, whilst serving people from any borough in London. The expansion into Newham is much-needed given the lack of specialist advice provision in the borough and the level of need.

Demand for the Centre’s services is at an unprecedented level due to the continuing impact of the cost-of-living crisis. The Centre was pleased to secure an additional year’s funding from the GLA (through the London Legal Support Trust) to help address increased demand due to the cost of living crisis by providing additional specialist housing and welfare benefits advice.

The pressures on the clients approaching the Centre for help are considerable. Many face homelessness, poor housing conditions impacting their health, growing debts as they struggle financially, loss of essential welfare benefits (many of which are to support those with a disability and/or a long-term health condition), and discrimination. Clients often present with multiple issues and these are often complex and inter-related.

The legal advice sector is facing a recruitment and retention crisis, which impacts the Centre’s ability to maintain and grow service provision. To help address this, the Centre is supporting several trainee solicitors and apprentices to become future social welfare lawyers. This has only been possible through the generous funding from the Justice First Fellowship scheme, Linklaters and the GLA.

The hard work and commitment of the Centre’s staff and pro bono volunteers has resulted in many successful outcomes for clients, including reducing homelessness, increasing incomes, reducing debts, improving housing conditions and wellbeing.

We are grateful to the following funders and donors for 2023-24 who have enabled the Centre to continue its work in changing lives: London Borough of Camden, Legal Aid Agency, Money and Pensions Service (Debt Free Advice), Trust for London, Access to Justice Foundation, Legal Education Foundation, London Legal Support Trust, Henry Smith Charity, GLA, AB Charitable Trust, St Andrew Holborn, Linklaters, Clifford Chance, Weil Gotshal & Manges, Bishop & Sewell LLP, Powell Gilbert LLP, and Farrer & Co. The centre is also grateful for the continued pro bono support from Eversheds Sutherland.

  
Veronica Daly (Apr 16, 2025 15:07 GMT+1)

Veronica Daly  
Chair

## MARY WARD LEGAL CENTRE

### REFERENCE AND ADMINISTRATIVE DETAILS

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#### REFERENCE DETAILS

Charity number: 1024148  
Company number: 02786099  
Address and Registered Office: The Mary Ward Centre, 275-285 High St, London E15 2TF

#### KEY MANAGEMENT PERSONNEL

Key management personnel are defined as members of the Centre's Senior Management Team and were represented by the following in 2023-24:

|                                    |                          |
|------------------------------------|--------------------------|
| Warden, CEO                        | Therese Reinheimer-Jones |
| Director of Mary Ward Legal Centre | Paula Twigg              |
| Director of Finance and Resources  | Juliet Woodford          |

#### BOARD OF TRUSTEES

A full list of trustees is given on page 8 of these Financial Statements.

Ms. Beverley Campbell acted as Clerk to the Board of Trustees throughout the year under review.

#### PROFESSIONAL ADVISERS

|                              |                                                              |
|------------------------------|--------------------------------------------------------------|
| FINANCIAL STATEMENTS AUDITOR | Buzzacott Audit LLP<br>130 Wood Street<br>London<br>EC2V 6DL |
|------------------------------|--------------------------------------------------------------|

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| INTERNAL AUDITOR | Validera<br>30 Camp Road<br>Farnborough<br>Hants<br>GU14 6EW |
|------------------|--------------------------------------------------------------|

|         |                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------|
| BANKERS | The Co-operative Bank plc<br>3rd floor, St Paul's House<br>10 Warwick Lane<br>London<br>EC4M 7BP |
|---------|--------------------------------------------------------------------------------------------------|

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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## **REPORT OF THE BOARD OF TRUSTEES**

The Board of Trustees (“the Board”) is pleased to present its Annual Report, together with the Financial Statements of Mary Ward Legal Centre (“the Centre”) for the year ended 31<sup>st</sup> July 2024. This report is also prepared to meet the requirements for a Directors’ Report and Financial Statements for Companies Act purposes.

### **NATURE, OBJECTIVES AND STRATEGIES**

#### **LEGAL STATUS**

The Centre is a company limited by guarantee (number 2786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

#### **THE PURPOSE OF THE CENTRE**

The Mission of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Centre’s portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of pro bono general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit, including the guidance ‘Public benefit: running a charity (PB2)’, when reviewing the Centre’s aims and objectives and in planning future activities.

The Centre is a wholly owned subsidiary of Mary Ward Settlement (“the Settlement”). The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188).

#### **CORE VALUES AND OBJECTIVES**

The Centre’s Core Values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, between the Centre, the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these Core Values; and
- Maintaining an open, honest, accountable and fair approach in all communications with all its service users, staff and other stakeholders.

The Centre’s Strategic Objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now, and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**CORE VALUES AND OBJECTIVES (continued)**

- To maintain good financial health in order to ensure the sustainable delivery of its Mission and Objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and Objectives.

The Centre is on target to meet both the service and Strategic Objectives.

**ACHIEVEMENTS AND PERFORMANCE**

**KEY ACHIEVEMENTS**

The Centre's specific achievements for 2023-24 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Securing additional grant funding and donations to deal with the impact of the cost of living crisis;
- Helping over 1,400 people with their legal issues;
- Expanding its delivery location in Newham by moving into new premises in Stratford;
- Working in partnership with local organisations to deliver outreach advice;
- Delivering against contractual funding outputs and outcomes;
- Continuing to meet the Law Society's legal practice quality mark - Lexcel - and being commended for sustaining an extremely high level of compliance against the standard.
- Delivering a pro bono advice service to help more people who cannot access help from legal aid to resolve their legal issues;
- Securing funding from the GLA through the London Legal Support Trust to increase the Centre's capacity to provide specialist housing and welfare benefits advice pan-London;
- Securing funding for a generalist adviser to provide holistic support and increase the Centre's outreach in Camden;
- Supporting three members of staff to train as trainee solicitors;
- Clients receiving help with their welfare benefits appeals achieved an average increase of £87 a week in benefits;
- Playing an active role in local advice partnerships in Camden and Newham;
- Working in partnership with other community organisations and food banks in Newham to provide specialist advice to food bank users.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**PERFORMANCE INDICATORS**

The actual performance against the agreed targets are set out in the table below:

| Key Performance Indicator                                                                    | Target<br>2023-24 | Achieved<br>2023-24 | Target<br>2022-23 | Achieved<br>2022-23 |
|----------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Meet annual target for matter starts                                                         | 1,230             | 1,407               | 1,480             | 1,887               |
| Maintain the number of people who get advice through pro bono clinics                        | 100               | 122                 | 175               | 174                 |
| Maintain a high level of client satisfaction                                                 | 95%               | 99%                 | 95%               | 99%                 |
| Maintain the high % of cases that have a positive outcome                                    | 92%               | 96%                 | 92%               | 95%                 |
| A high % of clients who respond to our survey report an improvement in health and well-being | 88%               | 96%                 | 88%               | 94%                 |

**FINANCIAL REVIEW**

The results for the year are set out on page 15. There has been a surplus for the year of £36,045 (2022-23: deficit £43,798). Income, including the value in kind of pro bono donations of goods or services valued at £227,744 (2022-23: £75,000), increased overall by £253,418 to £1,330,488 (2022-23: £1,077,070). The increase reflects a rise in grants to support the work of the Centre.

Income from the Debt Free London contract, at £134,325, was lower than the previous year (2022-23: £153,835), due to a change in the contract terms. Other income for specialist advice, which comes primarily from the Legal Aid Agency and the London Borough of Camden totalled £415,201, (2022-23: £419,354). Legal aid income increased by £45,060 to £214,089, following several years of very low volumes during and after the Covid-19 pandemic which impacted the number of possession cases being listed.

Other sources of funding included the Access to Justice Foundation, the Henry Smith Charity, the London Legal Support Trust, Trust for London, the Legal Education Foundation, and St Andrew Holborn, jointly contributing £389,774. The two main corporate funders, Linklaters and Clifford Chance both continued with their generous funding, donating £77,000 and £31,000 respectively (2022-23: £83,000 and £30,000), and both continued to donate the services of trainee solicitors, pro bono, as in previous periods, which have been valued at a total of £75,000. In addition the Centre has benefitted from pro bono advice provided by Eversheds Sutherland, valued at £152,744.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**FINANCIAL REVIEW (continued)**

Costs rose by £173,575 to £1,294,443 (2022-23: £1,120,868). Total salary costs were £894,568 (2022-23: £898,072), of which £75,000 (2022-23: £75,000) was the recognised value of donated services from Linklaters LLP and Clifford Chance LLP. Other admin and premises costs rose by £177,079 to £399,875 (2022-23: £222,796) during 2023-24 compared to 2022-23, of which £152,744 was the recognised value of donated services from Eversheds Sutherland. Excluding the value of the donated services, the underlying increase of 10% during the period, primarily reflected the investment in case cost drafting services to assist with prompt billing and cash flow management.

Costs in general continue to be carefully managed where possible; however, growth of services is essential in order to meet the future income targets for future sustainability, and the targets of our funders. The demand for the Centre's services remains high and the Centre remains committed to at least maintaining the level of provision, with plans to increase over the next few years as soon as resources and capacity allow.

**TREASURY MANAGEMENT**

Treasury management is the management of the Centre's cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

There was a net increase in the cash held by the Centre of £104,296 to £183,005 (2022-23: £78,709). While an improvement on the position at the end of 2023, the tight margins in the operational activity of the Centre mean that careful treasury management will remain an essential focus for the Centre's Senior Management Team.

**RESERVES POLICY AND GOING CONCERN**

The Centre aims to hold reserves equivalent of 1 to 3 months' expenditure so that it can continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31<sup>st</sup> July 2024 were £118,222 (2023: £82,177) an improvement from 2022-23 to 124% of the lower end of target, and 41% of the higher end (2022-23: 100% of lower end of target and 33% of the higher end). This reflects the operational improvement during the period, to a reported surplus following several years of deficits in the aftermath of the Covid-19 pandemic. The expectation is that reserves will remain at a similar level until the Centre has the resources and capacity to invest in longer term, sustainable growth.

The Centre reported an operating surplus of £36,045 for the year (2022-23: deficit of £43,798) against an original budgeted surplus of £17,000. While the out-turn was an improvement on the anticipated level, the Centre's challenge for the next few years will be to continue to secure sufficient, reliable, income streams to support its key operations, including the core costs that underpin them.

Cashflows and budgets to April 2026 and beyond include the following assumptions:

- Continuation of existing confirmed funding and associated costs which comprise over 75% of budgeted income for 2024-25 and 70% for 2025-26
- Success in delivering and, ultimately completing, Legal Aid Agency casework, which comprises the majority of the remaining budgeted income, and makes a strong contribution versus costs
- Careful management of the costs of running the Settlement's operations
- A commitment from the Centre's ultimate holding company, Mary Ward Settlement, not to enforce payment of the intercompany debt outstanding at 31<sup>st</sup> July 2024 at short notice

There are material uncertainties with the above assumptions, but taking the above factors into account the Board considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least April 2026. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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## **FUTURE DEVELOPMENTS**

Looking forward the Centre expects to be able to achieve the following:

- To ensure pan-London provision of its specialist advice in housing, welfare benefits and debt;
- To continue to provide a pro bono service;
- To continue to develop new advice provision in Newham;
- Provide advice in health settings;
- To expand its outreach provision in Camden, including generalist advice as part of its holistic provision;
- To take an active role in advice networks, and work in partnership with local advice providers and community organisations.
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income.

## **FUNDRAISING**

The Centre manages its own fundraising activities and aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells or shares data, and ensures that communication preferences can be changed at any time. The Centre undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service.

During 2023-24, the Centre received no complaints about its fundraising activities.

## **STRUCTURE GOVERNANCE AND MANAGEMENT**

The following statement is provided to enable readers of the Annual Report and Financial Statements of the Centre to obtain a better understanding of its governance and legal structure. The statement covers the period from 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024 and up to the date of the approval of the Annual Report and Financial Statements.

The Centre is a registered charity. The Board confirms that it has had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these Financial Statements.

## **THE BOARD**

The directors of the Centre, a charitable company, are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

|                           |                                                                                                                          |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Adeola Akande Pierre-Noel | (appointed 25 <sup>th</sup> June 2024)                                                                                   |
| Frances Bates             | (appointed 1 <sup>st</sup> March 2024) Chair (from 1 <sup>st</sup> March 2024) (resigned 10 <sup>th</sup> December 2024) |
| Nadine Cartner            |                                                                                                                          |
| Graham Collins            |                                                                                                                          |
| James Collins             | (resigned 25 <sup>th</sup> June 2024)                                                                                    |
| Christine Cryne           | (resigned 29 <sup>th</sup> February 2024) Chair (until 29 <sup>th</sup> February 2024)                                   |
| Veronica Daly             | (appointed 10 <sup>th</sup> December 2024) Chair (from 10 <sup>th</sup> December 2024)                                   |
| Kim Duong                 | (resigned 7 <sup>th</sup> October 2024) Treasurer                                                                        |
| Eva Henry                 |                                                                                                                          |
| Nick Janmohamed           | (appointed 25 <sup>th</sup> June 2024)                                                                                   |
| Beatriz Montoya           |                                                                                                                          |
| Paul Nichols              | (re-appointed 31 <sup>st</sup> July 2024)                                                                                |
| Sally Todd                | (re-appointed 31 <sup>st</sup> July 2024; resigned 7 <sup>th</sup> October 2024)                                         |
| Emma Wyatt                |                                                                                                                          |
| Company Secretary:        | Therese Reinheimer-Jones                                                                                                 |

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**APPOINTMENTS TO THE BOARD**

The Centre operates selection criteria for recruitment of trustees to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Governance and Nominations Committee, which includes at least one trustee from the Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Centre's trustees.

**TRUSTEE INDUCTION AND TRAINING**

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**ORGANISATION**

The Centre has its own Board of up to 14 members who are trustees, nominated by Mary Ward Settlement. For the period under review Mr P Nichols and Ms E Wyatt were trustees of the Centre only. All other members were also trustees of the Mary Ward Settlement Board, which provides overall leadership and strategic direction. Sub-committees of the Settlement Board include a Finance Committee, Audit & Risk Committee and a Remuneration Committee which meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a Senior Management Team consisting of the Director of the Centre and the Director of Finance and Resources.

The Chief Executive and her Senior Management Team oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS**

None of the trustees receive remuneration or other benefit from their work with the Centre. For the year under review, no trustee received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31<sup>st</sup> July 2024 (2023: none).

Any connection between a trustee or senior manager of the Centre and any organisation associated with the Centre must be disclosed to the Board in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The trustees and the Senior Management Team comprise the key management personnel of the Centre in charge of directing and controlling, running and operating the Centre on a day to day basis.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board. The employment costs of the Senior Management Team for their work in relation to the Centre are allocated to the Centre.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**RISK MANAGEMENT**

The Board has a risk management strategy which comprises the following:

- Regular reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the Centre;
- Regular reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that approximately half of its income, excluding value in kind donations, comes from three sources: the Debt Free London debt advice contract funded by the Money and Pensions Service, the Legal Aid Agency (LAA); and Camden Council.

The Centre has a strategy to expand its housing advice provision as soon as it is able to do so, having secured additional legal aid contracts for the London boroughs of Southwark and Newham, leading to increased income streams as the services are developed. The key risk from this strategy relates to the current uncertainty over how quickly legal aid income will grow, following the extended impact of Covid-19 on the volume of housing possession work, which impacted both income and cash flow for several financial periods, and the difficulties in recruiting and retaining suitably qualified and/or experienced staff. In mitigation, the plan to grow the team has been temporarily stalled while legal aid income has been low; a close watch is being kept on volumes; and the Centre has invested in billing services, to enable more prompt and accurate billing, and to improve cash flows.

To address the risk of over-reliance on a small number of key funders, we continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts and tend to be time limited to usually no more than 3 years.

Other significant risks facing the Centre are increasing demands being placed on already hard-working staff and quality failure in the advice being offered, and in our ability to recruit good staff either to replace leavers, or as we seek to grow the Housing Team. The first is mitigated by the use of an effective support and supervision system and regular team meetings, alongside a supportive culture and one that encourages open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed. To help mitigate the potential future risk of being unable to recruit suitably qualified staff, the Centre is investing in trainee solicitor/ apprentice roles.

Other operational risks are considered to be at a low level and are monitored by management.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Centre's trustees (who are also directors of the Centre for the purposes of company law) are responsible for preparing the trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the Centre 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Centre 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 Centre 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 Centre's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS**

In so far as each of the trustees is aware at the time of approving our trustees' Annual Report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Centre's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the Centre's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Centre's auditor is aware of that information.

By order of the Board of Trustees

Veronica Daly  
Veronica Daly (Apr 16, 2025 19:07 GMT+1)

16/04/2025

Veronica Daly  
Chair

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE MARY WARD LEGAL CENTRE FOR THE YEAR ENDED 31 JULY 2024

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## Opinion

We have audited the financial statements of The Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements, including the principal 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 July 2024 and of its 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 charitable company 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Material uncertainty related to going concern

We draw attention to the information contained in the trustees' report on page 7 and to note 1(b) 'Preparation of the accounts on a going concern basis' on page 18 of the financial statements, which indicates that material uncertainties exist related to going concern. Our opinion is not modified in respect of this matter.

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report and Financial Statements, other than the financial statements and our auditor's report thereon. 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.

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 themselves. 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.

## Opinion 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 is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements;
- and the trustees' report, which is also the directors' report for the purposes of company law, has been prepared in accordance with applicable legal requirements.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE MARY WARD LEGAL CENTRE FOR THE YEAR ENDED 31 JULY 2024

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### 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.

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

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records or returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to 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.

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees, who are also the directors 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 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (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 United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011), those that relate to data protection (General Data Protection Regulation), safeguarding, employment and health and safety; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE MARY WARD LEGAL CENTRE FOR THE YEAR ENDED 31 JULY 2024

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We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- used data analytics to investigate the rationale behind any significant or unusual transactions;
- tested authorisation controls on expenditure items, ensuring all expenditure was approved in line with the charitable company's financial procedures; and
- performed substantive testing on grant income to ensure the income recognised complied with the funding agreements.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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.

### Use of this report

This report is made solely to the charity'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 charity's members those matters that 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 charity and the charity's members as a body, for our audit work, or the opinions we have formed.



Date: 17 April 2025

Catherine Biscoe (Senior Statutory Auditor)  
For and on behalf of Buzzacott Audit LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JULY 2024**

|                                            | Notes | Unrestricted Funds | Restricted Funds | Total Funds 2024 | Unrestricted Funds | Restricted Funds | Total Funds 2023 |
|--------------------------------------------|-------|--------------------|------------------|------------------|--------------------|------------------|------------------|
|                                            |       | £                  | £                | £                | £                  | £                | £                |
| <b>INCOME FROM:</b>                        |       |                    |                  |                  |                    |                  |                  |
| Donations and legacies                     | 3     | 321,374            | 32,259           | 353,633          | 181,155            | 18,333           | 199,488          |
| <i>Charitable activities:</i>              |       |                    |                  |                  |                    |                  |                  |
| Legal Services                             | 4     | 157,361            | 819,494          | 976,855          | 119,619            | 757,963          | 877,582          |
| <b>TOTAL INCOME</b>                        |       | <b>478,735</b>     | <b>851,753</b>   | <b>1,330,488</b> | <b>300,774</b>     | <b>776,296</b>   | <b>1,077,070</b> |
| <b>EXPENDITURE ON:</b>                     |       |                    |                  |                  |                    |                  |                  |
| <i>Raising funds:</i>                      |       |                    |                  |                  |                    |                  |                  |
| Generating donations and grants            |       | 11,717             | -                | 11,717           | 11,510             | -                | 11,510           |
| <i>Charitable activities:</i>              |       |                    |                  |                  |                    |                  |                  |
| Legal services                             | 5     | -                  | 1,282,726        | 1,282,726        | -                  | 1,109,358        | 1,109,358        |
| <b>TOTAL EXPENDITURE</b>                   |       | <b>11,717</b>      | <b>1,282,726</b> | <b>1,294,443</b> | <b>11,510</b>      | <b>1,109,358</b> | <b>1,120,868</b> |
| <b>NET INCOME/(EXPENDITURE)</b>            |       | <b>467,018</b>     | <b>(430,973)</b> | <b>36,045</b>    | <b>289,264</b>     | <b>(333,062)</b> | <b>(43,798)</b>  |
| Transfers between funds                    | 19    | (430,973)          | 430,973          | -                | (333,062)          | 333,062          | -                |
| <b>NET MOVEMENT IN FUNDS</b>               |       | <b>36,045</b>      | <b>-</b>         | <b>36,045</b>    | <b>(43,798)</b>    | <b>-</b>         | <b>(43,798)</b>  |
| <b>RECONCILIATION OF FUNDS:</b>            |       |                    |                  |                  |                    |                  |                  |
| <b>FUNDS AT 1<sup>st</sup> AUGUST 2023</b> |       | <b>82,177</b>      | <b>-</b>         | <b>82,177</b>    | <b>125,975</b>     | <b>-</b>         | <b>125,975</b>   |
| <b>FUNDS AT 31<sup>st</sup> JULY 2024</b>  |       | <b>118,222</b>     | <b>-</b>         | <b>118,222</b>   | <b>82,177</b>      | <b>-</b>         | <b>82,177</b>    |

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

The notes on pages 18 to 27 form part of these accounts.

**MARY WARD LEGAL CENTRE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2024**

|                                                | Notes | 2024<br>£      | 2023<br>£      |
|------------------------------------------------|-------|----------------|----------------|
| <b>CURRENT ASSETS</b>                          |       |                |                |
| Work in progress                               | 14    | 268,661        | 253,661        |
| Debtors                                        | 15    | 142,160        | 234,130        |
| Cash at bank and in hand                       |       | 183,005        | 78,709         |
|                                                |       | <u>593,826</u> | <u>566,500</u> |
| <b>LIABILITIES</b>                             |       |                |                |
| Creditors: amounts falling due within one year | 16    | (475,604)      | (484,323)      |
| <b>NET CURRENT ASSETS</b>                      |       | <u>118,222</u> | <u>82,177</u>  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>   |       | 118,222        | 82,177         |
| <b>NET ASSETS</b>                              |       | <u>118,222</u> | <u>82,177</u>  |
| <b>THE FUNDS OF THE CHARITY:</b>               |       |                |                |
| <b>UNRESTRICTED FUNDS</b>                      |       |                |                |
| General fund                                   |       | 118,222        | 82,177         |
|                                                |       | <u>118,222</u> | <u>82,177</u>  |
| <b>RESTRICTED FUNDS</b>                        | 19    | -              | -              |
| <b>TOTAL FUNDS</b>                             |       | <u>118,222</u> | <u>82,177</u>  |

These accounts are prepared in accordance with Section 1a of FRS102 and the special provisions of Part 15 of the Companies Act relating to small companies.

The notes on pages 18 to 27 form part of these Financial Statements.

Approved by the trustees on 1<sup>st</sup> April 2025.

Signed on behalf of the trustees

Veronica Daly  
Veronica Daly (Apr 16, 2025 19:07 GMT+1)

16/04/2025

Veronica Daly  
Chair

Company registration number: 02786099

**MARY WARD LEGAL CENTRE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 JULY 2024**

|                                                        | Notes | 2024<br>£      | 2023<br>£     |
|--------------------------------------------------------|-------|----------------|---------------|
| Net cash flows from operating activities:              | 22    | <u>104,296</u> | <u>34,279</u> |
| Change in cash and cash equivalents in the year        |       | 104,296        | 34,279        |
| Cash and cash equivalents at the beginning of the year | 23    | 78,709         | 44,430        |
| Cash and cash equivalents at the end of the year       |       | <u>183,005</u> | <u>78,709</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are laid out below:

**a) Basis of preparation**

The Financial Statements have been prepared for the year to 31<sup>st</sup> July 2024. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these Financial Statements. They 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Centre meets the definition of a public benefit entity under FRS102.

The Financial Statements are presented in sterling and are rounded to the nearest pound.

**b) Preparation of the Financial Statements on a going concern basis**

The Centre reported an operating surplus of £36,045 for the year (2022-23: deficit of £43,798) against an original budgeted surplus of £17,000. While the out-turn was an improvement on the anticipated level, the Centre's challenge for the next few years will be to continue to secure sufficient, reliable, income streams to support its key operations, including the core costs that underpin them.

Cashflows and budgets to April 2026 and beyond include the following assumptions:

- Continuation of existing confirmed funding and associated costs which comprise over 75% of budgeted income for 2024-25 and 70% for 2025-26
- Success in delivering and, ultimately completing, Legal Aid Agency casework, which comprises the majority of the remaining budgeted income, and makes a strong contribution versus costs
- Careful management of the costs of running the Settlement's operations
- A commitment from the Centre's ultimate holding company, Mary Ward Settlement, not to enforce payment of the intercompany debt outstanding at 31<sup>st</sup> July 2024 at short notice

There are material uncertainties with the above assumptions, but taking the above factors into account the Board considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least April 2026. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**c) Critical accounting estimates and areas of judgement**

Preparation of the Financial Statements requires the trustees to make significant judgements and estimates.

The item in the Financial Statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors, and estimating the value of donated goods and services.

**d) Income recognition**

Income is recognised in the period in which the Centre has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Centre has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Legal Aid Agency income is recognised for all work carried out on approved Legal Aid Agency cases at the point in time it is earned, at Legal Aid Agency rates. Where cases become eligible for payment at commercial, Inter Partes, rates, the higher fee is recognised only when the case is complete and ready to be billed.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**1. ACCOUNTING POLICIES** (continued)

d) Income recognition (continued)

Donations and grants are recognised when the Centre has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the Centre is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Centre and it is probable that those conditions will be fulfilled in the reporting period.

Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the Financial Statements as contractual income debtors.

Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised.

Donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the bank.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Centre to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and is classified as follows:

- Expenditure on raising funds includes all expenditure associated with raising funds for the Centre.
- Expenditure comprises the costs of charitable activities in respect of the Centre's primary charitable purposes as described in the trustees' report.
- All expenditure is stated inclusive of irrecoverable VAT.

g) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Centre it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment. Governance costs comprise the costs involving the public accountability of the Centre (including audit costs) and costs in respect of compliance with regulation and good practice.

Support costs and governance costs are allocated to the one charitable activity: legal services.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**1. ACCOUNTING POLICIES** (continued)

h) Leased assets

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

i) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

|                                          |     |
|------------------------------------------|-----|
| Furniture, fixtures and office equipment | 20% |
|------------------------------------------|-----|

j) Work in progress

Work in progress is the estimated value of legal work that could potentially have been invoiced at 31<sup>st</sup> July of the year in question. The value is calculated with reference to the time recorded by case workers which is expected to result in billable work, and is valued at standard Legal Aid Agency rates.

k) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

l) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

m) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Centre anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

n) Pension contributions

Contributions in respect of the Centre's defined contribution pension scheme are charged to the Statement of Financial Activities when they are payable to the scheme. The Centre has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**2. LEGAL STATUS OF THE CENTRE**

The Centre is a company limited by guarantee and has no share capital. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**3. INCOME FROM DONATIONS AND LEGACIES**

|                  | 2024<br>£      | 2023<br>£      |
|------------------|----------------|----------------|
| Donations        | 125,889        | 124,488        |
| Donated services | 227,744        | 75,000         |
|                  | <u>353,633</u> | <u>199,488</u> |

Donations include £77,000 from Linklaters LLP, £31,000 from Clifford Chance LLP, £5,000 from Weill, Gotschel & Manges, £5,000 from Farrer and Co and £1,500 from Bishop Sewell. Donated services comprise the estimated value of pro bono legal services by Eversheds Sutherland and the estimated value of seconded trainee solicitors by Linklaters LLP and Clifford Chance LLP. The equivalent expenditure of the donated services is included in operational staff costs and professional fees.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the Financial Statements.

All of the above income is unrestricted except for donations of £32,259 which are restricted (2022-23: £18,333).

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                     | 2024<br>£      | 2023<br>£      |
|---------------------|----------------|----------------|
| Legal services:     |                |                |
| Revenue grants      | 410,281        | 304,393        |
| Advice and casework | 566,574        | 573,189        |
|                     | <u>976,855</u> | <u>877,582</u> |

All of the above income is restricted except for revenue grants of £157,361 (2022-23: £119,619) which are unrestricted.

**5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                       | 2024<br>£        | 2023<br>£        |
|---------------------------------------|------------------|------------------|
| Salaries (including donated services) | 654,685          | 660,594          |
| Casework costs                        | 55,712           | 18,567           |
| Insurance                             | 3,396            | 3,543            |
| Other direct costs                    | 23,916           | 13,976           |
| Support costs (note 7)                | 545,017          | 412,678          |
|                                       | <u>1,282,726</u> | <u>1,109,358</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**6. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES**

|                               | 2024<br>£        | 2023<br>£        |
|-------------------------------|------------------|------------------|
| Costs                         | (1,282,726)      | (1,109,358)      |
| Advice and casework contracts | 566,574          | 573,189          |
| Revenue grants                | 410,281          | 304,393          |
|                               | <u>(305,871)</u> | <u>(231,776)</u> |

**7. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)**

|                     | 2024<br>£      | 2023<br>£      |
|---------------------|----------------|----------------|
| Staff costs         | 228,166        | 225,968        |
| IT costs            | 35,049         | 34,310         |
| Audit costs         | 20,983         | 17,000         |
| Premises            | 96,646         | 122,881        |
| Other support costs | 164,173        | 12,519         |
|                     | <u>545,017</u> | <u>412,678</u> |

**8. NET EXPENDITURE FOR THE YEAR**

|                                | 2024<br>£     | 2023<br>£     |
|--------------------------------|---------------|---------------|
| This is stated after charging: |               |               |
| Auditor's remuneration:        |               |               |
| Financial statements audit     | 12,983        | 9,000         |
| SAR audit                      | 8,000         | 8,000         |
| Operating lease rentals        | <u>32,500</u> | <u>61,281</u> |

**9. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

|                                                                         | 2024<br>£      | 2023<br>£      |
|-------------------------------------------------------------------------|----------------|----------------|
| Wages and salaries (including £75,000 donated services (2023: £75,000)) | 784,257        | 780,399        |
| Social security costs                                                   | 68,353         | 67,208         |
| Other pension costs                                                     | 41,958         | 50,465         |
|                                                                         | <u>894,568</u> | <u>898,072</u> |

No employees' remuneration was above £60,000 in the year (2023: none).

The Centre's trustees were not paid (2023: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2023: £nil). No Centre trustee received payment for professional or other services supplied to the Centre (2023: £nil).

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**9. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL (continued)**

The key management personnel of the Centre comprise the Director of the Centre and those members of the Senior Management Team of Mary Ward Settlement who provided services to the Centre as part of their role for the Mary Ward Settlement. These members of staff, comprising the Warden and CEO and Director of Finance and Resources of the Mary Ward Settlement did not receive any additional remuneration for their work on behalf of the Centre, however, a portion of their costs were recharged by the Mary Ward Settlement. Total recharged costs from the Mary Ward Settlement for recharged staff was £157,932 (2023: £153,294), of which £10,186 (2023: £11,250) related to the Senior Management Team of Mary Ward Settlement. Total key management personnel remuneration for the year was £68,773 (2023: £71,309).

**10. STAFF NUMBERS**

The average number of staff employed each month was 26 (2023: 24). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

|                   | 2024      |           | 2023      |           |
|-------------------|-----------|-----------|-----------|-----------|
|                   | No.       | fte       | No.       | Fte       |
| Operational staff | 19        | 17        | 18        | 16        |
| Support staff     | 7         | 4         | 6         | 5         |
|                   | <u>26</u> | <u>21</u> | <u>24</u> | <u>21</u> |

**11. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS**

Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of the Centre. The Financial Statements do not include disclosure of transactions between the Centre and the Settlement. As a 100% controlled subsidiary undertaking, the Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2023: none).

**12. GOVERNMENT GRANTS**

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

**13. CORPORATION TAXATION**

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**14. WORK IN PROGRESS**

Work in progress is the value of legal casework not yet assessed by the Legal Aid Agency.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2024<br>£      | 2023<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 104,283        | 85,916         |
| Prepayments and accrued income | 34,067         | 134,464        |
| Other debtors                  | 3,810          | 13,750         |
|                                | <u>142,160</u> | <u>234,130</u> |

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2024<br>£      | 2023<br>£      |
|---------------------------------|----------------|----------------|
| Taxes and social security costs | 12,946         | 19,406         |
| Accruals and deferred income    | 291,216        | 289,955        |
| Annual leave accrual            | 14,938         | 14,938         |
| Amounts owed to group companies | 150,998        | 158,735        |
| Other creditors                 | 5,506          | 1,289          |
|                                 | <u>475,604</u> | <u>484,323</u> |

**17. DEFERRED INCOME**

Deferred income is made up of income, received in advance, for services to be delivered after 31<sup>st</sup> July 2024.

|                                                             | 2024<br>£      | 2023<br>£      |
|-------------------------------------------------------------|----------------|----------------|
| Opening balance as at 1 <sup>st</sup> August                | 245,413        | 57,173         |
| Amount released to income earned from charitable activities | (245,413)      | (57,173)       |
| Amount deferred in year                                     | 208,956        | 245,413        |
|                                                             | <u>208,956</u> | <u>245,413</u> |

**18. LEASE OBLIGATIONS**

At 31st July the Centre had minimum lease payments under non-cancellable operating leases falling due as follows:

|                            | 2024<br>£      | 2023<br>£      |
|----------------------------|----------------|----------------|
| <b>Land and buildings</b>  |                |                |
| Not later than one year    | 32,500         | 32,500         |
| Between one and two years  | 32,500         | 32,500         |
| Between two and five years | 65,000         | 97,500         |
|                            | <u>130,000</u> | <u>162,500</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**19. ANALYSIS OF CHARITABLE FUNDS**

|                                                  | Balance<br>1 August<br>2023<br>£ | Movement in resources |                    | Transfers        | Balance<br>31 July<br>2024<br>£ |
|--------------------------------------------------|----------------------------------|-----------------------|--------------------|------------------|---------------------------------|
|                                                  |                                  | Income<br>£           | Expenditure<br>£   | £                |                                 |
| <b>Restricted funds:</b>                         |                                  |                       |                    |                  |                                 |
| Legal Aid Agency                                 | -                                | 214,089               | (320,901)          | 106,812          | -                               |
| Money and Pensions<br>Service - Debt Free Advice | -                                | 134,325               | (201,714)          | 67,389           | -                               |
| London Borough of<br>Camden                      | -                                | 189,270               | (283,815)          | 94,545           | -                               |
| Legal Education<br>Foundation                    | -                                | 54,000                | (81,689)           | 27,689           | -                               |
| Trust for London                                 | -                                | 52,792                | (79,884)           | 27,092           | -                               |
| London Legal Support<br>Trust                    | -                                | 123,407               | (185,400)          | 61,993           | -                               |
| Community Links                                  | -                                | 11,503                | (18,188)           | 6,685            | -                               |
| Advice UK                                        | -                                | 2,000                 | (2,988)            | 988              | -                               |
| Housing Possession Court<br>Duty Scheme          | -                                | 3,380                 | (5,051)            | 1,671            | -                               |
| GLA AiCS                                         | -                                | 12,007                | (18,941)           | 6,934            | -                               |
| St Giles & St George                             | -                                | 1,757                 | (2,625)            | 868              | -                               |
| St Andrew Holborn                                | -                                | 20,964                | (32,326)           | 11,362           | -                               |
| Linklaters LLP                                   | -                                | 32,259                | (49,204)           | 16,945           | -                               |
| <b>Total restricted funds</b>                    | -                                | <b>851,753</b>        | <b>(1,282,726)</b> | <b>430,973</b>   | -                               |
| <b>Unrestricted funds:</b>                       |                                  |                       |                    |                  |                                 |
| General fund                                     | 82,177                           | 478,735               | (11,717)           | (430,973)        | 118,222                         |
| <b>Total unrestricted funds</b>                  | <b>82,177</b>                    | <b>478,735</b>        | <b>(11,717)</b>    | <b>(430,973)</b> | <b>118,222</b>                  |
| <b>Total funds</b>                               | <b>82,177</b>                    | <b>1,330,488</b>      | <b>(1,294,443)</b> | <b>-</b>         | <b>118,222</b>                  |

Where income has been received specifically for services provided by the Centre it is shown as restricted income. Expenditure has been fully allocated to those services provided by the Centre based on operational headcount. Unrestricted income and/or reserves are shown as transfers to the Centre's activities where allocated expenditure exceeds the sources of restricted income for each service.

| <u>Name of Fund</u>                            | <u>Description, nature and purpose of fund</u>                                                                         |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.          |
| Legal Aid Agency                               | Funding for housing advice and representation (where applicable) for people eligible for legal aid.                    |
| Money and Advice Service<br>- Debt Free Advice | Funding to provide debt advice.                                                                                        |
| London Borough of<br>Camden                    | Funding to provide specialist advice in the areas of debt, housing and welfare benefits, to people who live in Camden. |
| The Trust for London                           | Funding for a specialist welfare benefits caseworker.                                                                  |
| Legal Education<br>Foundation                  | Funding for a trainee solicitor as part of the LEF's Justice First Fellowship.                                         |
| London Legal Support<br>Trust                  | Funding under their Centres of Excellence scheme.                                                                      |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**19. ANALYSIS OF CHARITABLE FUNDS (continued)**

| <u>Name of Fund</u>                  | <u>Description, nature and purpose of fund</u>                                           |
|--------------------------------------|------------------------------------------------------------------------------------------|
| Community Links                      | Funding to provide housing advice to users of Community Links.                           |
| Advice UK                            | Funding towards help with Debt Relief Orders (DRO) for people eligible for a DRO.        |
| Housing Possession Court Duty Scheme | Funding to provide housing advice at court to people facing possession.                  |
| St Giles & St Georges                | Funding to provide generalist advice to people living in their area of benefit.          |
| St Andrew Holborn                    | Funding to provide generalist advice to people living in their area of benefit.          |
| GLA AiCS                             | GLA Advice in Community Settings -Funding to provide advice to food bank users in Newham |
| Linklaters LLP                       | Funding to support the employment and training of a trainee solicitor.                   |

|                                                     | Balance<br>1 August<br>2022<br>£ | Movement in resources<br>Income      Expenditure<br>£                      £ |                    | Transfers<br>£   | Balance<br>31 July<br>2023<br>£ |
|-----------------------------------------------------|----------------------------------|------------------------------------------------------------------------------|--------------------|------------------|---------------------------------|
| <b>Restricted funds:</b>                            |                                  |                                                                              |                    |                  |                                 |
| Legal Aid Agency                                    | -                                | 169,029                                                                      | (241,549)          | 72,520           | -                               |
| Money and Pensions<br>Service - Debt Free<br>London | -                                | 153,835                                                                      | (219,837)          | 66,002           | -                               |
| London Borough of<br>Camden                         | -                                | 170,573                                                                      | (243,756)          | 73,183           | -                               |
| Legal Education<br>Foundation                       | -                                | 38,825                                                                       | (55,483)           | 16,658           | -                               |
| Trust for London                                    | -                                | 52,625                                                                       | (75,203)           | 22,578           | -                               |
| London Legal Support<br>Trust                       | -                                | 93,324                                                                       | (133,363)          | 40,039           | -                               |
| Community Links                                     | -                                | 42,200                                                                       | (60,305)           | 18,105           | -                               |
| Citizens Advice Enfield                             | -                                | 23,884                                                                       | (34,131)           | 10,247           | -                               |
| GLA AiCS                                            | -                                | 13,668                                                                       | (19,532)           | 5,864            | -                               |
| Linklaters LLP                                      | -                                | 18,333                                                                       | (26,199)           | 7,866            | -                               |
| <b>Total restricted funds</b>                       | <u>-</u>                         | <u>776,296</u>                                                               | <u>(1,109,358)</u> | <u>333,062</u>   | <u>-</u>                        |
| <b>Unrestricted funds:</b>                          |                                  |                                                                              |                    |                  |                                 |
| General fund                                        | 125,975                          | 300,774                                                                      | (11,510)           | (333,062)        | 82,177                          |
| <b>Total unrestricted funds</b>                     | <u>125,975</u>                   | <u>300,774</u>                                                               | <u>(11,510)</u>    | <u>(333,062)</u> | <u>82,177</u>                   |
| <b>Total funds</b>                                  | 125,975                          | 1,077,070                                                                    | (1,120,868)        | -                | 82,177                          |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

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**20. POST BALANCE SHEET EVENTS**

There have been no events that will have a material impact on the Financial Statements.

**21. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES**

|                                           | 2024<br>£      | 2023<br>£     |
|-------------------------------------------|----------------|---------------|
| Net movement in funds                     | 36,045         | (43,798)      |
| (Increase) in work in progress            | (15,000)       | (53,217)      |
| Decrease/ (increase) in debtors           | 91,970         | (9,755)       |
| (Decrease) / increase in creditors        | (8,719)        | 141,049       |
| Net cash provided by operating activities | <u>104,296</u> | <u>34,279</u> |

**22. ANALYSIS OF NET DEBT**

|                                                           | At 1<br>August<br>2023<br>£ | Cash<br>flows<br>£ | At 31<br>July 2024<br>£ |
|-----------------------------------------------------------|-----------------------------|--------------------|-------------------------|
| Total cash and cash equivalents: Cash at bank and in hand | <u>78,709</u>               | <u>104,296</u>     | <u>183,005</u>          |

**23. CLIENT MONIES**

At 31<sup>st</sup> July 2024 the Centre held money on behalf of clients in "Client" bank accounts of £154,252 (2023: £171,454).

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# Accounts

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COMPANY NUMBER 2786099  
CHARITY NUMBER 1024148

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**MARY WARD LEGAL CENTRE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2023**

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**THE MARY WARD LEGAL CENTRE  
REPORT FROM THE CHAIR  
FOR THE YEAR ENDED 31 JULY 2023**

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## **REPORT FROM THE CHAIR**

The Mary Ward Legal Centre (“the Centre”) helped nearly 2,000 people with their legal issues during 2022-23, continuing to provide specialist advice casework and representation in the areas of debt, housing and welfare benefits, and a pro bono service offering advice on employment, housing, consumer, general civil litigation, and family law.

Demand for the Centre’s services is at an unprecedented level due to the impact of the cost of living crisis. To address this increased demand the Centre was able to secure some additional funding to provide housing and welfare benefits advice to residents in Camden, Newham and Enfield.

The need for help with Welfare Benefits appeals continues to grow and, as a result, the Centre secured additional funding from the Access to Justice Foundation to provide specialist welfare benefits advice and representation to people in need across London.

The Centre is seeing more and more people in need of help with dealing with their debts. Many clients feel utterly desperate as they struggle financially to meet their everyday needs. Funding from the Money and Pensions Service through the Debt Free Advice partnership enabled the Centre to provide much-needed debt advice to Londoners struggling with their debts, including successful applications for Debt Relief Orders, writing off the debts and removing huge pressures on people.

Through a partnership with other advice providers and food banks in Newham the Centre is offering specialist advice to Newham food bank users with funding from the GLA.

The Centre is pleased to be training three trainee solicitors, which will increase its capacity to help more people whilst enabling a much-needed growth in future social welfare lawyers. We would like to thank the Justice First Fellowship scheme and Linklaters for their funding which has enabled us to provide this opportunity.

The hard work and commitment of the Centre’s staff and pro bono volunteers has resulted in many successful outcomes for clients, including reducing homelessness, increasing incomes, reducing debts, improving housing conditions and wellbeing.

We are grateful to the following funders and donors for 2022-23 who have enabled us to continue our work in changing lives: London Borough of Camden, Legal Aid Agency, Money and Pensions Service, Trust for London, Access to Justice Foundation, Legal Education Foundation, London Legal Support Trust, Henry Smith Charity, GLA, Linklaters, Clifford Chance, Farrer & Co, Matrix Chambers and Bishop & Sewell LLP.

*Frances Bates*

Frances Bates

Chair

## MARY WARD LEGAL CENTRE

### REFERENCE AND ADMINISTRATIVE DETAILS

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#### REFERENCE DETAILS

Charity number: 1024148  
Company number: 2786099  
Address and Registered Office: Queensway House, 275-285 High St, Stratford, London E15 2TF

#### KEY MANAGEMENT PERSONNEL

Key management personnel are defined as members of the Centre's Senior Management Team and were represented by the following in 2022-23:

|                                    |                                                                                                                    |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Warden, CEO                        | Suzanna Jackson (until 20 <sup>th</sup> March 2023)<br>Therese Reinheimer-Jones (from 20 <sup>th</sup> March 2023) |
| Director of Mary Ward Legal Centre | Paula Twigg                                                                                                        |
| Director of Finance and Resources  | Juliet Woodford                                                                                                    |

#### BOARD OF TRUSTEES

A full list of trustees is given on page 8 of these Financial Statements.

Ms. Beverley Campbell acted as Clerk to the Board of Trustees throughout the year under review.

#### PROFESSIONAL ADVISERS

|                              |                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------|
| FINANCIAL STATEMENTS AUDITOR | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                           |
| INTERNAL AUDITOR             | Validera<br>30 Camp Road<br>Farnborough<br>Hants<br>GU14 6EW                                     |
| BANKERS                      | The Co-operative Bank plc<br>3rd floor, St Paul's House<br>10 Warwick Lane<br>London<br>EC4M 7BP |

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2023**

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## **REPORT OF THE BOARD OF TRUSTEES**

The Board of Trustees (“the Board”) is pleased to present its Annual Report, together with the Financial Statements of Mary Ward Legal Centre (“the Centre”) for the year ended 31<sup>st</sup> July 2023. This report is also prepared to meet the requirements for a Directors’ Report and Financial Statements for Companies Act purposes.

### **NATURE, OBJECTIVES AND STRATEGIES**

#### **LEGAL STATUS**

The Centre is a company limited by guarantee (number 2786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

#### **THE PURPOSE OF THE CENTRE**

The principal object of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Centre’s portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of pro bono general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit, including the guidance ‘Public benefit: running a charity (PB2)’, when reviewing the Centre’s aims and objectives and in planning future activities.

The Centre is a wholly owned subsidiary of Mary Ward Settlement (“the Settlement”). The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188).

#### **CORE VALUES AND OBJECTIVES**

The Centre’s Core Values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, between the Centre, the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these Core Values; and
- Maintaining an open, honest, accountable and fair approach in all our communications with all its service users, staff and other stakeholders.

The Centre’s Strategic Objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**CORE VALUES AND OBJECTIVES (continued)**

- To maintain good financial health in order to ensure the sustainable delivery of its Mission and Objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and Objectives.

The Centre is on target to meet both the service and Strategic Objectives.

**ACHIEVEMENTS AND PERFORMANCE**

**KEY ACHIEVEMENTS**

The Centre's specific achievements for 2022-23 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Securing additional grant funding and donations to deal with the impact of the cost of living crisis;
- Helping 2,000 people with their legal issues;
- Delivering against contractual funding outputs and outcomes;
- Delivering a pro bono advice service to help more people who cannot access help from legal aid to resolve their legal issues;
- Securing funding from the Access to Justice Foundation to increase our capacity to provide specialist welfare benefits advice pan-London;
- Securing funding from the London Borough of Camden for a generalist adviser to provide holistic support and increase our outreach in the borough;
- Continuing to deliver housing advice in Newham and securing additional funding to increase access to specialist housing advice in Newham and Enfield;
- Supporting two members of staff to train as an apprentice solicitor;
- Clients receiving help with their welfare benefits appeals achieved an average increase of £87 a week in benefits;
- Playing an active role in the development of the new Camden Advice Network;
- Working in partnership with other community organisations and food banks in Newham to provide specialist advice to food bank users.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**PERFORMANCE INDICATORS**

The actual performance against the agreed targets are set out in the table below:

| Key Performance Indicator                                                                    | Target<br>2022-23 | Achieved<br>2022-23 | Target<br>2021-22 | Achieved<br>2021-22 |
|----------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Meet annual target for matter starts                                                         | 1,480             | 1,887               | 1,295             | 1,431               |
| Maintain the number of people who get advice through pro bono clinics                        | 175               | 174                 | 175               | 163                 |
| Maintain a high level of client satisfaction                                                 | 95%               | 99%                 | 95%               | 99%                 |
| Maintain the high % of cases that have a positive outcome                                    | 92%               | 95%                 | 92%               | 94%                 |
| A high % of clients who respond to our survey report an improvement in health and well-being | 88%               | 94%                 | 88%               | 95%                 |

**FINANCIAL REVIEW**

The results for the year are set out on page 16. There has been a deficit for the year of £43,798 (2021-22: deficit £65,669). Income, including the value in kind of pro bono donations of goods or services valued at £75,000 (2021-22: £78,053), increased overall by £66,931 to £1,077,070 (2021-22: £1,010,139). The increase reflects a rise in grants to support the work of the Centre.

Income from the Debt Free London contract, at £153,835, was lower than the previous year (2021-22: £206,583), due to a change in the contract terms. Other income for specialist advice, which comes primarily from the Legal Aid Agency and the London Borough of Camden totalled £419,354, (2021-22: £353,191). Legal aid income remained low, following a backlog of work in the Courts after the Covid-19 pandemic and which continued to impact the number of possession cases being listed, and consequently the volume and value of legal aid work has remained lower than pre-pandemic norms.

Other sources of funding included the Access to Justice Foundation, the Henry Smith Charity, the London Legal Support Trust, Trust for London, and the Legal Education Foundation, jointly contributing £301,526. The two main corporate funders; Linklaters and Clifford Chance both continued with their generous funding, donating £83,000 and £30,000 respectively (2022: £65,000 and £30,000), and both continued to donate the services of trainee solicitors, pro bono, as in previous periods, which have been valued at a total of £75,000.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**FINANCIAL REVIEW (continued)**

Costs rose by £45,060 to £1,120,868 (2021-22: £1,075,808). Total salary costs were £898,072 (2021-22: £869,193), of which £75,000 (2021-22: £75,000) was the recognised value of donated services from Linklaters LLP and Clifford Chance LLP. Other admin and premises costs rose by £8,781 to £222,796 (2021-22: £206,615) during 2022-23 compared to 2021-22, a relatively modest increase of 7.8% in line with inflation in the wider economy during the period, and reflects the tightly control of expenditure during a continuing period of lower activity and sustained pressure on income.

Costs continue to be carefully managed where possible; however, growth of services is essential in order to meet the future income targets for future sustainability, and the targets of our funders. The demand for the Centre's services remains high and the current disparity between income and costs reflect a commitment to an increase in provision, planned over the next few years.

**TREASURY MANAGEMENT**

Treasury management is the management of the Centre's cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

There was a net increase in the cash held by the Centre of £34,279 to £78,709 (2021-22: £44,430). While an improvement on the position at the end of 2022, this continuation of relatively low cash balances is indicative of the tight margins in the operational activity of the Centre. Careful treasury management will remain an essential focus for the Centre's Senior Management Team until the Centre's income flows build to a more stable, sustainable level.

**RESERVES POLICY AND GOING CONCERN**

The Centre aims to hold reserves equivalent of 1 to 3 months' expenditure so that it can continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31<sup>st</sup> July 2023 were £82,177 (2022: £125,975) a worsening from 2021-22 to 100% of the lower end of target, and 33% of the higher end (2022: 126% of lower end of target and 41% of the higher end). This reflects the reported deficit for a fourth year impacted by longer legacy of Covid-19. The above-mentioned impact on Legal Aid Agency income means that it is likely to be at least a year before the Centre sees a significant improvement in income streams. The expectation is that reserves will remain at the lower end of the target for 2-3 years until the longer term benefits of investment in the larger housing team are seen.

The Centre has developed detailed financial projections which include modelling the impact of lower activity and the cost of living crisis on its plans for growth, and the impact of key risks and uncertainties. This work has supported the Board's ability to consider the financial impact of the challenges and uncertainties that impact the Centre. The Centre's ultimate holding company, Mary Ward Settlement has, and will continue to be supportive of the operations of the Centre, including confirming that it would assist with the provision of financial support, within its own means, should it prove necessary. As such the Board considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least April 2025. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**FUTURE DEVELOPMENTS**

Looking forward the Centre expects to be able to achieve the following:

- To ensure pan-London provision of our specialist advice in housing, welfare benefits and debt;
- To continue to provide a pro bono service;
- To continue to develop new advice provision in Newham;
- To expand our outreach provision in Camden;
- To take an active role in advice networks, and work in partnership with local advice providers and community organisations.
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income.

# MARY WARD LEGAL CENTRE

## REPORT OF THE BOARD OF TRUSTEES

### FOR THE YEAR ENDED 31 JULY 2023

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#### FUNDRAISING

The Centre manages its own fundraising activities and aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells or shares data, and ensures that communication preferences can be changed at any time. The Centre undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service.

During 2022-23, the Centre received no complaints about its fundraising activities.

#### STRUCTURE GOVERNANCE AND MANAGEMENT

The following statement is provided to enable readers of the Annual Report and Financial Statements of the Centre to obtain a better understanding of its governance and legal structure. The statement covers the period from 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023 and up to the date of the approval of the Annual Report and Financial Statements.

The Centre is a registered charity. The Board confirms that it has had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these Financial Statements.

#### THE BOARD

The directors of the Centre, a charitable company, are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

|                    |                                                                                |
|--------------------|--------------------------------------------------------------------------------|
| Frances Bates      | (appointed 1 <sup>st</sup> March 2024) Chair (from 1 <sup>st</sup> March 2024) |
| Nadine Cartner     |                                                                                |
| Graham Collins     |                                                                                |
| James Collins      |                                                                                |
| Christine Cryne    | Chair (until 29 <sup>th</sup> February 2024)                                   |
| Kim Duong          | Treasurer                                                                      |
| Eva Henry          |                                                                                |
| Beatriz Montoya    |                                                                                |
| Paul Nichols       |                                                                                |
| Simone Selzer      |                                                                                |
| Sally Todd         |                                                                                |
| Emma Wyatt         |                                                                                |
| Company Secretary: | Suzanna Jackson (until 20 <sup>th</sup> March 2023)                            |
|                    | Therese Reinheimer-Jones (from 20 <sup>th</sup> March 2023)                    |

#### APPOINTMENTS TO THE BOARD

The Centre operates selection criteria for recruitment of trustees to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Governance and Nominations Committee, which includes at least one trustee from the Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Centre's trustees.

#### TRUSTEE INDUCTION AND TRAINING

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**ORGANISATION**

The Centre has its own Board of up to 14 members who are trustees, nominated by Mary Ward Settlement. For the period under review Mr P Nichols and Ms E Wyatt were trustees of the Centre only. All other members were also trustees of the Mary Ward Settlement Board, which provides overall leadership and strategic direction. Sub-committees of the Settlement Board include a Finance Committee, Audit & Risk Committee and a Remuneration Committee which meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a Senior Management Team consisting of the Director of the Centre and the Director of Finance and Resources.

The Chief Executive and her Senior Management Team oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS**

None of the trustees receive remuneration or other benefit from their work with the Centre. For the year under review, no trustee received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31<sup>st</sup> July 2023 (2022: none).

Any connection between a trustee or senior manager of the Centre and any organisation associated with the Centre must be disclosed to the Board in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The trustees and the Senior Management Team comprise the key management personnel of the Centre in charge of directing and controlling, running and operating the Centre on a day to day basis.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board. The employment costs of the Senior Management Team for their work in relation to the Centre are allocated to the Centre.

**RISK MANAGEMENT**

The Board has a risk management strategy which comprises the following:

- Regular reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the Centre;
- Regular reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that over half of its income, excluding value in kind donations, comes from three sources: the Debt Free London debt advice contract funded by the Money and Pensions Service, the Legal Aid Agency (LAA); and Camden Council.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**RISK MANAGEMENT** (continued)

The Centre has a strategy to expand its housing advice provision having secured additional legal aid contracts for the London boroughs of Southwark and Newham, leading to increased income streams as the services are developed and as the longer term impact of Covid-19 on legal aid income begins to recede. The key risk from this strategy relates to the current uncertainty over how quickly legal aid income will grow, following the impact of Covid-19 on the volume of housing possession work, which has impacted both income and cash flow. In mitigation, the plan to grow the team has been temporarily stalled while legal aid income has been low, and a close watch is being kept on volumes and billing.

To address the risk of over-reliance on a small number of key funders, we continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts and tend to be time limited to usually no more than 3 years.

Other significant risks facing the Centre are increasing demands being placed on already hard-working staff and quality failure in the advice being offered, and in our ability to recruit good staff either to replace leavers, or as we seek to grow the Housing Team. The first is mitigated by the use of an effective support and supervision system and regular team meetings, alongside a supportive culture and one that encourages open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed. To mitigate the risk of not being able to recruit suitably qualified staff, the Centre is investing in trainee solicitor/ apprentice roles.

Other operational risks are considered to be at a low level and are monitored by management.

The Centre's ultimate holding company, Mary Ward Settlement has, and will continue to be supportive of the operations of the Centre, including confirming that it would assist with the provision of financial support, within its own means, should it prove necessary.

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF RESPONSIBILITIES OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Centre's trustees (who are also directors of the Centre for the purposes of company law) are responsible for preparing the trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the Centre 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Centre 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 Centre 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 Centre's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS**

In so far as the trustees are aware at the time of approving our trustees' Annual Report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Centre's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the Centre's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Centre's auditor is aware of that information.

By order of the Board of Trustees

*Frances Bates*

Frances Bates  
Chair

10/04/2024

### Opinion

We have audited the financial statements of The Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements, including the principle 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 July 2023 and of its 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 charitable company 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report and Financial Statements, other than the financial statements and our auditor's report thereon. 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.

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.

### Opinion 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 is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report, which is also the directors' report for the purposes of company law, 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.

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

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records or returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to 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.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees, who are also the directors 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 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011), those that relate to data protection (General Data Protection Regulation), safeguarding, employment and health and safety; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- used data analytics to investigate the rationale behind any significant or unusual transactions;
- tested authorisation controls on expenditure items, ensuring all expenditure was approved in line with the charitable company's financial procedures; and
- performed substantive testing on grant income to ensure the income recognised complied with the funding agreements.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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.

### Use of this report

This report is made solely to the charity'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 charity's members those matters that 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 charity and the charity's members as a body, for our audit work, or the opinions we have formed.

*Buzzacott LLP*

Catherine Biscoe (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

Date: 11 April 2024

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JULY 2023**

|                                                       | Notes | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Unrestricted Funds | Restricted Funds | Total Funds 2022 |
|-------------------------------------------------------|-------|--------------------|------------------|------------------|--------------------|------------------|------------------|
|                                                       |       | £                  | £                | £                | £                  | £                | £                |
| <b>INCOME FROM:</b>                                   |       |                    |                  |                  |                    |                  |                  |
| Donations and legacies                                | 3     | 181,155            | 18,333           | 199,488          | 192,433            | -                | 192,433          |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal Services                                        | 4     | 119,619            | 757,963          | 877,582          | 61,179             | 751,553          | 812,732          |
| Other - CJRS income                                   | 5     | -                  | -                | -                | 4,974              | -                | 4,974            |
| <b>TOTAL INCOME</b>                                   |       | <b>300,774</b>     | <b>776,296</b>   | <b>1,077,070</b> | <b>258,586</b>     | <b>751,553</b>   | <b>1,010,139</b> |
| <b>EXPENDITURE ON:</b>                                |       |                    |                  |                  |                    |                  |                  |
| <i>Raising funds:</i>                                 |       |                    |                  |                  |                    |                  |                  |
| Generating donations and grants                       |       | 11,510             | -                | 11,510           | 11,510             | -                | 11,510           |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal services                                        | 6     | -                  | 1,109,358        | 1,109,358        | -                  | 1,064,298        | 1,064,298        |
| <b>TOTAL EXPENDITURE</b>                              |       | <b>11,510</b>      | <b>1,109,358</b> | <b>1,120,868</b> | <b>11,510</b>      | <b>1,064,298</b> | <b>1,075,808</b> |
| <b>NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS</b> |       | <b>289,264</b>     | <b>(333,062)</b> | <b>(43,798)</b>  | <b>247,076</b>     | <b>(312,745)</b> | <b>(65,669)</b>  |
| Transfers between funds                               |       | (333,062)          | 333,062          | -                | (312,745)          | 312,745          | -                |
| Net movement in funds                                 |       | (43,798)           | -                | (43,798)         | (65,669)           | -                | (65,669)         |
| <b>RECONCILIATION OF FUNDS:</b>                       |       |                    |                  |                  |                    |                  |                  |
| <b>FUNDS AT 1<sup>st</sup> AUGUST 2022</b>            |       | <b>125,975</b>     | <b>-</b>         | <b>125,975</b>   | <b>191,644</b>     | <b>-</b>         | <b>191,644</b>   |
| <b>FUNDS AT 31<sup>st</sup> JULY 2023</b>             |       | <b>82,177</b>      | <b>-</b>         | <b>82,177</b>    | <b>125,975</b>     | <b>-</b>         | <b>125,975</b>   |

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

The notes on pages 18 to 28 form part of these accounts.

**MARY WARD LEGAL CENTRE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2023**

|                                                | Notes | 2023<br>£      | 2022<br>£      |
|------------------------------------------------|-------|----------------|----------------|
| <b>CURRENT ASSETS</b>                          |       |                |                |
| Work in progress                               | 15    | 253,661        | 200,444        |
| Debtors                                        | 16    | 234,130        | 224,375        |
| Cash at bank and in hand                       |       | 78,709         | 44,430         |
|                                                |       | <u>566,500</u> | <u>469,249</u> |
| <b>LIABILITIES</b>                             |       |                |                |
| Creditors: amounts falling due within one year | 17    | (484,323)      | (343,274)      |
| <b>NET CURRENT ASSETS</b>                      |       | <u>82,177</u>  | <u>125,975</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>   |       | 82,177         | 125,975        |
| <b>NET ASSETS</b>                              |       | <u>82,177</u>  | <u>125,975</u> |
| <b>THE FUNDS OF THE CHARITY:</b>               |       |                |                |
| <b>UNRESTRICTED FUNDS</b>                      |       |                |                |
| General fund                                   |       | 82,177         | 125,975        |
|                                                |       | <u>82,177</u>  | <u>125,975</u> |
| <b>RESTRICTED FUNDS</b>                        | 20    | -              | -              |
| <b>TOTAL FUNDS</b>                             |       | <u>82,177</u>  | <u>125,975</u> |

The trustees have prepared the Financial Statements in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with FRS102 and the special provisions of Part 15 of the Companies Act relating to small companies.

The notes on pages 18 to 28 form part of these Financial Statements.

Approved by the trustees on 26<sup>th</sup> March 2024

Signed

*Frances Bates*

Frances Bates, Chair of the trustees on behalf of the trustees

10/04/2024

Company registration number: 2786099

**MARY WARD LEGAL CENTRE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDING 31 JULY 2023**

|                                                        | Notes | 2023<br>£     | 2022<br>£      |
|--------------------------------------------------------|-------|---------------|----------------|
| Net cash flows from operating activities:              | 23    | <u>34,279</u> | <u>(5,873)</u> |
| Change in cash and cash equivalents in the year        |       | 34,279        | (5,873)        |
| Cash and cash equivalents at the beginning of the year |       | 44,430        | 50,303         |
| Cash and cash equivalents at the end of the year       |       | <u>78,709</u> | <u>44,430</u>  |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are laid out below:

**a) Basis of preparation**

The Financial Statements have been prepared for the year to 31<sup>st</sup> July 2023. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these Financial Statements. They 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Centre meets the definition of a public benefit entity under FRS102.

The Financial Statements are presented in sterling and are rounded to the nearest pound.

**b) Preparation of the Financial Statements on a going concern basis**

The Centre reported a cash inflow of £34,279 (2022: cash outflow of £5,873). Taking into account confirmation from the ultimate holding company, Mary Ward Settlement, that it will continue to be supportive of the operations of the Centre, the trustees are of the view that the immediate future for the Centre, over the next 12 months until at least April 2025, is secure and, on that basis, the Centre is a going concern.

The fixed term nature of the major contracts on which the Centre relies continue to represent a significant risk. This has been mitigated, as far as it is possible to do so, by active contract management with a special emphasis on maintaining good working relationships with each of those key funders. Funding for each of the 3 major income sources has been confirmed until at least 2025, of which one, LB Camden, is secure until March 2027.

**c) Critical accounting estimates and areas of judgement**

Preparation of the Financial Statements requires the trustees to make significant judgements and estimates.

The item in the Financial Statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors, and estimating the value of donated goods and services.

**d) Income recognition**

Income is recognised in the period in which the Centre has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Centre has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Legal Aid Agency income is recognised for all work carried out on approved Legal Aid Agency cases at the point in time it is earned, at Legal Aid Agency rates. Where cases become eligible for payment at commercial, Inter Partes, rates, the higher fee is recognised only when the case is complete and ready to be billed.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**1. ACCOUNTING POLICIES** (continued)

d) Income recognition (continued)

Donations and grants are recognised when the Centre has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the Centre is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Centre and it is probable that those conditions will be fulfilled in the reporting period.

Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the Financial Statements as contractual income debtors.

Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised.

On receipt, donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period as the receipt.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the Bank.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

f) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Centre to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is classified as follows:

Expenditure on raising funds includes all expenditure associated with raising funds for the Centre.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**1. ACCOUNTING POLICIES** (continued)

f) Expenditure recognition (continued)

Expenditure comprises the costs of charitable activities in respect to the Centre's primary charitable purposes as described in the trustees' report.

All expenditure is stated inclusive of irrecoverable VAT.

g) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Centre it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the Centre (including audit costs) and costs in respect to its compliance with regulation and good practice.

Support costs and governance costs are apportioned as detailed in note 8.

h) Leased assets

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

i) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

|                                          |     |
|------------------------------------------|-----|
| Furniture, fixtures and office equipment | 20% |
|------------------------------------------|-----|

j) Work in progress

Work in progress is the estimated value of legal work that could potentially have been invoiced at 31<sup>st</sup> July of the year in question. The value is calculated with reference to the time recorded by case workers which is expected to result in billable work, and is valued at standard Legal Aid Agency rates.

k) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

l) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**1. ACCOUNTING POLICIES** (continued)

m) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Centre anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

n) Pension contributions

Contributions in respect of the Centre's defined contribution pension scheme are charged to the Statement of Financial Activities when they are payable to the scheme. The Centre has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**2. LEGAL STATUS OF THE CENTRE**

The Centre is a company limited by guarantee and has no share capital. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**3. INCOME FROM DONATIONS AND LEGACIES**

|                  | 2023<br>£      | 2022<br>£      |
|------------------|----------------|----------------|
| Donations:       |                |                |
| Gifts            | 124,488        | 114,380        |
| Donated services | 75,000         | 78,053         |
|                  | <u>199,488</u> | <u>192,433</u> |

Gifts include payments of £83,000 from Linklaters LLP, £30,000 from Clifford Chance LLP, and £5,000 from Farrer and Co Charitable Trust. Donated services comprise the estimated value of pro bono legal services and the estimated value of seconded trainee solicitors by Linklaters LLP and Clifford Chance LLP. The equivalent expenditure of the donated services is included in operational staff costs and professional fees.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the Financial Statements.

All of the above income is unrestricted except for gifts of £18,333 which are restricted (2021-22: £nil).

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                     | 2023<br>£      | 2022<br>£      |
|---------------------|----------------|----------------|
| Legal services:     |                |                |
| Revenue grants      | 304,393        | 198,402        |
| Advice and casework | 573,189        | 614,330        |
|                     | <u>877,582</u> | <u>812,732</u> |

All of the above income is restricted except for revenue grants of £119,619 (2021-22: £61,179) which are unrestricted.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**5. OTHER INCOME**

Income of £nil (2022: £4,974) was received from the government's Coronavirus Job Retention Scheme to support the salaries of staff unable to work during the lockdown period.

**6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                       | 2023<br>£        | 2022<br>£        |
|---------------------------------------|------------------|------------------|
| Salaries (including donated services) | 660,594          | 629,210          |
| Casework costs                        | 18,567           | 31,835           |
| Insurance                             | 3,543            | 3,328            |
| Other direct costs                    | 13,976           | 15,182           |
| Support costs (note 9)                | 412,678          | 384,743          |
|                                       | <u>1,109,358</u> | <u>1,064,298</u> |

**7. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES**

|                               | 2023<br>£        | 2022<br>£        |
|-------------------------------|------------------|------------------|
| Costs                         | (1,109,358)      | (1,064,298)      |
| Advice and casework contracts | 573,189          | 614,330          |
| Revenue grants                | 304,393          | 198,402          |
|                               | <u>(231,776)</u> | <u>(251,566)</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**8. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)**

|                     | 2023<br>£      | 2022<br>£      |
|---------------------|----------------|----------------|
| Staff costs         | 225,968        | 228,473        |
| IT costs            | 34,310         | 26,276         |
| Audit costs         | 17,000         | 14,170         |
| Premises            | 122,881        | 108,751        |
| Other support costs | 12,519         | 7,073          |
|                     | <u>412,678</u> | <u>384,743</u> |

**9. NET EXPENDITURE FOR THE YEAR**

|                                | 2023<br>£     | 2022<br>£     |
|--------------------------------|---------------|---------------|
| This is stated after charging: |               |               |
| Auditor's remuneration:        |               |               |
| Financial statements audit     | 9,000         | 6,100         |
| SAR audit                      | 8,000         | 5,550         |
| Operating lease rentals        | <u>61,281</u> | <u>66,840</u> |

**10. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

|                                                                         | 2023<br>£      | 2022<br>£      |
|-------------------------------------------------------------------------|----------------|----------------|
| Wages and salaries (including £75,000 donated services (2022: £75,000)) | 780,399        | 754,108        |
| Social security costs                                                   | 67,208         | 65,730         |
| Other pension costs                                                     | 50,465         | 49,355         |
|                                                                         | <u>898,072</u> | <u>869,193</u> |

No employees' remuneration was above £60,000 in the year (2022: none).

The Centre's trustees were not paid (2022: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2022: £nil). No Centre trustee received payment for professional or other services supplied to the Centre (2022: £nil).

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**10. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL (continued)**

The key management personnel of the Centre comprise the Director of the Centre and those members of the Senior Management Team of Mary Ward Settlement who provided services to the Centre as part of their role for the Mary Ward Settlement. These members of staff, comprising the Warden and CEO and Director of Finance and Resources of the Mary Ward Settlement did not receive any additional remuneration for their work on behalf of the Centre, however, a portion of their costs were recharged by the Mary Ward Settlement. Total recharged costs from the Mary Ward Settlement for recharged staff was £153,294 (2022: £156,393), of which £11,250 (2022: £11,234) related to the Senior Management Team of Mary Ward Settlement. Total key management personnel remuneration for the year was £71,309 (2022: £69,092).

**11. STAFF NUMBERS**

The average number of staff employed each month was 24 (2022: 22). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

|                   | 2023      |           | 2022      |           |
|-------------------|-----------|-----------|-----------|-----------|
|                   | No.       | fte       | No.       | fte       |
| Operational staff | 18        | 16        | 16        | 15        |
| Support staff     | 6         | 5         | 6         | 4         |
|                   | <u>24</u> | <u>21</u> | <u>22</u> | <u>19</u> |

**12. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS**

Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of the Centre. The Financial Statements do not include disclosure of transactions between the Centre and the Settlement. As a 100% controlled subsidiary undertaking, the Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2022: none).

**13. GOVERNMENT GRANTS**

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

**14. CORPORATION TAXATION**

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**15. WORK IN PROGRESS**

Work in progress is the value of legal casework not assessed by the Legal Aid Agency.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | <b>2023</b>    | <b>2022</b>    |
|--------------------------------|----------------|----------------|
|                                | <b>£</b>       | <b>£</b>       |
| Trade debtors                  | 85,916         | 70,723         |
| Prepayments and accrued income | 134,464        | 153,652        |
| Other debtors                  | 13,750         | -              |
|                                | <u>234,130</u> | <u>224,375</u> |

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | <b>2023</b>    | <b>2022</b>    |
|---------------------------------|----------------|----------------|
|                                 | <b>£</b>       | <b>£</b>       |
| Taxes and social security costs | 19,406         | 24,528         |
| Accruals and deferred income    | 289,955        | 103,819        |
| Annual leave accrual            | 14,938         | 6,669          |
| Amounts owed to group companies | 158,735        | 208,258        |
| Other Creditors                 | 1,289          | -              |
|                                 | <u>484,323</u> | <u>343,274</u> |

**18. DEFERRED INCOME**

Deferred income is made up of income, received in advance, for services to be delivered after 31<sup>st</sup> July 2023.

|                                                             | <b>2023</b>    | <b>2022</b>   |
|-------------------------------------------------------------|----------------|---------------|
|                                                             | <b>£</b>       | <b>£</b>      |
| Opening balance as at 1 <sup>st</sup> August                | 57,173         | 49,368        |
| Amount released to income earned from charitable activities | (57,173)       | (49,368)      |
| Amount deferred in year                                     | 245,413        | 57,173        |
|                                                             | <u>245,413</u> | <u>57,173</u> |

**19. LEASE OBLIGATIONS**

At 31<sup>st</sup> July the Centre had minimum lease payments under non-cancellable operating leases falling due as follows:

|                            | <b>2023</b>    | <b>2022</b>   |
|----------------------------|----------------|---------------|
|                            | <b>£</b>       | <b>£</b>      |
| <b>Land and buildings</b>  |                |               |
| Not later than one year    | 32,500         | 50,130        |
| Between one and two years  | 32,500         | -             |
| Between two and five years | 97,500         | -             |
|                            | <u>162,500</u> | <u>50,130</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**20. ANALYSIS OF CHARITABLE FUNDS**

|                                                     | Balance<br>1 August<br>2022<br>£ | Movement in resources<br>Income      Expenditure<br>£              £ |                    | Transfers<br>£   | Balance<br>31 July<br>2023<br>£ |
|-----------------------------------------------------|----------------------------------|----------------------------------------------------------------------|--------------------|------------------|---------------------------------|
| <b>Restricted funds:</b>                            |                                  |                                                                      |                    |                  |                                 |
| Legal Aid Agency                                    | -                                | 169,029                                                              | (241,549)          | 72,520           | -                               |
| Money and Pensions<br>Service - Debt Free<br>London | -                                | 153,835                                                              | (219,837)          | 66,002           | -                               |
| London Borough of<br>Camden                         | -                                | 170,573                                                              | (243,756)          | 73,183           | -                               |
| Legal Education<br>Foundation                       | -                                | 38,825                                                               | (55,483)           | 16,658           | -                               |
| Trust for London                                    | -                                | 52,625                                                               | (75,203)           | 22,578           | -                               |
| London Legal Support<br>Trust                       | -                                | 93,324                                                               | (133,363)          | 40,039           | -                               |
| Community Links                                     | -                                | 42,200                                                               | (60,305)           | 18,105           | -                               |
| Citizens Advice Enfield                             | -                                | 23,884                                                               | (34,131)           | 10,247           | -                               |
| GLA AiCS                                            | -                                | 13,668                                                               | (19,532)           | 5,864            | -                               |
| Linklaters LLP                                      | -                                | 18,333                                                               | (26,199)           | 7,866            | -                               |
| <b>Total restricted funds</b>                       | -                                | <b>776,296</b>                                                       | <b>(1,109,358)</b> | <b>333,062</b>   | -                               |
| <b>Unrestricted funds:</b>                          |                                  |                                                                      |                    |                  |                                 |
| General fund                                        | 125,975                          | 300,774                                                              | (11,510)           | (333,062)        | 82,177                          |
| <b>Total unrestricted funds</b>                     | <b>125,975</b>                   | <b>300,774</b>                                                       | <b>(11,510)</b>    | <b>(333,062)</b> | <b>82,177</b>                   |
| <b>Total funds</b>                                  | <b>125,975</b>                   | <b>1,077,070</b>                                                     | <b>(1,120,868)</b> | <b>-</b>         | <b>82,177</b>                   |

Where income has been received specifically for services provided by the Centre it is shown as restricted income. Expenditure has been fully allocated to those services provided by the Centre based on operational headcount. Unrestricted income and/or reserves are shown as transfers to the Centre's activities where allocated expenditure exceeds the sources of restricted income for each service.

| <u>Name of Fund</u>                            | <u>Description, nature and purpose of fund</u>                                                                         |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.          |
| Legal Aid Agency                               | Funding for housing advice and representation (where applicable) for people eligible for legal aid.                    |
| Money and Advice Service<br>- Debt Free London | Funding to provide debt advice.                                                                                        |
| London Borough of<br>Camden                    | Funding to provide specialist advice in the areas of debt, housing and welfare benefits, to people who live in Camden. |
| The Trust for London                           | Funding for a specialist welfare benefits caseworker.                                                                  |
| Legal Education<br>Foundation                  | Funding for a trainee solicitor as part of the LEF's Justice First Fellowship.                                         |
| London Legal Support<br>Trust                  | Funding under their Centres of Excellence scheme.                                                                      |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**20. ANALYSIS OF CHARITABLE FUNDS (continued)**

| <u>Name of Fund</u>                                 | <u>Description, nature and purpose of fund</u>                                           |                                                                               |                    |                        |                                           |
|-----------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------|------------------------|-------------------------------------------|
| Community Links                                     | Funding to provide housing advice to users of Community Links.                           |                                                                               |                    |                        |                                           |
| Citizens Advice Enfield                             | Funding to provide housing advice to Enfield residents.                                  |                                                                               |                    |                        |                                           |
| GLA AiCS                                            | GLA Advice in Community Settings -Funding to provide advice to food bank users in Newham |                                                                               |                    |                        |                                           |
| Linklaters LLP                                      | Funding to support the employment and training of a trainee solicitor.                   |                                                                               |                    |                        |                                           |
|                                                     | <i>Balance<br/>1 August<br/>2021<br/>£</i>                                               | <i>Movement in resources<br/>Income      Expenditure<br/>£              £</i> |                    | <i>Transfers<br/>£</i> | <i>Balance<br/>31 July<br/>2022<br/>£</i> |
| <b>Restricted funds:</b>                            |                                                                                          |                                                                               |                    |                        |                                           |
| Legal Aid Agency                                    | -                                                                                        | 202,094                                                                       | (286,192)          | 84,098                 | -                                         |
| Money and Pensions<br>Service - Debt Free<br>London | -                                                                                        | 206,583                                                                       | (292,549)          | 85,966                 | -                                         |
| London Borough of<br>Camden                         | -                                                                                        | 145,303                                                                       | (205,768)          | 60,465                 | -                                         |
| St Andrew Holborn                                   | -                                                                                        | 21,323                                                                        | (30,196)           | 8,873                  | -                                         |
| Cardinal Hume Centre                                | -                                                                                        | 900                                                                           | (1,274)            | 374                    | -                                         |
| City Bridge Trust                                   | -                                                                                        | 13,000                                                                        | (18,410)           | 5,410                  | -                                         |
| The Henry Smith Charity                             | -                                                                                        | 26,500                                                                        | (37,528)           | 11,028                 | -                                         |
| Legal Education<br>Foundation                       | -                                                                                        | 45,571                                                                        | (64,534)           | 18,963                 | -                                         |
| Trust for London                                    | -                                                                                        | 43,868                                                                        | (62,123)           | 18,255                 | -                                         |
| London Legal Support<br>Trust                       | -                                                                                        | 10,000                                                                        | (14,161)           | 4,161                  | -                                         |
| Community Links                                     | -                                                                                        | 19,333                                                                        | (27,378)           | 8,045                  | -                                         |
| GLA Covid Support                                   | -                                                                                        | 11,284                                                                        | (15,980)           | 4,696                  | -                                         |
| Citizens Advice Enfield                             | -                                                                                        | 5,794                                                                         | (8,205)            | 2,411                  | -                                         |
| <b>Total restricted funds</b>                       | -                                                                                        | <b>751,553</b>                                                                | <b>(1,064,298)</b> | <b>312,745</b>         | -                                         |
| <b>Unrestricted funds:</b>                          |                                                                                          |                                                                               |                    |                        |                                           |
| General fund                                        | 191,644                                                                                  | 258,586                                                                       | (11,510)           | (312,745)              | 125,975                                   |
| <b>Total unrestricted funds</b>                     | <b>191,644</b>                                                                           | <b>258,586</b>                                                                | <b>(11,510)</b>    | <b>(312,745)</b>       | <b>125,975</b>                            |
| <b>Total funds</b>                                  | <b>191,644</b>                                                                           | <b>1,010,139</b>                                                              | <b>(1,075,808)</b> | <b>-</b>               | <b>125,975</b>                            |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**21. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                  | Current<br>assets<br>£          | Liabilities<br>£         | 2023<br>Total<br>£          |
|------------------|---------------------------------|--------------------------|-----------------------------|
| General fund     | 566,500                         | (484,323)                | 82,177                      |
| Restricted funds | -                               | -                        | -                           |
|                  | <u>566,500</u>                  | <u>(484,323)</u>         | <u>82,177</u>               |
|                  | <i>Current<br/>assets<br/>£</i> | <i>Liabilities<br/>£</i> | <i>2022<br/>Total<br/>£</i> |
| General fund     | 469,249                         | (343,274)                | 125,975                     |
| Restricted funds | -                               | -                        | -                           |
|                  | <u>469,249</u>                  | <u>(343,274)</u>         | <u>125,975</u>              |

**22. POST BALANCE SHEET EVENTS**

There have been no events that will have a material impact on the Financial Statements.

**23. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET FLOW FROM OPERATING ACTIVITIES**

|                                                     | 2023<br>£     | 2022<br>£      |
|-----------------------------------------------------|---------------|----------------|
| Net movement in funds                               | (43,798)      | (65,669)       |
| (Increase) in work in progress                      | (53,217)      | (22,420)       |
| (Increase) / decrease in debtors                    | (9,755)       | 17,104         |
| (Decrease) / increase in creditors                  | 141,049       | 65,112         |
| Net cash provided by/(used in) operating activities | <u>34,279</u> | <u>(5,873)</u> |

**Analysis of net debt**

|                                                           | At 1<br>August<br>2022<br>£ | Cash<br>flows<br>£ | At 31<br>July 2023<br>£ |
|-----------------------------------------------------------|-----------------------------|--------------------|-------------------------|
| Total cash and cash equivalents: Cash at bank and in hand | <u>44,430</u>               | <u>34,279</u>      | <u>78,709</u>           |

**24. CLIENT MONIES**

At 31<sup>st</sup> July 2023 the Centre held money on behalf of clients in "Client" bank accounts of £171,454 (2022: £95,499).

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2023**

This page does not form part of the audited Financial Statements

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <b>INCOME</b>                     |                            |                          |                          |                            |                          |                          |
| <b>Grants</b>                     |                            |                          |                          |                            |                          |                          |
| The Henry Smith Charity           | 24,089                     | -                        | 24,089                   | -                          | 26,500                   | 26,500                   |
| London Legal Support Trust        | -                          | 93,323                   | 93,323                   | -                          | 10,000                   | 10,000                   |
| Legal Education Foundation        | -                          | 38,826                   | 38,826                   | -                          | 45,571                   | 45,571                   |
| Trust for London                  | -                          | 52,625                   | 52,625                   | -                          | 43,868                   | 43,868                   |
| GLA                               | -                          | -                        | -                        | -                          | 11,284                   | 11,284                   |
| MAPS Debt Free Advice             | -                          | 153,835                  | 153,835                  | -                          | 206,583                  | 206,583                  |
| LB Camden                         | -                          | 170,573                  | 170,573                  | -                          | 145,302                  | 145,302                  |
| GLA AiCS                          | -                          | 13,668                   | 13,668                   | -                          | -                        | -                        |
| St Andrew Holborn                 | -                          | -                        | -                        | -                          | 21,323                   | 21,323                   |
| Access to Justice Foundation      | 92,663                     | -                        | 92,663                   | 3,000                      | -                        | 3,000                    |
| Advice UK                         | -                          | -                        | -                        | 20,600                     | -                        | 20,600                   |
| City Bridge Trust                 | -                          | -                        | -                        | -                          | 13,000                   | 13,000                   |
| AB Charitable Trust               | -                          | -                        | -                        | 20,000                     | -                        | 20,000                   |
| Other                             | 2,867                      | -                        | 2,867                    | 8,580                      | -                        | 8,580                    |
|                                   | <u>119,619</u>             | <u>522,850</u>           | <u>642,469</u>           | <u>52,180</u>              | <u>523,431</u>           | <u>575,611</u>           |
| <b>Contracts</b>                  |                            |                          |                          |                            |                          |                          |
| Legal Aid Agency -Legal Help      | -                          | 62,858                   | 62,858                   | -                          | 42,669                   | 42,669                   |
| Other LAA and Inter-Partes        | -                          | 106,171                  | 106,171                  | -                          | 159,425                  | 159,425                  |
| Community Links                   | -                          | 42,200                   | 42,200                   | -                          | 19,333                   | 19,333                   |
| Citizens Advice Enfield           | -                          | 23,884                   | 23,884                   | -                          | 5,795                    | 5,795                    |
| Cardinal Hume                     | -                          | -                        | -                        | -                          | 900                      | 900                      |
|                                   | <u>-</u>                   | <u>235,113</u>           | <u>235,113</u>           | <u>-</u>                   | <u>228,122</u>           | <u>228,122</u>           |
| <b>Other</b>                      |                            |                          |                          |                            |                          |                          |
| General donations and fundraising | 6,031                      | -                        | 6,031                    | 9,380                      | -                        | 9,380                    |
| Linklaters donations              | 65,000                     | 18,333                   | 83,333                   | 65,000                     | -                        | 65,000                   |
| Clifford Chance donations         | 30,124                     | -                        | 30,124                   | 30,000                     | -                        | 30,000                   |
| Farrer & Co Charitable Trust      | 5,000                      | -                        | 5,000                    | 9,000                      | -                        | 9,000                    |
| Weil Gotshal & Manges             | -                          | -                        | -                        | 5,000                      | -                        | 5,000                    |
| Powell Gilbert                    | -                          | -                        | -                        | 5,000                      | -                        | 5,000                    |
| Value in kind - Linklaters        | 25,000                     | -                        | 25,000                   | 28,052                     | -                        | 28,052                   |
| Value in kind - Clifford Chance   | 50,000                     | -                        | 50,000                   | 50,000                     | -                        | 50,000                   |
| CJRS furlough rebate              | -                          | -                        | -                        | 4,974                      | -                        | 4,974                    |
|                                   | <u>181,155</u>             | <u>18,333</u>            | <u>199,488</u>           | <u>206,406</u>             | <u>-</u>                 | <u>206,406</u>           |
| <b>TOTAL INCOME</b>               | <b>300,774</b>             | <b>776,296</b>           | <b>1,077,070</b>         | <b>258,586</b>             | <b>751,553</b>           | <b>1,010,139</b>         |
| <b>TOTAL EXPENDITURE</b>          | <b>(11,510)</b>            | <b>(1,109,358)</b>       | <b>(1,120,868)</b>       | <b>(11,510)</b>            | <b>(1,064,298)</b>       | <b>(1,075,808)</b>       |
| <b>SURPLUS (DEFICIT)</b>          | <b>289,264</b>             | <b>(333,062)</b>         | <b>(43,798)</b>          | <b>247,076</b>             | <b>(312,745)</b>         | <b>(65,669)</b>          |

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2023**

This page does not form part of the audited Financial Statements

|                                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2023<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ |
|---------------------------------------|----------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <b>EXPENDITURE</b>                    |                            |                          |                          |                            |                          |                          |
| <b>ADMINISTRATION</b>                 |                            |                          |                          |                            |                          |                          |
| Salaries and related contributions    | -                          | 225,968                  | 225,968                  | -                          | 228,473                  | 228,473                  |
| Postage and carriage                  | -                          | 2,911                    | 2,911                    | -                          | 2,190                    | 2,190                    |
| Telephone and fax                     | -                          | 523                      | 523                      | -                          | 423                      | 423                      |
| Printing and stationery               | -                          | 1,830                    | 1,830                    | -                          | 1,467                    | 1,467                    |
| Photocopying                          | -                          | 1,357                    | 1,357                    | -                          | 1,294                    | 1,294                    |
| Audit and accountancy                 | -                          | 21,069                   | 21,069                   | -                          | 14,170                   | 14,170                   |
| Legal & professional fees             | -                          | -                        | -                        | -                          | 3,053                    | 3,053                    |
| Travelling                            | -                          | 13                       | 13                       | -                          | -                        | -                        |
| General office expenses (incl. H&S)   | -                          | -                        | -                        | -                          | 159                      | 159                      |
| General computer expenses             | -                          | 34,310                   | 34,310                   | -                          | 26,276                   | 26,276                   |
| PR literature/brochures & fundraising | -                          | 1,646                    | 1,646                    | -                          | 1,455                    | 1,455                    |
| Bank charges                          | -                          | 170                      | 170                      | -                          | 84                       | 84                       |
|                                       | -                          | 289,797                  | 289,797                  | -                          | 279,044                  | 279,044                  |
| <b>ESTABLISHMENT</b>                  |                            |                          |                          |                            |                          |                          |
| Rent                                  | -                          | 61,281                   | 61,281                   | -                          | 58,840                   | 58,840                   |
| Service charge                        | -                          | 17,151                   | 17,151                   | -                          | 6,517                    | 6,517                    |
| General + water rates                 | -                          | 11,713                   | 11,713                   | -                          | 11,625                   | 11,625                   |
| Electricity + gas                     | -                          | 4,959                    | 4,959                    | -                          | 6,956                    | 6,956                    |
| Cleaning                              | -                          | 11,335                   | 11,335                   | -                          | 13,417                   | 13,417                   |
| Premises maintenance                  | -                          | 16,443                   | 16,443                   | -                          | 11,397                   | 11,397                   |
|                                       | -                          | 122,882                  | 122,882                  | -                          | 108,752                  | 108,752                  |
| <b>OPERATIONAL</b>                    |                            |                          |                          |                            |                          |                          |
| Salaries and related contributions    | 11,510                     | 660,594                  | 672,104                  | 11,510                     | 629,210                  | 640,720                  |
| Irrecoverable disbursements           | -                          | 572                      | 572                      | -                          | 10,162                   | 10,162                   |
| Client compensation claims            | -                          | 583                      | 583                      | -                          | 450                      | 450                      |
| Case cost drafting fees               | -                          | 2,898                    | 2,898                    | -                          | 6,595                    | 6,595                    |
| File storage                          | -                          | 11,782                   | 11,782                   | -                          | 8,694                    | 8,694                    |
| Solicitors practising certificates    | -                          | 2,732                    | 2,732                    | -                          | 2,882                    | 2,882                    |
| Insurance                             | -                          | 3,543                    | 3,543                    | -                          | 3,328                    | 3,328                    |
| Books + subscriptions                 | -                          | 3,014                    | 3,014                    | -                          | 4,452                    | 4,452                    |
| Volunteers' expenses                  | -                          | -                        | -                        | -                          | 35                       | 35                       |
| Refreshments / other staff expenses   | -                          | 637                      | 637                      | -                          | 474                      | 474                      |
| Professional Fees                     | -                          | 7,964                    | 7,964                    | -                          | 5,416                    | 5,416                    |
| Training costs                        | -                          | 2,360                    | 2,360                    | -                          | 4,804                    | 4,804                    |
|                                       | 11,510                     | 696,679                  | 708,189                  | 11,510                     | 676,502                  | 688,012                  |
| <b>TOTAL EXPENDITURE</b>              | <b>11,510</b>              | <b>1,109,358</b>         | <b>1,120,868</b>         | <b>11,510</b>              | <b>1,064,298</b>         | <b>1,075,808</b>         |

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# Accounts

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COMPANY NUMBER 2786099  
CHARITY NUMBER 1024148

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**MARY WARD LEGAL CENTRE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2022**

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**THE MARY WARD LEGAL CENTRE  
REPORT FROM THE CHAIR  
FOR THE YEAR ENDED 31 JULY 2022**

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**REPORT FROM THE CHAIR**

The Mary Ward Legal Centre (“the Legal Centre”) helped nearly 2,000 people with their legal issues during 2021-22, continuing to provide specialist advice casework and representation in the areas of debt, housing and welfare benefits, and a pro bono service offering advice on employment, housing, consumer, general civil litigation, and family law.

The Legal Centre is seeing a growth in demand in all advice areas following the impact of the pandemic and now the cost of living crisis. To address this increased demand the Legal Centre was able to secure some additional funding to provide housing advice to residents in Newham and Enfield with the aim of reducing homelessness.

The Legal Centre was successful in securing funding from the Legal Education Foundation’s Justice First Fellowship Scheme, to employ another trainee solicitor for two years from April 2023, which will increase its capacity to help more people whilst enabling a much-needed growth in future social welfare lawyers.

The need for help with Welfare Benefits appeals continues to grow and, as a result, the Legal Centre has been awarded continuation funding from Trust for London to provide specialist welfare benefits advice and representation to people in need across London.

Funding from the Money and Pensions Service through the Debt Free London partnership enabled the Legal Centre to provide much-needed debt advice to Londoners struggling with their debts. Through a partnership with other advice providers and food banks in Newham the Legal Centre is offering specialist advice to Newham food bank users with funding from the GLA and London Borough of Newham. Securing Kickstart apprenticeship funding enabled the Legal Centre to increase its capacity and help support a young person at the start of their career.

The hard work and commitment of the Legal Centre staff and pro bono volunteers has resulted in many successful outcomes for clients, including reducing homelessness, increasing incomes, reducing debts, improving housing conditions and wellbeing.

We are grateful to the following funders and donors for 2021-22: London Borough of Camden, Legal Aid Agency, Money and Pensions Service, Trust for London, Community Justice Fund, City Bridge Trust, Legal Education Foundation, London Legal Support Trust, Henry Smith Charity, GLA, AB Charitable Trust, St Andrew Holborn, Linklaters, Clifford Chance, Weil Gotshal & Manges, Powell Gilbert, and Farrer & Co.



Christine Cryne

Chair

# MARY WARD LEGAL CENTRE

## REFERENCE AND ADMINISTRATIVE DETAILS

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### REFERENCE DETAILS

Charity number: 1024148  
Company number: 2786099  
Address: 10 Great Turnstile, London WC1V 7JU  
Registered office: 42 Queen Square, London WC1N 3AQ

### KEY MANAGEMENT PERSONNEL

Key management personnel are defined as members of the Centre's Senior Management Team and were represented by the following in 2021-22:

|                                    |                 |
|------------------------------------|-----------------|
| Warden, CEO                        | Suzanna Jackson |
| Director of Mary Ward Legal Centre | Paula Twigg     |
| Director of Finance and Resources  | Juliet Woodford |

### BOARD OF TRUSTEES

A full list of trustees is given on page 8 of these Financial Statements.

Ms. Beverley Campbell acted as Clerk to the Board of Trustees throughout the year under review.

### PROFESSIONAL ADVISERS

|                              |                                                        |
|------------------------------|--------------------------------------------------------|
| FINANCIAL STATEMENTS AUDITOR | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL |
|------------------------------|--------------------------------------------------------|

|                  |                                                                  |
|------------------|------------------------------------------------------------------|
| INTERNAL AUDITOR | Haines Watts<br>30 Camp Road<br>Farnborough<br>Hants<br>GU14 6EW |
|------------------|------------------------------------------------------------------|

|         |                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------|
| BANKERS | The Co-operative Bank plc<br>3rd floor, St Paul's House<br>10 Warwick Lane<br>London<br>EC4M 7BP |
|---------|--------------------------------------------------------------------------------------------------|

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2022**

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## **REPORT OF THE BOARD OF TRUSTEES**

The Board of Trustees (“the Board”) is pleased to present its Annual Report, together with the Financial Statements of Mary Ward Legal Centre (“the Centre”) for the year ended 31<sup>st</sup> July 2022. This report is also prepared to meet the requirements for a Directors’ Report and Financial Statements for Companies Act purposes.

### **NATURE, OBJECTIVES AND STRATEGIES**

#### **LEGAL STATUS**

The Centre is a company limited by guarantee (number 2786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

#### **THE PURPOSE OF THE CENTRE**

The principal object of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Centre’s portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit, including the guidance ‘Public benefit: running a charity (PB2)’, when reviewing the Centre’s aims and objectives and in planning future activities.

The Centre is a wholly owned subsidiary of Mary Ward Settlement (“the Settlement”). The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188).

#### **CORE VALUES AND OBJECTIVES**

The Centre’s Core Values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, between the Centre, the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these Core Values; and
- Maintaining an open, honest, accountable and fair approach in all our communications with all its service users, staff and other stakeholders.

The Centre’s Strategic Objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**CORE VALUES AND OBJECTIVES (continued)**

- To maintain good financial health in order to ensure the sustainable delivery of its Mission and Objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and Objectives.

The Centre is on target to meet both the service and Strategic Objectives.

**ACHIEVEMENTS AND PERFORMANCE**

**KEY ACHIEVEMENTS**

The Centre's specific achievements for 2021-22 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Securing additional grant funding and donations to deal with the devastating impact of Covid-19 and the cost of living crisis;
- Helping 2,000 people with their legal issues;
- Delivering against contractual funding outputs and outcomes;
- Delivering a pro bono advice service to help more people who cannot access help from legal aid to resolve their legal issues;
- Securing continuation funding from Trust for London to continue to provide specialist welfare benefits advice pan-London;
- Securing funding from the Legal Education Foundation for a trainee solicitor under their Justice First Fellowship programme;
- Continuing to deliver housing advice in Newham and Southwark and securing additional funding to increase access to specialist housing advice in Newham and Enfield;
- Supporting a member of staff to train as an apprentice solicitor;
- Securing Kickstart apprenticeship funding to enable us to increase our capacity in our Access to Legal Services team and help support a young person at the start of their career;
- Over £385,000 of clients' debts were written off;
- Clients receiving help with their welfare benefits matters achieved an average increase of £87 a week in benefits;
- Playing an active role in the development of the new Camden Advice Network;
- Helping to secure funding from the GLA for a new partnership in Newham to provide advice in food banks and schools.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**PERFORMANCE INDICATORS**

The actual performance against the agreed targets are set out in the table below:

| Key Performance Indicator                                                                    | Target<br>2021-22 | Achieved<br>2021-22 | Target<br>2020-21 | Achieved<br>2020-21 |
|----------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Meet annual target for matter starts                                                         | 1,295             | 1,431               | 2,044             | 1,663               |
| Maintain the number of people who get advice through pro bono clinics                        | 175               | 163                 | 175               | 187                 |
| Maintain a high level of client satisfaction                                                 | 95%               | 99%                 | 95%               | 98%                 |
| Maintain the high % of cases that have a positive outcome                                    | 92%               | 94%                 | 92%               | 94%                 |
| A high % of clients who respond to our survey report an improvement in health and well-being | 88%               | 95%                 | 88%               | 95%                 |

**FINANCIAL REVIEW**

The results for the year are set out on page 16. There has been a deficit for the year of £65,669 (2020-21: surplus £108,937). Income, including the value in kind of pro bono donations of goods or services valued at £78,053 (2020-21: £107,987), fell overall by £329,759 to £1,010,139 (2020-21: £1,339,898). The fall reflects a drop in legal aid income and income received from LB Camden, the Money Advice Service Debt Free London project and lower grants and donations overall, following the generous response to the nationwide Covid-19 lockdown in 2020-21.

Income from the Debt Free London contract, at £206,583, was lower than the previous year (2020-21: £255,607), due to several trainee debt advisers leaving the Legal Centre to move onto different roles, following their period of training. Other income for specialist advice, which comes primarily from the Legal Aid Agency and the London Borough of Camden totalled £353,191, lower than the previous year (2020-21: £428,235), primarily because the LB Camden contract was renewed from April 2020 at lower value, but was protected in the first year as a response to the Covid-19 pandemic. Legal aid income remained low, following the national lockdown from March 2020 as a result of housing possessions being stayed. Although the stay on possession hearings was removed, the number of possession cases being listed was low, with a backlog of work in the Courts, and consequently the volume of legal aid work has remained lower.

Other sources of funding included the AB Charitable Trust, Henry Smith Trust, the London Legal Support Trust, St Andrew Holborn, Trust for London, City Bridge Trust and the Legal Education Foundation, jointly contributing £180,262. The two main corporate funders; Linklaters and Clifford Chance both continued with their generous funding, donating £65,000 and £30,000 respectively (2020-21: £80,000 and £20,980), and both continued to donate the services of trainee solicitors, pro bono, as in previous periods, which have been valued at a total of £75,000. Income of £4,974 was received from the government's Coronavirus Job Retention Scheme to support the salary costs of staff unable to work during the lockdown period.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**FINANCIAL REVIEW (continued)**

Costs fell by £155,153 to £1,075,808 (2020-21: £1,230,961). Total salary costs were £869,193 (2020-21: £959,073), of which £75,000 (2020-21: £75,000) was the recognised value of donated services from Linklaters LLP and Clifford Chance LLP. This reflects an underlying decrease in operational staffing costs arising from reductions in staffing levels of trainee debt advisers, and a reduction in the specialist advice grants from the London Borough of Camden from April 2021, which impacted the full 2021-22 year. Other admin and premises costs fell during 2021-22 compared to 2020-21 as costs were tightly controlled during a period of lower activity and income levels.

Costs continue to be carefully managed where possible; however growth of services is essential in order to meet the future income targets for future sustainability, and the targets of our funders. The demand for the Centre's services remains high and the current disparity between income and costs reflect a commitment to an increase in provision, planned over the next few years.

**TREASURY MANAGEMENT**

Treasury management is the management of the Centre's cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

There was a net decrease in the cash held by the Centre of £5,873 to £44,430 (2020-21: £50,303). Relatively low cash balances are indicative of the tight margins in the operational activity of the Centre. Careful treasury management will remain an essential focus for the Centre's Senior Management Team until the Centre's income flows build to a more stable, sustainable level.

**RESERVES POLICY AND GOING CONCERN**

The Centre aims to hold reserves equivalent of 1 to 3 months' expenditure so that it can continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31<sup>st</sup> July 2022 were £125,975 (2020-21 £191,644) a worsening from 2020-21 to 126% of the lower end of target, and 41% of the higher end (2020-21: 186% of lower end of target). This reflects the reported deficit during a third year impacted by Covid-19. The above-mentioned time lag to Legal Aid Agency income means that it is likely to be more than a year before the Centre sees a significant improvement in income streams. The expectation is that reserves will remain at the lower end of the target for 2-3 years until the longer term benefits of investment in the larger housing team are seen.

The Centre has developed detailed financial projections which include modelling the impact of Covid-19 on its plans for growth and the impact of key risks and uncertainties. This work has supported the Board's ability to consider the financial impact of the challenges and uncertainties created by the Covid-19 pandemic, and of other key risks. As such it considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least 12 months from the date these financial statements are signed. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**FUTURE DEVELOPMENTS**

Looking forward the Legal Centre expects to be able to achieve the following:

- To continue to provide specialist advice in housing, welfare benefits and debt through a mix of face-to-face and remote appointments;
- To continue to provide a pro bono service through telephone appointments;
- To continue to develop new advice provision in Newham;
- To expand its housing advice service with additional solicitors and trainees;
- To take an active role in advice networks, and work in partnership with local advice providers.
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income.

# MARY WARD LEGAL CENTRE

## REPORT OF THE BOARD OF TRUSTEES

### FOR THE YEAR ENDED 31 JULY 2022

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#### FUNDRAISING

The Centre manages its own fundraising activities and aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells or shares data, and ensures that communication preferences can be changed at any time. The Centre undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service.

During 2021-22, the Centre received no complaints about its fundraising activities.

#### STRUCTURE GOVERNANCE AND MANAGEMENT

The following statement is provided to enable readers of the Annual Report and Financial Statements of the Centre to obtain a better understanding of its governance and legal structure. The statement covers the period from 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 and up to the date of the approval of the Annual Report and Financial Statements.

The Centre is a registered charity. The Board confirms that it has had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these Financial Statements.

#### THE BOARD

The directors of the Centre, a charitable company, are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

|                    |                                            |
|--------------------|--------------------------------------------|
| Mark Bassett       | (resigned 11 <sup>th</sup> November 2021)  |
| Nadine Cartner     |                                            |
| Graham Collins     |                                            |
| James Collins      |                                            |
| Christine Cryne    | Chair                                      |
| Kim Duong          | Treasurer                                  |
| John Edwards       | (resigned October 2021)                    |
| Beatriz Montoya    |                                            |
| Paul Nichols       | (appointed 3 <sup>rd</sup> December 2021)  |
| Andrew Peck        | (resigned 9 <sup>th</sup> June 2022)       |
| Simone Selzer      |                                            |
| Sally Todd         |                                            |
| Emma Wyatt         | (appointed 11 <sup>th</sup> November 2021) |
| Company Secretary: | Suzanna Jackson                            |

#### APPOINTMENTS TO THE BOARD

The Centre operates selection criteria for recruitment of trustees to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Governance and Nominations Committee, which includes at least one trustee from the Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Centre's trustees.

#### TRUSTEE INDUCTION AND TRAINING

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**ORGANISATION**

The Centre has its own Board of up to 14 members who are trustees, nominated by Mary Ward Settlement. For the period under review Mr J Edwards was a trustee of the Centre's Board only, until the date of his resignation, and from 9<sup>th</sup> November 2021 Ms E Wyatt, and Mr M Bassett until the date of his resignation, were appointed in his place and in place of one other vacancy. All other members were also trustees of the Mary Ward Settlement Board, which provides overall leadership and strategic direction. Sub-committees of the Settlement Board include a Finance Committee, Audit & Risk Committee and a Remuneration Committee which meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a Senior Management Team consisting of the Director of the Centre and the Director of Finance and Resources.

The Chief Executive and her Senior Management Team oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS**

None of the trustees receive remuneration or other benefit from their work with the Centre unless they are separately employed by the Centre as a member of staff. For the year under review, no trustee received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31<sup>st</sup> July 2022 (2020-21: none).

Any connection between a trustee or senior manager of the Centre and any organisation associated with the Centre must be disclosed to the Board in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The trustees and the Senior Management Team comprise the key management personnel of the Centre in charge of directing and controlling, running and operating the Centre on a day to day basis.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board. The employment costs of the Senior Management Team for their work in relation to the Centre are allocated to the Centre.

**RISK MANAGEMENT**

The Board has a risk management strategy which comprises the following:

- Regular reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the Centre;
- Regular reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that over half of its income, excluding value in kind donations, comes from three sources: the Debt Free London debt advice contract funded by the Money and Pensions Service, the Legal Aid Agency (LAA); and Camden Council.

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2022**

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**RISK MANAGEMENT** (continued)

The Centre has a strategy to expand its housing advice provision having secured additional legal aid contracts for the London boroughs of Southwark and Newham, leading to increased income streams as the services are developed and as the impact of Covid-19 on legal aid income begins to recede. The key risk from this strategy relates to the current uncertainty over how quickly legal aid income will grow, following the impact of Covid-19 on the volume of housing possession work, which has impacted both income and cash flow. In mitigation, the plan to grow the team has been temporarily stalled while legal aid income has been low, and a close watch is being kept on volumes and billing.

To address the risk of over-reliance on a small number of key funders, we continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts and tend to be time limited to usually no more than 3 years.

Other significant risks facing the Centre are increasing demands being placed on already hard-working staff and quality failure in the advice being offered, and in our ability to recruit good staff either to replace leavers, or as we seek to grow the Housing Team. The first is mitigated by the use of an effective support and supervision system and regular team meetings, alongside a supportive culture and one that encourages open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed. To mitigate the risk of not being able to recruit suitably qualified staff, the Centre is investing in trainee solicitor/ apprentice roles.

Other operational risks are considered to be at a low level and are monitored by management.

The Centre's ultimate holding company, Mary Ward Settlement has, and will continue to be supportive of the operations of the Centre, including confirming that it would assist with the provision of financial support, within its own means, should it prove necessary.

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF RESPONSIBILITIES OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Centre's trustees (who are also directors of the Centre for the purposes of company law) are responsible for preparing the trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the Centre 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Centre 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 Centre 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 Centre's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS**

In so far as the trustees are aware at the time of approving our trustees' Annual Report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Centre's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the Centre's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Centre's auditor is aware of that information.

By order of the Board of Trustees



Christine Cryne  
Chair

05/04/2023

### Opinion

We have audited the financial statements of The Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements, including the principle 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 July 2022 and of its 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 charitable company 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report and Financial Statements, other than the financial statements and our auditor's report thereon. 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.

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.

### Opinion 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 is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report, which is also the directors' report for the purposes of company law, 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.

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

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records or returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to 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.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees 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 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011), those that relate to data protection (General Data Protection Regulation), safeguarding, employment and health and safety; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- used data analytics to investigate the rationale behind any significant or unusual transactions;
- tested authorisation controls on expenditure items, ensuring all expenditure was approved in line with the charitable company's financial procedures; and
- performed substantive testing on grant income to ensure the income recognised complied with the funding agreements.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

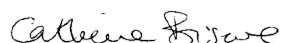
There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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.

### Use of this report

This report is made solely to the charity's trustees, 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 charity's members those matters that 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 charity and the charity's trustees as a body, for our audit work, or the opinions we have formed.



Catherine Biscoe (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

Date: 6 April 2023

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JULY 2022**

|                                                       | Notes | Unrestricted Funds | Restricted Funds | Total Funds 2022 | Unrestricted Funds | Restricted Funds | Total Funds 2021 |
|-------------------------------------------------------|-------|--------------------|------------------|------------------|--------------------|------------------|------------------|
|                                                       |       | £                  | £                | £                | £                  | £                | £                |
| <b>INCOME FROM:</b>                                   |       |                    |                  |                  |                    |                  |                  |
| Donations and legacies                                | 3     | 192,433            | -                | 192,433          | 225,047            | -                | 225,047          |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal Services                                        | 4     | 61,179             | 751,553          | 812,732          | 202,919            | 894,346          | 1,097,265        |
| Interest income                                       | 5     | -                  | -                | -                | -                  | -                | -                |
| Other - CJRS income                                   | 6     | 4,974              | -                | 4,974            | 17,586             | -                | 17,586           |
| <b>TOTAL INCOME</b>                                   |       | <b>258,586</b>     | <b>751,553</b>   | <b>1,010,139</b> | <b>445,552</b>     | <b>894,346</b>   | <b>1,339,898</b> |
| <b>EXPENDITURE ON:</b>                                |       |                    |                  |                  |                    |                  |                  |
| <i>Raising funds:</i>                                 |       |                    |                  |                  |                    |                  |                  |
| Generating donations and grants                       |       | 11,510             | -                | 11,510           | 11,510             | -                | 11,510           |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal services                                        | 7     | -                  | 1,064,298        | 1,064,298        | -                  | 1,219,451        | 1,219,451        |
| <b>TOTAL EXPENDITURE</b>                              |       | <b>11,510</b>      | <b>1,064,298</b> | <b>1,075,808</b> | <b>11,510</b>      | <b>1,219,451</b> | <b>1,230,961</b> |
| <b>NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS</b> |       | <b>247,076</b>     | <b>(312,754)</b> | <b>(65,669)</b>  | <b>434,042</b>     | <b>(325,105)</b> | <b>108,937</b>   |
| Transfers between funds                               |       | (312,745)          | 312,745          | -                | (325,105)          | 325,105          | -                |
| Net movement in funds                                 |       | (65,669)           | -                | (65,669)         | 108,937            | -                | 108,937          |
| <b>RECONCILIATION OF FUNDS:</b>                       |       |                    |                  |                  |                    |                  |                  |
| FUNDS AT 1 <sup>st</sup> AUGUST 2021                  |       | 191,644            | -                | 191,644          | 82,707             | -                | 82,707           |
| FUNDS AT 31 <sup>st</sup> JULY 2022                   |       | <b>125,975</b>     | <b>-</b>         | <b>125,975</b>   | <b>191,644</b>     | <b>-</b>         | <b>191,644</b>   |

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

The notes on pages 18 to 28 form part of these accounts.

**MARY WARD LEGAL CENTRE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2022**

|                                                | Notes | 2022<br>£      | 2021<br>£      |
|------------------------------------------------|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                            |       |                |                |
| Tangible assets                                |       | -              | -              |
| <b>CURRENT ASSETS</b>                          |       |                |                |
| Work in progress                               | 16    | 200,444        | 178,024        |
| Debtors                                        | 17    | 224,375        | 241,479        |
| Cash at bank and in hand                       |       | 44,430         | 50,303         |
|                                                |       | <u>469,249</u> | <u>469,806</u> |
| <b>LIABILITIES</b>                             |       |                |                |
| Creditors: amounts falling due within one year | 18    | (343,274)      | (278,162)      |
| <b>NET CURRENT ASSETS</b>                      |       | <u>125,975</u> | <u>191,644</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>   |       | 125,975        | 191,644        |
| <b>NET ASSETS</b>                              |       | <u>125,975</u> | <u>191,644</u> |
| <b>THE FUNDS OF THE CHARITY:</b>               |       |                |                |
| <b>UNRESTRICTED FUNDS</b>                      |       |                |                |
| General fund                                   |       | 125,975        | 191,644        |
|                                                |       | <u>125,975</u> | <u>191,644</u> |
| <b>RESTRICTED FUNDS</b>                        | 21    | -              | -              |
| <b>TOTAL FUNDS</b>                             |       | <u>125,975</u> | <u>191,644</u> |

The trustees have prepared the Financial Statements in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual Financial Statements required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 18 to 28 form part of these Financial Statements.

Signed



Christine Cryne, Chair of the trustees on behalf of the trustees

Approved by the trustees on 5<sup>th</sup> April 2023

Company registration number: 2786099

05/04/2023

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDING 31 JULY 2022**

|                                                        | Notes | 2022<br>£     | 2021<br>£     |
|--------------------------------------------------------|-------|---------------|---------------|
| Net cash flows from operating activities:              | 24    | (5,873)       | (118,927)     |
| Cash flows from investing activities:                  |       | -             | -             |
| Interest income                                        |       | -             | -             |
| Cash provided by investing activities                  |       | <u>-</u>      | <u>-</u>      |
| Change in cash and cash equivalents in the year        |       | (5,873)       | (118,927)     |
| Cash and cash equivalents at the beginning of the year |       | 50,303        | 169,230       |
| Cash and cash equivalents at the end of the year       |       | <u>44,430</u> | <u>50,303</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are laid out below:

**a) Basis of preparation**

The Financial Statements have been prepared for the year to 31<sup>st</sup> July 2022. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these Financial Statements. They 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Centre meets the definition of a public benefit entity under FRS102.

The Financial Statements are presented in sterling and are rounded to the nearest pound.

**b) Preparation of the Financial Statements on a going concern basis**

The Centre reported a cash outflow of £5,873 (2021: cash outflow of £118,927). The trustees are of the view that the immediate future for the Centre, over the next 12 to 18 months, is secure and, on that basis, the Centre is a going concern.

The fixed term nature of the major contracts on which the Centre relies continue to represent a significant risk. This has been mitigated, as far as it is possible to do so, by active contract management with a special emphasis on maintaining good working relationships with each of those key funders. Funding for each of the 3 major income sources has been confirmed until at least 2024, of which one, LB Camden, is secure until March 2027.

The Centre's ultimate holding company, Mary Ward Settlement has, and will continue to be supportive of the operations of the Centre, including confirming that it would assist with the provision of financial support, within its own means, should it prove necessary. Given the undertakings of support, the trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

**c) Critical accounting estimates and areas of judgement**

Preparation of the Financial Statements requires the trustees to make significant judgements and estimates. The item in the Financial Statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors, and estimating the value of donated goods and services.

**d) Income recognition**

Income is recognised in the period in which the Centre has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Centre has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Legal Aid Agency income is recognised for all work carried out on approved Legal Aid Agency cases at the point in time it is earned, at Legal Aid Agency rates. Where cases become eligible for payment at commercial, Inter Partes, rates, the higher fee is recognised only when the case is complete and ready to be billed.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**1. ACCOUNTING POLICIES** (continued)

d) Income recognition (continued)

Donations and grants are recognised when the Centre has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the Centre is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Centre and it is probable that those conditions will be fulfilled in the reporting period.

Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the Financial Statements as contractual income debtors.

Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

e) Donated services

Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised.

On receipt, donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period as the receipt.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the Bank.

g) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

h) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Centre to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is classified as follows:

Expenditure on raising funds includes all expenditure associated with raising funds for the Centre.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**1. ACCOUNTING POLICIES** (continued)

h) Expenditure recognition (continued)

Expenditure comprises the costs of charitable activities in respect to the Centre's primary charitable purposes as described in the trustees' report.

All expenditure is stated inclusive of irrecoverable VAT.

i) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Centre it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the Centre (including audit costs) and costs in respect to its compliance with regulation and good practice.

Support costs and governance costs are apportioned as detailed in note 8.

j) Leased assets

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

The Centre has an operating lease, until April 2023, with Meraki Holdings on the property it occupies at 10 Great Turnstile. The amount payable by the Centre under the lease (exclusive of rates and service charge) is £66,840 per annum. From April 2023 there is an agreement with Meraki Holdings for the Centre to enter into a new lease at 10 Great Turnstile for £32,500 per annum (exclusive of rates and service charge).

k) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

|                                          |     |
|------------------------------------------|-----|
| Furniture, fixtures and office equipment | 20% |
|------------------------------------------|-----|

l) Work in progress

Work in progress is the estimated value of legal work that could potentially have been invoiced at 31<sup>st</sup> July of the year in question. The value is calculated with reference to the time recorded by case workers which is expected to result in billable work, and is valued at standard Legal Aid Agency rates.

m) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

n) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**1. ACCOUNTING POLICIES** (continued)

o) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Centre anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

p) Pension contributions

Contributions in respect of the Centre's defined contribution pension scheme are charged to the Statement of Financial Activities when they are payable to the scheme. The Centre has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**2. LEGAL STATUS OF THE CENTRE**

The Centre is a company limited by guarantee and has no share capital. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**3. INCOME FROM DONATIONS AND LEGACIES**

| Donations:       | 2022<br>£      | 2021<br>£      |
|------------------|----------------|----------------|
| Gifts            | 114,380        | 117,060        |
| Donated services | 78,053         | 107,987        |
|                  | <u>192,433</u> | <u>225,047</u> |

Gifts include an annual payment of £65,000 from Linklaters LLP, £30,000 from Clifford Chance LLP, £9,000 from Farrer and Co Charitable Trust, £5,000 from Weill Gotschel & Manges and £5,000 from Powell Gilbert. Donated services comprise the estimated value of pro bono legal services and the estimated value of seconded trainee solicitors by Linklaters LLP and Clifford Chance LLP. The equivalent expenditure of the donated services is included in operational staff costs and professional fees.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the Financial Statements.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                     | 2022           | 2021             |
|---------------------|----------------|------------------|
|                     | £              | £                |
| Legal services:     |                |                  |
| Revenue grants      | 198,402        | 325,989          |
| Advice and casework | 614,330        | 771,276          |
|                     | <u>812,732</u> | <u>1,097,265</u> |

**5. INTEREST AND INVESTMENT INCOME**

All of the Centre's interest and investment income of £nil (2021: £nil) comes from money held in interest bearing deposit accounts.

**6. OTHER INCOME**

Income of £4,974 (2020-21: £17,586) was received from the government's Coronavirus Job Retention Scheme to support the salaries of staff unable to work during the lockdown period.

**7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                             | 2022             | 2021             |
|---------------------------------------------|------------------|------------------|
|                                             | £                | £                |
| Salaries (including value in kind services) | 629,210          | 724,715          |
| Casework costs                              | 31,835           | 54,986           |
| Insurance                                   | 3,328            | 3,221            |
| Other direct costs                          | 15,181           | 14,599           |
| Support costs (note 9)                      | 384,743          | 421,930          |
|                                             | <u>1,064,298</u> | <u>1,219,451</u> |

**8. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES**

|                               | 2022             | 2021             |
|-------------------------------|------------------|------------------|
|                               | £                | £                |
| Costs                         | (1,064,298)      | (1,219,451)      |
| Advice and casework contracts | 614,330          | 771,276          |
| Revenue grants                | 198,402          | 325,989          |
|                               | <u>(251,566)</u> | <u>(122,186)</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**9. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)**

|                     | 2022<br>£      | 2021<br>£      |
|---------------------|----------------|----------------|
| Staff costs         | 228,473        | 222,848        |
| Recruitment costs   | -              | -              |
| Computer costs      | 26,276         | 55,470         |
| Audit costs         | 14,170         | 10,600         |
| Premises            | 108,752        | 119,566        |
| Other support costs | 7,073          | 13,446         |
|                     | <u>384,743</u> | <u>421,930</u> |

**10. NET INCOME/(EXPENDITURE) FOR THE YEAR**

|                                | 2022<br>£     | 2021<br>£     |
|--------------------------------|---------------|---------------|
| This is stated after charging: |               |               |
| Auditor's remuneration:        |               |               |
| Financial statements audit     | 6,100         | 5,600         |
| SAR audit                      | 5,550         | 5,500         |
| Operating lease rentals        | <u>66,840</u> | <u>66,840</u> |

**11. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

|                                                                      | 2022<br>£      | 2021<br>£      |
|----------------------------------------------------------------------|----------------|----------------|
| Wages and salaries (including £75,000 value in kind (2021: £75,000)) | 754,108        | 823,941        |
| Social security costs                                                | 65,730         | 77,452         |
| Other pension costs                                                  | 49,355         | 57,680         |
|                                                                      | <u>869,193</u> | <u>959,073</u> |

No employees' remuneration was above £60,000 in the year (2021: none).

The Centre's trustees were not paid (2021: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2020: £nil) except where they were employed separately by the Centre's parent company, Mary Ward Settlement, or by the Settlement's operating entity, the Mary Ward Centre. No Centre trustee received payment for professional or other services supplied to the Centre (2021: £nil).

The key management personnel of the Centre comprise the trustees and the Director of the Legal Centre. It also comprises members of the Senior Management Team of Mary Ward Settlement who provided services to the Legal Centre as part of their role for the Mary Ward Settlement. These members of staff did not receive any additional remuneration for their work on behalf of the Legal Centre, however, a portion of their costs were recharged by the Mary Ward Settlement. Total recharged costs from the Mary Ward Settlement for recharged staff was £156,393 (2021: £155,403), of which £11,234 (2021: £10,477) related to the Senior Management Team of Mary Ward Settlement. Total key management personnel remuneration for the year was £69,092 (2021: £68,030).

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

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**12. STAFF NUMBERS**

The average number of staff employed each month was 22 (2021: 27). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

|                   | 2022      |           | 2021      |           |
|-------------------|-----------|-----------|-----------|-----------|
|                   | No.       | fte       | No.       | fte       |
| Operational staff | 16        | 15        | 23        | 19        |
| Support staff     | 6         | 4         | 4         | 4         |
|                   | <u>22</u> | <u>19</u> | <u>27</u> | <u>23</u> |

**13. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS**

Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of the Centre. The Financial Statements do not include disclosure of transactions between the Centre and the Settlement. As a 100% controlled subsidiary undertaking, the Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2021: none).

**14. GOVERNMENT GRANTS**

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

**15. CORPORATION TAXATION**

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**16. WORK IN PROGRESS**

Work in progress is the value of legal casework not assessed by the Legal Aid Agency.

**17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2022<br>£      | 2021<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 70,723         | 155,196        |
| Prepayments and accrued income | 153,651        | 86,283         |
|                                | <u>224,374</u> | <u>241,479</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2022<br>£      | 2021<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 |                | -              |
| Taxes and social security costs | 24,528         | 21,124         |
| Accruals and deferred income    | 103,849        | 93,240         |
| Annual leave accrual            | 6,669          | 6,337          |
| Amounts owed to group companies | 208,258        | 157,461        |
|                                 | <u>343,304</u> | <u>278,162</u> |

**19. DEFERRED INCOME**

Deferred income is made up of income, received in advance, for services to be delivered after the 31<sup>st</sup> July 2022.

|                                                             | 2022<br>£     | 2021<br>£     |
|-------------------------------------------------------------|---------------|---------------|
| Opening balance as at 1 <sup>st</sup> August                | 49,368        | 159,864       |
| Amount released to income earned from charitable activities | (49,368)      | (159,864)     |
| Amount deferred in year                                     | 57,173        | 49,368        |
| Balance as at 31 <sup>st</sup> July                         | <u>57,173</u> | <u>49,368</u> |

**20. LEASE OBLIGATIONS**

At 31<sup>st</sup> July the Centre had minimum lease payments under non-cancellable operating leases as follows:

|                           | 2022<br>£     | 2021<br>£     |
|---------------------------|---------------|---------------|
| <b>Land and buildings</b> |               |               |
| Not later than one year   | 50,130        | 66,840        |
| Later than one year       | -             | -             |
|                           | <u>50,130</u> | <u>66,840</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**21. ANALYSIS OF CHARITABLE FUNDS**

|                                                     | Balance<br>1 August<br>2021<br>£ | Movement in resources |                    | Transfers        | Balance<br>31 July<br>2022<br>£ |
|-----------------------------------------------------|----------------------------------|-----------------------|--------------------|------------------|---------------------------------|
|                                                     |                                  | Income<br>£           | Expenditure<br>£   | £                |                                 |
| <b>Restricted funds:</b>                            |                                  |                       |                    |                  |                                 |
| Legal Aid Agency                                    | -                                | 202,094               | (286,192)          | 84,098           | -                               |
| Money and Pensions<br>Service - Debt Free<br>London | -                                | 206,583               | (292,549)          | 85,966           | -                               |
| London Borough of<br>Camden                         | -                                | 145,303               | (205,768)          | 60,465           | -                               |
| St Andrew Holborn                                   | -                                | 21,323                | (30,196)           | 8,873            | -                               |
| Cardinal Hume Centre                                | -                                | 900                   | (1,274)            | 374              | -                               |
| City Bridge Trust                                   | -                                | 13,000                | (18,410)           | 5,410            | -                               |
| The Henry Smith Charity                             | -                                | 26,500                | (37,528)           | 11,028           | -                               |
| Legal Education<br>Foundation                       | -                                | 45,571                | (64,534)           | 18,963           | -                               |
| Trust for London                                    | -                                | 43,868                | (62,123)           | 18,255           | -                               |
| London Legal Support<br>Trust                       | -                                | 10,000                | (14,161)           | 4,161            | -                               |
| Community Links                                     | -                                | 19,333                | (27,378)           | 8,045            | -                               |
| GLA Covid Support                                   | -                                | 11,284                | (15,980)           | 4,696            | -                               |
| Citizens Advice Enfield                             | -                                | 5,794                 | (8,205)            | 2,411            | -                               |
| <b>Total restricted funds</b>                       | <b>-</b>                         | <b>751,553</b>        | <b>(1,064,298)</b> | <b>312,745</b>   | <b>-</b>                        |
| <b>Unrestricted funds:</b>                          |                                  |                       |                    |                  |                                 |
| General fund                                        | 191,644                          | 258,586               | (11,510)           | (312,745)        | 125,975                         |
| <b>Total unrestricted funds</b>                     | <b>191,644</b>                   | <b>258,586</b>        | <b>(11,510)</b>    | <b>(312,745)</b> | <b>125,975</b>                  |
| <b>Total funds</b>                                  | <b>191,644</b>                   | <b>1,010,139</b>      | <b>(1,075,808)</b> | <b>-</b>         | <b>125,975</b>                  |

Where income has been received specifically for services provided by the Centre it is shown as restricted income. Expenditure has been fully allocated to those services provided by the Centre based on operational headcount. Unrestricted income and/or reserves are shown as transfers to the Centre's activities where allocated expenditure exceeds the sources of restricted income for each service.

| <u>Name of Fund</u>                            | <u>Description, nature and purpose of fund</u>                                                                         |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.          |
| Legal Aid Agency                               | Funding for housing advice and representation (where applicable) for people eligible for legal aid.                    |
| Money and Advice Service<br>- Debt Free London | Funding to provide debt advice.                                                                                        |
| London Borough of<br>Camden                    | Funding to provide specialist advice in the areas of debt, housing and welfare benefits, to people who live in Camden. |
| City Bridge Trust                              | Funding for a welfare benefits caseworker to provide specialist welfare benefits advice and representation pan-London. |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**21. ANALYSIS OF CHARITABLE FUNDS (continued)**

| <u>Name of Fund</u>        | <u>Description, nature and purpose of fund</u>                                                                                                                                                    |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Henry Smith Charity    | Funding for a Housing Support Worker to work with vulnerable clients to provide a holistic service to the Centre's housing clients to help sustain tenancies and break the cycle of homelessness. |
| The Trust for London       | Funding for a specialist welfare benefits caseworker.                                                                                                                                             |
| Legal Education Foundation | Funding for a trainee solicitor as part of the LEF's Justice First Fellowship.                                                                                                                    |
| St Andrew Holborn          | Funding towards the costs of providing specialist welfare rights advice to those living within St Andrew Holborn's area of benefit.                                                               |
| London Legal Support       | Funding under their Centres of Excellence scheme.                                                                                                                                                 |
| Cardinal Hume Centre       | Funding to provide external housing and welfare benefits supervision.                                                                                                                             |
| Community Links            | Funding to provide housing advice to users of Community Links.                                                                                                                                    |
| GLA Covid Support          | Funding to provide support with premises costs                                                                                                                                                    |
| Citizens Advice Enfield    | Funding to provide housing advice to Enfield residents.                                                                                                                                           |

|                                               | <i>Balance<br/>1 August<br/>2020<br/>£</i> | <i>Movement in resources<br/>Income Expenditure<br/>£ £</i> | <i>Transfers<br/>£</i> | <i>Balance<br/>31 July<br/>2021<br/>£</i> |
|-----------------------------------------------|--------------------------------------------|-------------------------------------------------------------|------------------------|-------------------------------------------|
| <b>Restricted funds:</b>                      |                                            |                                                             |                        |                                           |
| Legal Aid Agency                              | -                                          | 178,312 (243,131)                                           | 64,819                 | -                                         |
| Money and Pensions Service - Debt Free London | -                                          | 255,607 (348,523)                                           | 92,916                 | -                                         |
| London Borough of Camden                      | -                                          | 249,923 (340,772)                                           | 90,849                 | -                                         |
| Housing Possession Court Duty Scheme (HPCDS)  | -                                          | -                                                           | -                      | -                                         |
| Cardinal Hume Centre                          | -                                          | 35,434 (48,315)                                             | 12,881                 | -                                         |
| City Bridge Trust                             | -                                          | 52,000 (70,903)                                             | 18,903                 | -                                         |
| The Henry Smith Charity                       | -                                          | 18,544 (25,286)                                             | 6,742                  | -                                         |
| Legal Education Foundation                    | -                                          | 27,030 (36,856)                                             | 9,826                  | -                                         |
| Trust for London                              | -                                          | 44,112 (60,147)                                             | 16,035                 | -                                         |
| London Legal Support Trust                    | -                                          | 33,384 (45,518)                                             | 12,134                 | -                                         |
| <b>Total restricted funds</b>                 | <b>-</b>                                   | <b>894,346 (1,219,451)</b>                                  | <b>325,105</b>         | <b>-</b>                                  |
| <b>Unrestricted funds:</b>                    |                                            |                                                             |                        |                                           |
| General fund                                  | 82,707                                     | 445,552 (11,510)                                            | (325,105)              | 191,664                                   |
| <b>Total unrestricted funds</b>               | <b>82,707</b>                              | <b>445,552 (11,510)</b>                                     | <b>(325,105)</b>       | <b>191,644</b>                            |
| <b>Total funds</b>                            | <b>82,707</b>                              | <b>1,339,898 (1,230,961)</b>                                | <b>-</b>               | <b>191,644</b>                            |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**22. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                  | Fixed<br>assets<br>£          | Current<br>assets<br>£          | Liabilities<br>£         | 2022<br>Total<br>£          |
|------------------|-------------------------------|---------------------------------|--------------------------|-----------------------------|
| General fund     |                               | 469,249                         | (343,274)                | 125,975                     |
| Restricted funds |                               |                                 |                          |                             |
|                  | <u>          </u>             | <u>469,249</u>                  | <u>(343,274)</u>         | <u>125,975</u>              |
|                  | <i>Fixed<br/>assets<br/>£</i> | <i>Current<br/>assets<br/>£</i> | <i>Liabilities<br/>£</i> | <i>2021<br/>Total<br/>£</i> |
| General fund     | -                             | 469,806                         | (278,162)                | 191,644                     |
| Restricted funds | -                             | -                               |                          |                             |
|                  | <u>-</u>                      | <u>469,806</u>                  | <u>(278,162)</u>         | <u>191,644</u>              |

**23. POST BALANCE SHEET EVENTS**

There have been no events that will have a material impact on the Financial Statements.

**24. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET FLOW FROM OPERATING ACTIVITIES**

|                                                       | 2022<br>£      | 2021<br>£        |
|-------------------------------------------------------|----------------|------------------|
| Net movement in funds                                 | (65,669)       | 108,937          |
| (Increase) in work in progress                        | (22,420)       | (56,003)         |
| (Increase) / decrease in debtors                      | 17,104         | (88,617)         |
| (Decrease) / increase in creditors                    | 65,112         | (83,244)         |
| Interest earned                                       | -              | -                |
|                                                       | <u>(5,873)</u> | <u>(118,927)</u> |
| Net cash (used in) / provided by operating activities |                |                  |

**Analysis of net debt**

|                                                           | At 1<br>August<br>2021<br>£ | Cash<br>flows<br>£ | Other<br>non-cash<br>changes<br>£ | At 31<br>July 2022<br>£ |
|-----------------------------------------------------------|-----------------------------|--------------------|-----------------------------------|-------------------------|
| Total cash and cash equivalents: Cash at bank and in hand | <u>50,303</u>               | <u>(5,873)</u>     | <u>-</u>                          | <u>44,430</u>           |

**25. CLIENT MONIES**

At 31<sup>st</sup> July 2022 the Centre held money on behalf of clients in "Client" bank accounts of £95,499 (2021: £147,097).

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2022**

This page does not form part of the audited Financial Statements

|                                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|---------------------------------------------------|----------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <b>INCOME</b>                                     |                            |                          |                          |                            |                          |                          |
| <b>Grants</b>                                     |                            |                          |                          |                            |                          |                          |
| The Henry Smith Charity                           | -                          | 26,500                   | 26,500                   | -                          | 18,544                   | 18,544                   |
| London Legal Support Trust                        | -                          | 10,000                   | 10,000                   | -                          | 33,383                   | 33,384                   |
| Legal Education Foundation                        | -                          | 45,571                   | 45,571                   | -                          | 27,030                   | 27,030                   |
| Trust for London                                  | -                          | 43,868                   | 43,868                   | -                          | 44,112                   | 44,112                   |
| GLA                                               | -                          | 11,284                   | 11,284                   | -                          | -                        | -                        |
| Advice UK                                         | 20,600                     | -                        | 20,600                   | -                          | -                        | -                        |
| IMA DRO Grant                                     | 4,840                      | -                        | 4,840                    | -                          | -                        | -                        |
| Kickstart                                         | 3,740                      | -                        | 3,740                    | -                          | -                        | -                        |
| AB Charitable Trust                               | 20,000                     | -                        | 20,000                   | 15,000                     | -                        | 15,000                   |
| Community Justice Fund                            | -                          | -                        | -                        | 76,750                     | -                        | 76,750                   |
| London Funders Wave 3                             | -                          | -                        | -                        | 44,500                     | -                        | 44,500                   |
| Big Lottery                                       | -                          | -                        | -                        | 59,669                     | -                        | 59,669                   |
| Access to Justice<br>Foundation                   | 3,000                      | -                        | 3,000                    | 7,000                      | -                        | 7,000                    |
|                                                   | <u>52,180</u>              | <u>137,223</u>           | <u>189,403</u>           | <u>202,919</u>             | <u>123,070</u>           | <u>325,989</u>           |
| <b>Advice, casework and net<br/>disbursements</b> |                            |                          |                          |                            |                          |                          |
| Legal Aid Agency - Legal<br>Help scheme           | -                          | 42,669                   | 42,669                   | -                          | 43,088                   | 43,088                   |
| Legal Aid Agency - HPCDS                          | -                          | -                        | -                        | -                          | -                        | -                        |
| Debt Free London                                  | -                          | 206,583                  | 206,583                  | -                          | 255,607                  | 255,607                  |
| LB Camden Specialist                              | -                          | 133,202                  | 133,202                  | -                          | 190,863                  | 190,863                  |
| LB Camden Disability<br>project                   | -                          | 12,100                   | 12,100                   | -                          | 59,060                   | 59,060                   |
| City Bridge Trust                                 | -                          | 13,000                   | 13,000                   | -                          | 52,000                   | 52,000                   |
| St Andrew Holborn                                 | -                          | 21,323                   | 21,323                   | -                          | -                        | -                        |
| Cardinal Hume Centre                              | -                          | 900                      | 900                      | -                          | 35,434                   | 35,434                   |
| Community Links                                   | -                          | 19,333                   | 19,333                   | -                          | -                        | -                        |
| Citizens Advice Enfield                           | -                          | 5,795                    | 5,795                    | -                          | -                        | -                        |
| Other advice, casework &<br>net disbursements     | -                          | 159,425                  | 159,425                  | -                          | 135,224                  | 135,224                  |
|                                                   | <u>-</u>                   | <u>614,330</u>           | <u>614,330</u>           | <u>-</u>                   | <u>771,276</u>           | <u>771,276</u>           |
| <b>Other</b>                                      |                            |                          |                          |                            |                          |                          |
| General donations and<br>fundraising              | 9,380                      | -                        | 9,380                    | 11,080                     | -                        | 11,080                   |
| Linklaters donations                              | 65,000                     | -                        | 65,000                   | 80,000                     | -                        | 80,000                   |
| Clifford Chance donations                         | 30,000                     | -                        | 30,000                   | 20,980                     | -                        | 20,980                   |
| Farrer & Co Charitable<br>Trust                   | 9,000                      | -                        | 9,000                    | -                          | -                        | -                        |
| Weil Gotshal & Manges                             | 5,000                      | -                        | 5,000                    | 5,000                      | -                        | 5,000                    |
| Powell Gilbert                                    | 5,000                      | -                        | 5,000                    | -                          | -                        | -                        |
| Value in kind - Linklaters                        | 28,052                     | -                        | 28,052                   | 57,987                     | -                        | 57,987                   |
| Value in kind - Clifford<br>Chance                | 50,000                     | -                        | 50,000                   | 50,000                     | -                        | 50,000                   |
| CJRS furlough rebate                              | 4,974                      | -                        | 4,974                    | 17,586                     | -                        | 17,586                   |
|                                                   | <u>206,406</u>             | <u>-</u>                 | <u>206,406</u>           | <u>242,633</u>             | <u>-</u>                 | <u>242,633</u>           |
| <b>TOTAL INCOME</b>                               | <b>258,586</b>             | <b>751,553</b>           | <b>1,010,139</b>         | <b>445,552</b>             | <b>894,346</b>           | <b>1,339,898</b>         |
| <b>TOTAL EXPENDITURE</b>                          | <b>(11,510)</b>            | <b>(1,064,298)</b>       | <b>(1,075,808)</b>       | <b>(11,510)</b>            | <b>(1,219,451)</b>       | <b>(1,230,961)</b>       |
| <b>SURPLUS (DEFICIT)</b>                          | <b><u>247,076</u></b>      | <b><u>(312,745)</u></b>  | <b><u>(65,669)</u></b>   | <b><u>434,042</u></b>      | <b><u>(325,105)</u></b>  | <b><u>108,937</u></b>    |

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2022**

This page does not form part of the audited Financial Statements

|                                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ |
|---------------------------------------|----------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <b>EXPENDITURE</b>                    |                            |                          |                          |                            |                          |                          |
| <b>ADMINISTRATION</b>                 |                            |                          |                          |                            |                          |                          |
| Salaries and related contributions    | -                          | 228,473                  | 228,473                  | -                          | 222,848                  | 222,848                  |
| Recruitment advertising + other costs | -                          | -                        | -                        | -                          | -                        | -                        |
| Postage and carriage                  | -                          | 2,190                    | 2,190                    | -                          | 4,817                    | 4,817                    |
| Telephone and fax                     | -                          | 423                      | 423                      | -                          | 5,067                    | 5,067                    |
| Printing and stationery               | -                          | 1,467                    | 1,467                    | -                          | 1,150                    | 1,150                    |
| Photocopying                          | -                          | 1,294                    | 1,294                    | -                          | 1,046                    | 1,046                    |
| Audit and accountancy                 | -                          | 14,170                   | 14,170                   | -                          | 10,600                   | 10,600                   |
| Legal & professional fees             | -                          | 3,053                    | 3,053                    | -                          | 33,069                   | 33,069                   |
| Travelling                            | -                          | -                        | -                        | -                          | 72                       | 72                       |
| General office expenses (incl. H&S)   | -                          | 159                      | 159                      | -                          | 386                      | 386                      |
| General computer expenses             | -                          | 26,276                   | 26,276                   | -                          | 55,471                   | 55,471                   |
| PR literature/brochures & fundraising | -                          | 1,455                    | 1,455                    | -                          | 325                      | 325                      |
| Bank charges                          | -                          | 85                       | 85                       | -                          | 584                      | 584                      |
|                                       | -                          | 279,044                  | 279,044                  | -                          | 335,435                  | 335,435                  |
| <b>ESTABLISHMENT</b>                  |                            |                          |                          |                            |                          |                          |
| Rent                                  | -                          | 58,840                   | 58,840                   | -                          | 66,515                   | 66,515                   |
| Service charge                        | -                          | 6,517                    | 6,517                    | -                          | 13,670                   | 13,670                   |
| General + water rates                 | -                          | 11,625                   | 11,625                   | -                          | 12,040                   | 12,040                   |
| Electricity + gas                     | -                          | 6,956                    | 6,956                    | -                          | 8,348                    | 8,348                    |
| Cleaning                              | -                          | 13,417                   | 13,417                   | -                          | 8,148                    | 8,148                    |
| Premises maintenance                  | -                          | 11,397                   | 11,397                   | -                          | 10,845                   | 10,845                   |
|                                       | -                          | 108,752                  | 108,752                  | -                          | 119,566                  | 119,566                  |
| <b>OPERATIONAL</b>                    |                            |                          |                          |                            |                          |                          |
| Salaries and related contributions    | 11,510                     | 629,210                  | 640,720                  | 11,510                     | 724,715                  | 736,225                  |
| Irrecoverable disbursements           | -                          | 10,162                   | 10,162                   | -                          | 2,685                    | 2,685                    |
| Client compensation claims            | -                          | 450                      | 450                      | -                          | -                        | -                        |
| Case cost drafting fees               | -                          | 6,595                    | 6,595                    | -                          | 7,874                    | 7,874                    |
| File storage                          | -                          | 8,694                    | 8,694                    | -                          | 8,405                    | 8,405                    |
| Solicitors practising certificates    | -                          | 2,882                    | 2,882                    | -                          | 2,952                    | 2,952                    |
| Insurance                             | -                          | 3,328                    | 3,328                    | -                          | 3,221                    | 3,221                    |
| Books + subscriptions                 | -                          | 4,452                    | 4,452                    | -                          | 3,523                    | 3,523                    |
| Volunteers' expenses                  | -                          | 35                       | 35                       | -                          | 38                       | 38                       |
| Refreshments / other staff expenses   | -                          | 474                      | 474                      | -                          | 130                      | 130                      |
| Professional Fees                     | -                          | 5,416                    | 5,416                    | -                          | 6,313                    | 6,313                    |
| Training costs                        | -                          | 4,804                    | 4,804                    | -                          | 4,594                    | 4,594                    |
| Project related costs                 | -                          | -                        | -                        | -                          | -                        | -                        |
|                                       | 11,510                     | 676,502                  | 688,012                  | 11,510                     | 764,450                  | 775,960                  |
| <b>TOTAL EXPENDITURE</b>              | <b>11,510</b>              | <b>1,064,298</b>         | <b>1,075,808</b>         | <b>11,510</b>              | <b>1,219,451</b>         | <b>1,230,961</b>         |

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# Accounts

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COMPANY NUMBER 2786099  
CHARITY NUMBER 1024148

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

**MARY WARD LEGAL CENTRE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2021**

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**THE MARY WARD LEGAL CENTRE  
REPORT FROM THE CHAIR  
FOR THE YEAR ENDED 31 JULY 2021**

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**REPORT FROM THE CHAIR**

The Mary Ward Legal Centre (“the Legal Centre”) helped 2,000 people with their legal issues during 2020-21, continuing to provide specialist advice casework and representation in the areas of debt, housing and welfare benefits, and a pro bono service offering advice on employment, housing, consumer, general civil litigation, and family law.

The pandemic has had a significant impact on the Legal Centre and its clients. Demand for advice in some areas fell due to measures introduced to reduce the impact of Covid-19, such as debt recovery and housing possession action being stayed. However, demand for employment and family advice continued to rise dramatically and has started to rise in all the areas the Legal Centre advises on. A surge in need is forecast over the coming months and years as the full impact of Covid-19 hits.

To address the impact of Covid-19 the Legal Centre made several successful grant applications, securing funding from a number of funders including The National Lottery Community Fund, Trust for London and the Community Justice Fund. The Legal Centre has been able to maintain access to its specialist advice service and pro bono clinic throughout the pandemic by providing increased access by telephone and email.

A grant from the Legal Education Foundation, under their Justice First Fellowship Scheme, has enabled the Legal Centre to employ another trainee solicitor for two years from January 2021. The Legal Centre was successful in securing continuation funding from Henry Smith Charity for a Housing Support Worker to support our most vulnerable clients to sustain their tenancies and help break the cycle of homelessness. To help deal with the forecasted increase in demand for debt advice, the Legal Centre received an additional grant from Debt Free London funded by the Money and Pensions Service to employ four trainee debt advisers, increasing the Legal Centre’s capacity to help more people in need. The hard work and commitment of the Legal Centre staff and pro bono volunteers has resulted in many successful outcomes for clients, including reducing homelessness, increasing incomes, and improving wellbeing.

We are grateful to the following funders and donors for 2020-21: London Borough of Camden, Legal Aid Agency, Money and Pensions Service, The National Lottery Community Fund, Community Justice Fund, Trust for London, City Bridge Trust, Legal Education Foundation, London Legal Support Trust, Henry Smith Charity, AB Charitable Trust, Linklaters, Clifford Chance, Weil Gotshal & Manges, and Farrer & Co.



Christine Cryne

Chair

# MARY WARD LEGAL CENTRE

## REFERENCE AND ADMINISTRATIVE DETAILS

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### REFERENCE DETAILS

Charity number: 1024148  
Company number: 2786099  
Address: 10 Great Turnstile, London WC1V 7JU  
Registered office: 42 Queen Square, London WC1N 3AQ

### KEY MANAGEMENT PERSONNEL

Key management personnel are defined as members of the Centre's Senior Management Team and were represented by the following in 2019-20:

|                                    |                 |
|------------------------------------|-----------------|
| Warden, CEO                        | Suzanna Jackson |
| Director of Mary Ward Legal Centre | Paula Twigg     |
| Director of Finance and Resources  | Juliet Woodford |

### BOARD OF TRUSTEES

A full list of trustees is given on page 8 of these Financial Statements.

Ms. Beverley Campbell acted as Clerk to the Board of Trustees throughout the year under review.

### PROFESSIONAL ADVISERS

|                              |                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------|
| FINANCIAL STATEMENTS AUDITOR | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                           |
| INTERNAL AUDITOR             | Haines Watts<br>30 Camp Road<br>Farnborough<br>Hants<br>GU14 6EW                                 |
| BANKERS                      | The Co-operative Bank plc<br>3rd floor, St Paul's House<br>10 Warwick Lane<br>London<br>EC4M 7BP |

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2021**

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## **REPORT OF THE BOARD OF TRUSTEES**

The Board of Trustees (“the Board”) is pleased to present its Annual Report, together with the Financial Statements of Mary Ward Legal Centre (“the Centre”) for the year ended 31<sup>st</sup> July 2021. This report is also prepared to meet the requirements for a Directors’ Report and Financial Statements for Companies Act purposes.

### **NATURE, OBJECTIVES AND STRATEGIES**

#### **LEGAL STATUS**

The Centre is a company limited by guarantee (number 2786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

#### **THE PURPOSE OF THE CENTRE**

The principal object of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Centre’s portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit, including the guidance ‘Public benefit: running a charity (PB2)’, when reviewing the Centre’s aims and objectives and in planning future activities.

The Centre is a wholly owned subsidiary of Mary Ward Settlement (“the Settlement”). The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188).

#### **CORE VALUES AND OBJECTIVES**

The Centre’s Core Values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, between the Centre, the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these Core Values; and
- Maintaining an open, honest, accountable and fair approach in all our communications with all its service users, staff and other stakeholders.

The Centre’s Strategic Objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**CORE VALUES AND OBJECTIVES (continued)**

- To maintain good financial health in order to ensure the sustainable delivery of its Mission and Objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and Objectives.

The Centre is on target to meet both the service and Strategic Objectives.

**ACHIEVEMENTS AND PERFORMANCE**

**KEY ACHIEVEMENTS**

The Centre's specific achievements for 2020-21 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Continuing to maintain access to our advice services in response to Covid-19 by transforming our services from face-to-face to telephone/email;
- Securing additional grant funding and donations to deal with the devastating impact of Covid-19;
- Helping 2,000 people with their legal issues;
- Delivering against contractual funding outputs and outcomes;
- Delivering a pro bono advice service to help more people who cannot access help from legal aid to resolve their legal issues;
- Securing continuation funding from Henry Smith Charity for a Housing Support Worker to support our most vulnerable clients to sustain their tenancies and help break the cycle of homelessness;
- Continuing to deliver housing advice in Newham and Southwark;
- Over £350,000 of clients' debts were written off;
- Clients receiving help with their welfare benefits matters achieved an average increase of £87 a week in benefits;
- Playing an active role in the development of the new Camden Advice Network;
- Helping to secure funding from the GLA for a new partnership in Newham to provide advice in food banks and schools;
- Upgrading to a new case management system, which has also enabled us to move to electronic case files and reduce our use of paper; and
- Passing our Lexcel audit with no non-compliance - Lexcel is the Law Society's accredited legal practice quality mark.

The actual performance against the agreed targets is set out in the table below. The figures for the numbers of new matters opened have been affected by Covid-19. This is primarily due to reduced demand in some areas as a result of measures put in place to protect people during the pandemic, including: a stay on possession cases; payment holidays; suspension of debt recovery and of welfare benefits work-related conditionality and sanctions and face-to-face assessments for ESA and PIP (which often trigger a decision to stop an award). However, performance measuring outcomes for clients exceeded targets.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2021**

**PERFORMANCE INDICATORS**

The actual performance against the agreed targets are set out in the table below:

| Key Performance Indicator                                                                    | Target<br>2020-21 | Achieved<br>2020-21 | Target<br>2019/20 | Achieved<br>2019/20 |
|----------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Meet annual target for matter starts                                                         | 2,044             | 1,663               | 2,500             | 2,009               |
| Increase the number of people who get advice through pro bono clinics                        | 175               | 187                 | 350               | 228                 |
| Maintain a high level of client satisfaction                                                 | 95%               | 98%                 | 95%               | 95%                 |
| Maintain the high % of cases that have a positive outcome                                    | 92%               | 94%                 | 92%               | 93%                 |
| A high % of clients who respond to our survey report an improvement in health and well-being | 88%               | 95%                 | 88%               | 91%                 |

**FINANCIAL REVIEW**

The results for the year are set out on page 15. There has been a surplus for the year of £108,937 (2019-20: surplus £34,085). Income, including the value in kind of pro bono donations of goods or services valued at £107,987 (2019-20: £136,444), rose overall by £107,494 to £1,339,898 (2019-20: £1,232,404). The increase in income reflects donations from several sources in response to the drop in Legal Aid Agency income as a result of the nationwide Covid-19 lockdown, and to a new, temporary contract from 1<sup>st</sup> October 2020 until 31<sup>st</sup> March 2022, with Debt Free London, for the provision of 4 Debt Caseworker traineeships, who are directly employed by the Centre, and whose salaries are included in operational staff costs.

Income from the Debt Free London contract, at £255,607, was higher than the previous year (2019-20: £186,658), reflecting the new, temporary Debt Trainee contract, noted above, from October 2020. Other income for specialist advice, which comes primarily from the Legal Aid Agency and the London Borough of Camden totalled £428,235, broadly similar to that of the previous year (2019-20: £436,855), primarily because Legal Aid Agency earnings remained stalled for a second year, following the national lockdown from March 2020 as a result of housing possessions being stayed. Although the stay on possession hearings was removed, the number of possession cases being listed was low, and consequently the volume of legal aid work has been lower. The City Bridge Trust Welfare Benefits project contributed £52,000 (2019-20: £49,550). Other sources of funding included the Henry Smith Trust, the London Legal Support Trust, Trust for London, and the Legal Education Foundation, jointly contributing £123,069. The two main corporate funders; Linklaters and Clifford Chance both continued with their generous funding, donating £80,000 and £20,980 respectively (2019-20: £60,000 and £20,980), and both continued to donate the services of legal trainees, pro bono, as in previous periods, which have been valued at a total of £75,000. Income of £17,586 was received from the government's Coronavirus Job Retention Scheme to support the salary costs of staff unable to work during the lockdown period.

Costs rose by £32,642 to £1,230,961 (2019-20: £1,198,319). Total salary costs were £959,073 (2019-20: £916,270), of which £75,000 (2019-20: £75,000) was the recognised value of donated services from Linklaters LLP and Clifford Chance LLP. This reflects an underlying decrease in both operational and administrative staffing costs arising from reductions in staffing levels following the reduction in value of the Debt Free London contract from April 2020, and a reduction in the specialist advice grants from the London Borough of Camden from April 2021. These reductions are masked by the cost of Debt Team trainees taken on from October 2020, under the Debt Free London temporary contract. Other admin and premises costs rose during 2020-21 compared to 2019-20 as savings had been made during 2019-20 while the premises were closed and working below capacity during the first lockdown.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**FINANCIAL REVIEW (continued)**

Costs have continued to be carefully managed where possible; however growth of services is essential in order to meet the future income targets essential for future sustainability, and the targets of our funders. The demand for the Centre's services remains high, and the current disparity between income and costs reflect increase in provision, planned over the next few years.

**TREASURY MANAGEMENT**

Treasury management is the management of the Centre's cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

There was a net decrease in the cash held by the Centre of £118,927 to £50,303 (2019-20: £169,230). This reflects a delay in payment of a significant sum owed to the Centre in relation to one of the Centre's key contracts, included in the debtor balance at the year-end date and settled shortly after. Careful treasury management will remain an essential focus for the Centre's Senior Management Team until the Centre's income flows build to a more stable, sustainable level.

**RESERVES POLICY AND GOING CONCERN**

The Centre aims to hold reserves equivalent of 1 to 3 months' expenditure so that it can continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31<sup>st</sup> July 2021 were £191,644 (2019-20: £82,707) improved from 2019-20 to 186% of the lower end of target, and 62% of the higher end (2019-20: 83% of lower end of target). This reflects the above-mentioned donations from various sources, without which the Centre is likely to have reported a deficit during a second year impacted by Covid-19. The above-mentioned time lag to Legal Aid Agency income means that it is likely to be several years before the Centre sees a significant improvement in income streams. The expectation is that reserves will remain at the lower end of the target for 2-3 years until the longer term benefits of investment in the larger housing team are seen.

The Centre has developed detailed financial projections which include modelling the impact of Covid-19 on its plans for growth and the impact of key risks and uncertainties. This work has supported the Board's ability to consider the financial impact of the challenges and uncertainties created by the Covid-19 pandemic, and of other key risks. As such it considers that the Centre has adequate resources to continue in operational existence for the foreseeable future and until at least March 2023. For this reason it continues to adopt the going concern basis in preparing the financial statements.

**FUTURE DEVELOPMENTS**

Looking forward the Legal Centre expects to be able to achieve the following:

- To continue to adapt its advice provision to ensure safe access during the Covid-19 crisis, including a mix of face-to-face and remote appointments, and advice via video conference;
- To continue to develop new advice provision in Southwark and Newham;
- To expand its housing advice service and recruit additional solicitors;
- To take an active role in advice networks, and work in partnership with local advice providers.
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income;
- To develop an online triage tool to increase the channels of access to its services.

**FUNDRAISING**

The Centre manages its own fundraising activities and aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells or shares data, and ensures that communication preferences can be changed at any time. The Centre undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service.

During 2020-21, the Centre received no complaints about its fundraising activities.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**STRUCTURE GOVERNANCE AND MANAGEMENT**

The following statement is provided to enable readers of the Annual Report and Financial Statements of the Centre to obtain a better understanding of its governance and legal structure. The statement covers the period from 1<sup>st</sup> August 2020 to 31<sup>st</sup> July 2021 and up to the date of the approval of the Annual Report and Financial Statements.

The Centre is a registered charity. The Board confirms that it has had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these Financial Statements.

**THE BOARD**

The directors of the Centre, a charitable company, are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

|                    |                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------|
| Frances Bates      | Chair (resigned 5 <sup>th</sup> July 2021)                                                   |
| Mark Bassett       | (appointed 8 <sup>th</sup> December 2020; resigned 3 <sup>rd</sup> December 2021)            |
| Nadine Cartner     |                                                                                              |
| Graham Collins     |                                                                                              |
| James Collins      | (appointed 17 <sup>th</sup> September 2020)                                                  |
| Christine Cryne    | Chair (appointed 1 <sup>st</sup> May 2021; Chair with effect from 5 <sup>th</sup> July 2021) |
| Kim Duong          | Treasurer                                                                                    |
| John Edwards       | (resigned October 2021)                                                                      |
| Beatriz Montoya    |                                                                                              |
| Raja Nadarajan     | (resigned 30 <sup>th</sup> July 2021)                                                        |
| Paul Nichols       | (appointed 7 <sup>th</sup> December 2022)                                                    |
| Andrew Peck        |                                                                                              |
| Simone Selzer      | (appointed 17 <sup>th</sup> September 2020)                                                  |
| Sally Todd         | (appointed 17 <sup>th</sup> September 2020)                                                  |
| Margaret Wheeler   | Vice Chair (resigned 9 <sup>th</sup> December 2020)                                          |
| Emma Wyatt         | (reappointed 9 <sup>th</sup> June 2021)                                                      |
| Company Secretary: | Suzanna Jackson                                                                              |

**APPOINTMENTS TO THE BOARD**

The Centre operates selection criteria for recruitment of trustees to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Governance and Nominations Committee, which includes at least one trustee from the Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Centre's trustees.

**TRUSTEE INDUCTION AND TRAINING**

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**ORGANISATION**

The Centre has its own Board of up to 14 members who are trustees, nominated by Mary Ward Settlement. For the period under review Mr J Edwards and Mr R Nadarajan were trustees of the Centre's Board only, until the dates of their respective resignations, and from 9<sup>th</sup> November 2021 Ms E Wyatt, and Mr M Bassett until the date of his resignation, were appointed in their place. All other members were also trustees of the Mary Ward Settlement Board, which provides overall leadership and strategic direction. Sub-committees of the Settlement Board include a Finance Committee, Audit & Risk Committee and a Remuneration Committee which meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a Senior Management Team consisting of the Director of the Centre and the Director of Finance and Resources.

The Chief Executive and her Senior Management Team oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS**

None of the trustees receive remuneration or other benefit from their work with the Centre, unless they are separately employed by the Centre as a member of staff. For the year under review, no trustee received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31<sup>st</sup> July 2021 (2019-20: none).

Any connection between a trustee or senior manager of the Centre and any organisation associated with the Centre must be disclosed to the Board in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The trustees and the Senior Management Team comprise the key management personnel of the Centre in charge of directing and controlling, running and operating the Centre on a day to day basis.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board. The employment costs of the Senior Management Team for their work in relation to the Centre are allocated to the Centre.

**RISK MANAGEMENT**

The Board has a risk management strategy which comprises the following:

- Regular reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the Centre;
- Regular reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that 70% of its income, excluding value in kind donations, comes from three sources: the Debt Free London debt advice contract funded by the Money and Pensions Service, the Legal Aid Agency (LAA); and Camden Council.

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2021**

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**RISK MANAGEMENT** (continued)

The Centre has expanded its housing advice provision having secured additional legal aid contracts for the London boroughs of Southwark and Newham, which will result in increased income streams as the services are developed.

The Debt Free London contract runs to the end of March 2022. The Money and Pensions Service has announced that they intend to extend the contracts to the end of June 2022 with a potential further extension thereafter whilst they review their funding plans. Funding from Camden Council was renewed from April 2020 for a 7 year period, though at considerably lower rates than previously. The Legal Aid Agency contract has been extended to September 2022.

The main forms of mitigation to this uncertainty are active contract management, with a special emphasis on maintaining good working relationships with each of those key funders. The other on-going mitigating action is to continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts and tend to be time limited to usually no more than 3 years. The acceptance of the Trainee Contract with Debt Free London from October 2020, initially for 1 year, but since extended to 31<sup>st</sup> March 2022, has been helpful, providing an additional contribution to overheads following the reduction in the main Debt Free London contract. Nevertheless, the recent reduction in two key funding streams meant that some restructuring of teams was necessary during the latter part of 2019-20, with the associated underlying cost savings impacting the results fully during 2020-21.

Other significant risks facing the Centre are increasing demands being placed on already hard-working staff and quality failure in the advice being offered. The first is mitigated by the use of an effective support and supervision system and regular team meetings, alongside a supportive culture and one that encourages open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed.

Other operational risks are considered to be at a low level and are monitored by management.

The Centre's ultimate holding company, Mary Ward Settlement has, and will continue to be supportive of the operations of the Centre, including confirming that it would assist with the provision of financial support, within its own means, should it prove necessary.

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF RESPONSIBILITIES OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Centre's trustees (who are also directors of the Centre for the purposes of company law) are responsible for preparing the trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the Centre 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Centre 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 Centre 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 Centre's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS**

In so far as the trustees are aware at the time of approving our trustees' Annual Report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Centre's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the Centre's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Centre's auditor is aware of that information.

By order of the Board of Trustees



Christine Cryne  
Chair

26 March 2022

### Opinion

We have audited the financial statements of The Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements, including the principle 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 July 2021 and of its 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 charitable company 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report and Financial Statements, other than the financial statements and our auditor's report thereon. 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.

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.

### Opinion 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 is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report, which is also the directors' report for the purposes of company law, 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.

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

- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records or returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to 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.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees 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 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 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011), those that relate to data protection (General Data Protection Regulation), safeguarding, employment and health and safety; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- used data analytics to investigate the rationale behind any significant or unusual transactions;
- tested authorisation controls on expenditure items, ensuring all expenditure was approved in line with the charitable company's financial procedures; and
- performed substantive testing on grant income to ensure the income recognised complied with the funding agreements.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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.

### Use of this report

This report is made solely to the charity's trustees, 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 charity's members those matters that 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 charity and the charity's trustees as a body, for our audit work, or the opinions we have formed.

*Buzzacott LLP*

Catherine Biscoe (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

1 April 2022

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JULY 2020**

|                                                       | Notes | Unrestricted Funds | Restricted Funds | Total Funds 2021 | Unrestricted Funds | Restricted Funds | Total Funds 2020 |
|-------------------------------------------------------|-------|--------------------|------------------|------------------|--------------------|------------------|------------------|
|                                                       |       | £                  | £                | £                | £                  | £                | £                |
| <b>INCOME FROM:</b>                                   |       |                    |                  |                  |                    |                  |                  |
| Donations and legacies                                | 3     | 225,047            | -                | 225,047          | 369,072            | -                | 369,072          |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal Services                                        | 4     | 202,919            | 894,346          | 1,097,265        | 15,350             | 821,703          | 837,053          |
| Interest income                                       | 5     | -                  | -                | -                | 15                 | -                | 15               |
| Other - CJRS income                                   | 6     | 17,586             | -                | 17,586           | 26,264             | -                | 26,264           |
| <b>TOTAL INCOME</b>                                   |       | <b>445,552</b>     | <b>894,346</b>   | <b>1,339,898</b> | <b>410,701</b>     | <b>821,703</b>   | <b>1,232,404</b> |
| <b>EXPENDITURE ON:</b>                                |       |                    |                  |                  |                    |                  |                  |
| <i>Raising funds:</i>                                 |       |                    |                  |                  |                    |                  |                  |
| Generating donations and grants                       |       | 11,510             | -                | 11,510           | 22,882             | -                | 22,882           |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal services                                        | 7     | -                  | 1,219,451        | 1,219,451        | -                  | 1,175,437        | 1,175,437        |
| <b>TOTAL EXPENDITURE</b>                              |       | <b>11,510</b>      | <b>1,219,451</b> | <b>1,230,961</b> | <b>22,882</b>      | <b>1,175,437</b> | <b>1,198,319</b> |
| <b>NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS</b> |       | <b>434,042</b>     | <b>(325,105)</b> | <b>108,937</b>   | <b>387,819</b>     | <b>(353,734)</b> | <b>34,085</b>    |
| Transfers between funds                               |       | (325,105)          | 325,105          | -                | (353,734)          | 353,734          | -                |
| <b>Net movement in funds</b>                          |       | <b>108,937</b>     | <b>-</b>         | <b>108,937</b>   | <b>34,085</b>      | <b>-</b>         | <b>34,085</b>    |
| <b>RECONCILIATION OF FUNDS:</b>                       |       |                    |                  |                  |                    |                  |                  |
| <b>FUNDS AT 1<sup>st</sup> AUGUST 2020</b>            |       | <b>82,707</b>      | <b>-</b>         | <b>82,707</b>    | <b>48,622</b>      | <b>-</b>         | <b>48,622</b>    |
| <b>FUNDS AT 31<sup>st</sup> JULY 2021</b>             |       | <b>191,644</b>     | <b>-</b>         | <b>191,644</b>   | <b>82,707</b>      | <b>-</b>         | <b>82,707</b>    |

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

The notes on pages 18 to 28 form part of these accounts.

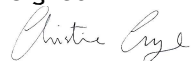
**MARY WARD LEGAL CENTRE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2021**

|                                                | Notes | 2021<br>£      | 2020<br>£      |
|------------------------------------------------|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                            |       |                |                |
| Tangible assets                                |       | -              | -              |
| <b>CURRENT ASSETS</b>                          |       |                |                |
| Work in progress                               | 16    | 178,024        | 122,021        |
| Debtors                                        | 17    | 241,479        | 152,861        |
| Cash at bank and in hand                       |       | 50,303         | 169,230        |
|                                                |       | <u>469,806</u> | <u>444,112</u> |
| <b>LIABILITIES</b>                             |       |                |                |
| Creditors: amounts falling due within one year | 18    | (278,162)      | (361,405)      |
| <b>NET CURRENT ASSETS</b>                      |       | <u>191,644</u> | <u>82,707</u>  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>   |       | 191,644        | 82,707         |
| <b>NET ASSETS</b>                              |       | <u>191,644</u> | <u>82,707</u>  |
| <b>THE FUNDS OF THE CHARITY:</b>               |       |                |                |
| <b>UNRESTRICTED FUNDS</b>                      |       |                |                |
| General fund                                   |       | 191,644        | 82,707         |
|                                                |       | <u>191,644</u> | <u>82,707</u>  |
| <b>RESTRICTED FUNDS</b>                        | 21    | -              | -              |
| <b>TOTAL FUNDS</b>                             |       | <u>191,644</u> | <u>82,707</u>  |

The trustees have prepared the Financial Statements in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual Financial Statements required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 18 to 28 form part of these Financial Statements.

Signed



Christine Cryne, Chair of the trustees on behalf of the trustees

Approved by the trustees on 26/03/2022

Company registration number: 2786099

**MARY WARD LEGAL CENTRE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDING 31 JULY 2021**

|                                                        | Notes | 2021<br>£     | 2020<br>£      |
|--------------------------------------------------------|-------|---------------|----------------|
| Net cash flows from operating activities:              | 24    | (118,927)     | 77,660         |
| Cash flows from investing activities:                  |       | -             | -              |
| Interest income                                        |       | -             | 15             |
| Cash provided by investing activities                  |       | <u>-</u>      | <u>15</u>      |
| Change in cash and cash equivalents in the year        |       | (118,927)     | 77,675         |
| Cash and cash equivalents at the beginning of the year |       | 169,230       | 91,555         |
| Cash and cash equivalents at the end of the year       |       | <u>50,303</u> | <u>169,230</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are laid out below:

**a) Basis of preparation**

The Financial Statements have been prepared for the year to 31<sup>st</sup> July 2021. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these Financial Statements. They 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Centre meets the definition of a public benefit entity under FRS102.

The Financial Statements are presented in sterling and are rounded to the nearest pound.

**b) Preparation of the Financial Statements on a going concern basis**

The Centre reported a cash outflow of £118,927 (2020: cash inflow of £77,675). The trustees are of the view that the immediate future for the Centre, over the next 12 to 18 months, is secure and, on that basis, the Centre is a going concern.

The fixed term nature of the major contracts on which the Centre relies continue to represent a significant risk. This has been mitigated, as far as it is possible to do so, by active contract management with a special emphasis on maintaining good working relationships with each of those key funders. Funding for each of the 3 major income sources has been confirmed until at least 2022, of which one, LB Camden, is secure until March 2028.

**c) Critical accounting estimates and areas of judgement**

Preparation of the Financial Statements requires the trustees to make significant judgements and estimates.

The item in the Financial Statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors, and estimating the value of donated goods and services.

**d) Income recognition**

Income is recognised in the period in which the Centre has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Centre has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Legal Aid Agency income is recognised for all work carried out on approved Legal Aid Agency cases at the point in time it is earned, at Legal Aid Agency rates. Where cases become eligible for payment at commercial, Inter Partes, rates, the higher fee is recognised only when the case is complete and ready to be billed.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**1. ACCOUNTING POLICIES** (continued)

d) Income recognition (continued)

Donations and grants are recognised when the Centre has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the Centre is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Centre and it is probable that those conditions will be fulfilled in the reporting period.

Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the Financial Statements as contractual income debtors.

Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

e) Donated services

Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised.

On receipt, donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period as the receipt.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the Bank.

g) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

h) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Centre to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is classified as follows:

Expenditure on raising funds includes all expenditure associated with raising funds for the Centre.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**1. ACCOUNTING POLICIES** (continued)

h) Expenditure recognition (continued)

Expenditure comprises the costs of charitable activities in respect to the Centre's primary charitable purposes as described in the trustees' report.

All expenditure is stated inclusive of irrecoverable VAT.

i) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Centre it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the Centre (including audit costs) and costs in respect to its compliance with regulation and good practice.

Support costs and governance costs are apportioned as detailed in note 8.

j) Leased assets

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

The Centre has a 4 and a half year operating lease, until July 2022, with Meraki Holdings on the property it occupies at 10 Great Turnstile. The amount payable by the Centre under the lease (exclusive of rates and service charge) is £66,840 per annum.

k) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

|                                          |     |
|------------------------------------------|-----|
| Furniture, fixtures and office equipment | 20% |
|------------------------------------------|-----|

l) Work in progress

Work in progress is the estimated value of legal work completed that could have been invoiced at 31<sup>st</sup> July of the year in question. The value is calculated with reference to the time recorded by case workers which is expected to result in billable work, and is valued at standard Legal Aid Agency rates.

m) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

n) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**1. ACCOUNTING POLICIES** (continued)

o) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Centre anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

p) Pension contributions

Contributions in respect of the Centre's defined contribution pension scheme are charged to the Statement of Financial Activities when they are payable to the scheme. The Centre has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**2. LEGAL STATUS OF THE CENTRE**

The Centre is a company limited by guarantee and has no share capital. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**3. INCOME FROM DONATIONS AND LEGACIES**

|                                                              | 2021<br>£      | 2020<br>£      |
|--------------------------------------------------------------|----------------|----------------|
| Donations:                                                   |                |                |
| Gifts                                                        | 117,060        | 108,871        |
| Long term intercompany loan forgiven by Mary Ward Settlement | -              | 123,757        |
| Donated services                                             | 107,987        | 136,444        |
|                                                              | <u>225,047</u> | <u>369,072</u> |

Gifts include an annual payment of £80,000 from Linklaters LLP, £20,980 from Clifford Chance LLP and £5,000 from Weill Gotschel & Manges. Donated services comprise the estimated value of solicitors attending advice clinics and seconded trainee solicitors by Linklaters LLP and Clifford Chance LLP. The equivalent expenditure of the donated services is included in operational staff costs and professional fees.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the Financial Statements.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                     | 2021             | 2020           |
|---------------------|------------------|----------------|
|                     | £                | £              |
| Legal services:     |                  |                |
| Revenue grants      | 325,989          | 117,973        |
| Advice and casework | 771,276          | 719,080        |
|                     | <u>1,097,265</u> | <u>837,053</u> |

**5. INTEREST AND INVESTMENT INCOME**

All of the Centre's interest and investment income of £nil (2020: £15) comes from money held in interest bearing deposit accounts.

**6. OTHER INCOME**

Income of £17,586 (2019-20: £26,264) was received from the government's Coronavirus Job Retention Scheme to support the salaries of staff unable to work during the lockdown period.

**7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                             | 2021             | 2020             |
|---------------------------------------------|------------------|------------------|
|                                             | £                | £                |
| Salaries (including value in kind services) | 724,715          | 676,212          |
| Casework costs                              | 54,986           | 69,288           |
| Insurance                                   | 3,221            | 2,990            |
| Other direct costs                          | 14,599           | 20,222           |
| Support costs (note 9)                      | 421,930          | 406,725          |
|                                             | <u>1,219,451</u> | <u>1,175,437</u> |

**8. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES**

|                               | 2021             | 2020             |
|-------------------------------|------------------|------------------|
|                               | £                | £                |
| Costs                         | (1,219,451)      | (1,175,437)      |
| Advice and casework contracts | 771,276          | 719,080          |
| Revenue grants                | 325,989          | 117,973          |
|                               | <u>(122,186)</u> | <u>(338,384)</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

**9. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)**

|                     | 2021<br>£      | 2020<br>£      |
|---------------------|----------------|----------------|
| Staff costs         | 222,848        | 229,736        |
| Recruitment costs   | -              | 1,000          |
| Computer costs      | 55,470         | 29,875         |
| Audit costs         | 10,600         | 11,300         |
| Premises            | 119,566        | 110,243        |
| Other support costs | 13,446         | 24,571         |
|                     | <u>421,930</u> | <u>406,725</u> |

**10. NET INCOME/(EXPENDITURE) FOR THE YEAR**

|                                | 2021<br>£     | 2020<br>£     |
|--------------------------------|---------------|---------------|
| This is stated after charging: |               |               |
| Auditor's remuneration:        |               |               |
| Financial statements audit     | 5,600         | 5,800         |
| SAR audit                      | 5,500         | 5,500         |
| Operating lease rentals        | <u>66,840</u> | <u>66,840</u> |

**11. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

|                                                                      | 2021<br>£      | 2020<br>£      |
|----------------------------------------------------------------------|----------------|----------------|
| Wages and salaries (including £75,000 value in kind (2020: £75,000)) | 823,941        | 799,796        |
| Social security costs                                                | 77,452         | 68,388         |
| Other pension costs                                                  | 57,680         | 48,086         |
|                                                                      | <u>959,073</u> | <u>916,270</u> |

No employees' remuneration was above £60,000 in the year (2020: none).

The Centre's trustees were not paid (2020: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2020: £nil) except where they were employed separately by the Centre's parent company, Mary Ward Settlement, or by the Settlement's operating entity, the Mary Ward Centre. No Centre trustee received payment for professional or other services supplied to the Centre (2020: £nil).

The key management personnel of the Centre comprise the trustees and the Director of the Legal Centre. It also comprises members of the Senior Management Team of Mary Ward Settlement who provided services to the Legal Centre as part of their role for the Mary Ward Settlement. These members of staff did not receive any additional remuneration for their work on behalf of the Legal Centre, however, a portion of their costs were recharged by the Mary Ward Settlement. Total recharged costs from the Mary Ward Settlement for recharged staff was £155,403 (2020: £154,964), of which £10,477 (2020: £10,477) related to the Senior Management Team of Mary Ward Settlement. Total key management personnel remuneration for the year was £68,030 (2020: £68,030).

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

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**12. STAFF NUMBERS**

The average number of staff employed each month was 27 (2020: 24). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

|                   | 2021      |           | 2020      |           |
|-------------------|-----------|-----------|-----------|-----------|
|                   | No.       | fte       | No.       | fte       |
| Operational staff | 23        | 19        | 20        | 15        |
| Support staff     | 4         | 4         | 4         | 3         |
|                   | <u>27</u> | <u>23</u> | <u>24</u> | <u>18</u> |

**13. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS**

Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of the Centre. The Financial Statements do not include disclosure of transactions between the Centre and the Settlement. As a 100% controlled subsidiary undertaking, the Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2020: none).

**14. GOVERNMENT GRANTS**

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

**15. CORPORATION TAXATION**

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**16. WORK IN PROGRESS**

Work in progress is the value of legal casework not assessed by the Legal Aid Agency.

**17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2021<br>£      | 2020<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 155,196        | 89,806         |
| Prepayments and accrued income | 86,283         | 63,055         |
|                                | <u>241,479</u> | <u>152,861</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2021<br>£      | 2020<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 | -              | 2,651          |
| Taxes and social security costs | 21,124         | 24,725         |
| Accruals and deferred income    | 93,240         | 191,122        |
| Annual leave accrual            | 6,337          | 14,319         |
| Amounts owed to group companies | 157,461        | 128,588        |
|                                 | <u>278,162</u> | <u>361,405</u> |

**19. DEFERRED INCOME**

Deferred income is made up of income, received in advance, for services to be delivered after the 31<sup>st</sup> July 2021.

|                                                             | 2021<br>£     | 2020<br>£      |
|-------------------------------------------------------------|---------------|----------------|
| Opening balance as at 1 <sup>st</sup> August                | 159,864       | 82,312         |
| Amount released to income earned from charitable activities | (159,864)     | (82,312)       |
| Amount deferred in year                                     | 49,368        | 159,864        |
| Balance as at 31 <sup>st</sup> July                         | <u>49,368</u> | <u>159,864</u> |

**20. LEASE OBLIGATIONS**

At 31<sup>st</sup> July the Centre had minimum lease payments under non-cancellable operating leases as follows:

|                           | 2021<br>£     | 2020<br>£      |
|---------------------------|---------------|----------------|
| <b>Land and buildings</b> |               |                |
| Not later than one year   | 66,840        | 66,840         |
| Later than one year       | -             | 66,840         |
|                           | <u>66,840</u> | <u>133,680</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

**21. ANALYSIS OF CHARITABLE FUNDS**

|                                                     | Balance<br>1 August<br>2020<br>£ | Movement in resources |                    | Transfers        | Balance<br>31 July<br>2021<br>£ |
|-----------------------------------------------------|----------------------------------|-----------------------|--------------------|------------------|---------------------------------|
|                                                     |                                  | Income<br>£           | Expenditure<br>£   | £                |                                 |
| <b>Restricted funds:</b>                            |                                  |                       |                    |                  |                                 |
| Legal Aid Agency                                    | -                                | 178,312               | (243,131)          | 64,819           | -                               |
| Money and Pensions<br>Service - Debt Free<br>London | -                                | 255,607               | (348,523)          | 92,916           | -                               |
| London Borough of<br>Camden Advice Services         | -                                | 249,923               | (340,772)          | 90,849           | -                               |
| Housing Possession Court<br>Duty Scheme (HPCDS)     | -                                | -                     | -                  | -                | -                               |
| Cardinal Hume Centre                                | -                                | 35,434                | (48,315)           | 12,881           | -                               |
| City Bridge Trust                                   | -                                | 52,000                | (70,903)           | 18,903           | -                               |
| The Henry Smith Charity                             | -                                | 18,544                | (25,286)           | 6,742            | -                               |
| Legal Education<br>Foundation                       | -                                | 27,030                | (36,856)           | 9,826            | -                               |
| Trust for London                                    | -                                | 44,112                | (60,147)           | 16,035           | -                               |
| London Legal Support<br>Trust                       | -                                | 33,384                | (45,518)           | 12,134           | -                               |
| <b>Total restricted funds</b>                       | <u>-</u>                         | <u>894,346</u>        | <u>(1,219,451)</u> | <u>325,105</u>   | <u>-</u>                        |
| <b>Unrestricted funds:</b>                          |                                  |                       |                    |                  |                                 |
| General fund                                        | 82,707                           | 445,552               | (11,510)           | (325,105)        | 191,664                         |
| <b>Total unrestricted funds</b>                     | <u>82,707</u>                    | <u>445,552</u>        | <u>(11,510)</u>    | <u>(325,105)</u> | <u>191,644</u>                  |
| <b>Total funds</b>                                  | <u>82,707</u>                    | <u>1,339,898</u>      | <u>(1,230,961)</u> | <u>-</u>         | <u>191,644</u>                  |

Where income has been received specifically for services provided by the Centre it is shown as restricted income. Expenditure has been fully allocated to those services provided by the Centre based on operational headcount. Unrestricted income and/or reserves are shown as transfers to the Centre's activities where allocated expenditure exceeds the sources of restricted income for each service.

| <u>Name of Fund</u>                            | <u>Description, nature and purpose of fund</u>                                                                                                                                 |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.                                                                  |
| Legal Aid Agency                               | Funding for housing advice and representation (where applicable) for people eligible for legal aid                                                                             |
| Money and Advice Service<br>- Debt Free London | Funding to provide face-to-face debt advice                                                                                                                                    |
| London Borough of<br>Camden Advice Services    | Funding to provide specialist advice in the areas of debt, housing and welfare benefits, to people who live, work, or study in Camden.                                         |
| City Bridge Trust                              | Funding for a welfare benefits caseworker to provide specialist welfare benefits advice pan-London and supporting volunteers to help provide disability benefits form filling. |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

**21. ANALYSIS OF CHARITABLE FUNDS (continued)**

| <u>Name of Fund</u>        | <u>Description, nature and purpose of fund</u>                                                                                                                                                    |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Henry Smith Charity    | Funding for a Housing Support Worker to work with vulnerable clients to provide a holistic service to the Centre's housing clients to help sustain tenancies and break the cycle of homelessness. |
| The Trust for London       | Funding for a specialist welfare benefits caseworker.                                                                                                                                             |
| Legal Education Foundation | Funding for a trainee solicitor at the Centre as part of the LEF's Justice First Fellowship.                                                                                                      |
| St Andrews Holborn         | Funding towards the costs of providing specialist welfare rights advice to those living within St Andrew Holborn's area of benefit.                                                               |
| London Legal Support Trust | Funding under their Centres of Excellence scheme and funding for a legal aid billing co-ordinator.                                                                                                |

|                                                     | Balance<br>1 August<br>2019<br>as restated<br>£ | Movement in resources<br>Income<br>£ | Expenditure<br>£   | Transfers<br>£   | Balance<br>31 July<br>2020<br>£ |
|-----------------------------------------------------|-------------------------------------------------|--------------------------------------|--------------------|------------------|---------------------------------|
| <b>Restricted funds:</b>                            |                                                 |                                      |                    |                  |                                 |
| Legal Aid Agency                                    | -                                               | 192,165                              | (274,774)          | 82,609           | -                               |
| Money and Pensions<br>Service - Debt Free<br>London | -                                               | 186,658                              | (266,898)          | 80,240           | -                               |
| London Borough of<br>Camden Advice Services         | -                                               | 244,690                              | (349,878)          | 105,188          | -                               |
| Housing Possession Court<br>Duty Scheme (HPCDS)     | -                                               | 4,300                                | (6,148)            | 1,848            | -                               |
| Cardinal Hume Centre                                | -                                               | 8,031                                | (11,484)           | 3,453            | -                               |
| Comic Relief                                        | -                                               | 16,776                               | (23,988)           | 7,212            | -                               |
| City Bridge Trust                                   | -                                               | 49,550                               | (71,850)           | 22,300           | -                               |
| RBS Financial Capability                            | -                                               | 6,904                                | (9,872)            | 2,968            | -                               |
| The Henry Smith Charity                             | -                                               | 26,017                               | (37,201)           | 11,184           | -                               |
| Legal Education<br>Foundation                       | -                                               | 21,068                               | (30,125)           | 9,057            | -                               |
| St Andrews Holborn                                  | -                                               | 9,656                                | (13,807)           | 4,151            | -                               |
| Trust for London                                    | -                                               | 43,888                               | (62,754)           | 18,866           | -                               |
| Trust for London (Covid)                            | -                                               | 12,000                               | (16,658)           | 4,658            | -                               |
| <b>Total restricted funds</b>                       | <b>-</b>                                        | <b>821,703</b>                       | <b>(1,175,437)</b> | <b>353,734</b>   | <b>-</b>                        |
| <b>Unrestricted funds:</b>                          |                                                 |                                      |                    |                  |                                 |
| General fund                                        | 48,622                                          | 410,701                              | (22,882)           | (353,734)        | 82,707                          |
| <b>Total unrestricted funds</b>                     | <b>48,622</b>                                   | <b>410,701</b>                       | <b>(22,882)</b>    | <b>(353,734)</b> | <b>82,707</b>                   |
| <b>Total funds</b>                                  | <b>48,622</b>                                   | <b>1,232,404</b>                     | <b>(1,198,319)</b> | <b>-</b>         | <b>82,707</b>                   |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

**22. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                  | Fixed<br>assets<br>£          | Current<br>assets<br>£          | Liabilities<br>£         | 2021<br>Total<br>£          |
|------------------|-------------------------------|---------------------------------|--------------------------|-----------------------------|
| General fund     | -                             | 469,806                         | (278,162)                | 191,644                     |
| Restricted funds | -                             | -                               | -                        | -                           |
|                  | <u>-</u>                      | <u>469,806</u>                  | <u>(278,162)</u>         | <u>191,644</u>              |
|                  | <i>Fixed<br/>assets<br/>£</i> | <i>Current<br/>assets<br/>£</i> | <i>Liabilities<br/>£</i> | <i>2020<br/>Total<br/>£</i> |
| General fund     | -                             | 444,112                         | (351,405)                | 82,707                      |
| Restricted funds | -                             | -                               | -                        | -                           |
|                  | <u>-</u>                      | <u>444,112</u>                  | <u>(351,405)</u>         | <u>82,707</u>               |

**23. POST BALANCE SHEET EVENTS**

There have been no events that will have a material impact on the Financial Statements.

**24. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET FLOW FROM OPERATING ACTIVITIES**

|                                                       | 2021<br>£        | 2020<br>£     |
|-------------------------------------------------------|------------------|---------------|
| Net movement in funds                                 | 108,937          | 34,085        |
| (Increase) in work in progress                        | (56,003)         | (13,486)      |
| (Increase) / decrease in debtors                      | (88,617)         | 37,606        |
| (Decrease) / increase in creditors                    | (83,244)         | 19,470        |
| Interest earned                                       | -                | (15)          |
| Net cash (used in) / provided by operating activities | <u>(118,927)</u> | <u>77,660</u> |

**Analysis of net debt**

|                                                           | At 1<br>August<br>2020<br>£ | Cash<br>flows<br>£ | Other<br>non-cash<br>changes<br>£ | At 31<br>July 2021<br>£ |
|-----------------------------------------------------------|-----------------------------|--------------------|-----------------------------------|-------------------------|
| Total cash and cash equivalents: Cash at bank and in hand | 169,230                     | (118,927)          | -                                 | 50,303                  |

**25. CLIENT MONIES**

At 31<sup>st</sup> July 2021 the Centre held money on behalf of clients in "Client" bank accounts of £147,097 (2020: £66,986).

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2021**

This page does not form part of the audited Financial Statements

|                                               | Unrestricted<br>Funds | Restricted<br>Funds     | Total Funds<br>2021   | Unrestricted<br>Funds<br>as restated<br>£ | Restricted<br>Funds<br>as restated<br>£ | Total Funds<br>2020<br>as restated<br>£ |
|-----------------------------------------------|-----------------------|-------------------------|-----------------------|-------------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>INCOME</b>                                 | <b>£</b>              | <b>£</b>                | <b>£</b>              | <b>£</b>                                  | <b>£</b>                                | <b>£</b>                                |
| <b>Grants</b>                                 |                       |                         |                       |                                           |                                         |                                         |
| Farrer & Co Charitable Trust                  | -                     | -                       | -                     | 5,000                                     | -                                       | 5,000                                   |
| The Henry Smith Charity                       | -                     | 18,544                  | 18,544                | -                                         | 26,017                                  | 26,017                                  |
| London Legal Support Trust                    | -                     | 33,383                  | 33,384                | 10,000                                    | -                                       | 10,000                                  |
| Legal Education Foundation                    | -                     | -                       | -                     | -                                         | -                                       | -                                       |
| - fellowship funding                          | -                     | 27,030                  | 27,030                | -                                         | 21,068                                  | 21,068                                  |
| Trust for London                              | -                     | 44,112                  | 44,112                | -                                         | 43,888                                  | 43,888                                  |
| Trust for London (Covid)                      | -                     | -                       | -                     | -                                         | 12,000                                  | 12,000                                  |
| Community Justice Fund                        | 76,750                | -                       | 76,750                | -                                         | -                                       | -                                       |
| London Funders Wave 3                         | 44,500                | -                       | 44,500                | -                                         | -                                       | -                                       |
| Big Lottery                                   | 59,669                | -                       | 59,669                | -                                         | -                                       | -                                       |
| Access to Justice                             | 7,000                 | -                       | 7,000                 | -                                         | -                                       | -                                       |
| Foundation                                    | -                     | -                       | -                     | -                                         | -                                       | -                                       |
| AB Charitable Trust                           | 15,000                | -                       | 15,000                | -                                         | -                                       | -                                       |
|                                               | <u>202,919</u>        | <u>123,070</u>          | <u>325,989</u>        | <u>15,000</u>                             | <u>102,973</u>                          | <u>117,973</u>                          |
| <b>Advice, casework and net disbursements</b> |                       |                         |                       |                                           |                                         |                                         |
| Legal Aid Agency - NfP grant                  | -                     | 43,088                  | 43,088                | -                                         | 50,673                                  | 50,673                                  |
| Legal Aid Agency - HPCDS at Clerkenwell CC    | -                     | -                       | -                     | -                                         | 4,300                                   | 4,300                                   |
| Debt Free London project                      | -                     | 255,607                 | 255,607               | -                                         | 186,658                                 | 186,658                                 |
| LB Camden Specialist Advice Services          | -                     | 190,863                 | 190,863               | -                                         | 161,100                                 | 161,100                                 |
| LB Camden Disability project                  | -                     | 59,060                  | 59,060                | -                                         | 83,590                                  | 83,590                                  |
| Comic Relief financial capability project     | -                     | -                       | -                     | -                                         | 16,776                                  | 16,776                                  |
| City Bridge welfare benefits project          | -                     | 52,000                  | 52,000                | -                                         | 49,550                                  | 49,550                                  |
| St Andrew Holborn                             | -                     | -                       | -                     | -                                         | 9,656                                   | 9,656                                   |
| Cardinal Hume Centre                          | -                     | 35,434                  | 35,434                | -                                         | 8,031                                   | 8,031                                   |
| RBS Financial Capability                      | -                     | -                       | -                     | -                                         | 6,904                                   | 6,904                                   |
| Other advice, casework & net disbursements    | -                     | 135,224                 | 135,224               | -                                         | 141,842                                 | 141,842                                 |
|                                               | <u>-</u>              | <u>771,276</u>          | <u>771,276</u>        | <u>-</u>                                  | <u>719,080</u>                          | <u>719,080</u>                          |
| <b>Other</b>                                  |                       |                         |                       |                                           |                                         |                                         |
| General donations and fundraising             | 11,080                | -                       | 11,080                | 141,228                                   | -                                       | 141,228                                 |
| Linklaters donations                          | 80,000                | -                       | 80,000                | 60,000                                    | -                                       | 60,000                                  |
| Clifford Chance donations                     | 20,980                | -                       | 20,980                | 30,890                                    | -                                       | 30,890                                  |
| Weil Gotshal & Manges                         | 5,000                 | -                       | 5,000                 | -                                         | -                                       | -                                       |
| Value in kind - Linklaters                    | 57,987                | -                       | 57,987                | 86,444                                    | -                                       | 86,444                                  |
| Value in kind - Clifford Chance               | 50,000                | -                       | 50,000                | 50,000                                    | -                                       | 50,000                                  |
| Clients' contributions                        | -                     | -                       | -                     | 420                                       | -                                       | 420                                     |
| Interest on deposit account                   | -                     | -                       | -                     | 15                                        | -                                       | 15                                      |
| CJRS furlough rebate                          | 17,586                | -                       | 17,586                | 26,264                                    | -                                       | 26,264                                  |
|                                               | <u>242,633</u>        | <u>-</u>                | <u>242,633</u>        | <u>410,351</u>                            | <u>-</u>                                | <u>422,351</u>                          |
| <b>TOTAL INCOME</b>                           | <b>445,552</b>        | <b>894,346</b>          | <b>1,339,898</b>      | <b>410,351</b>                            | <b>822,053</b>                          | <b>1,232,404</b>                        |
| <b>TOTAL EXPENDITURE</b>                      | <b>(11,510)</b>       | <b>(1,219,451)</b>      | <b>(1,230,961)</b>    | <b>(22,882)</b>                           | <b>(1,175,437)</b>                      | <b>(1,198,319)</b>                      |
| <b>SURPLUS (DEFICIT)</b>                      | <b><u>434,042</u></b> | <b><u>(325,105)</u></b> | <b><u>108,937</u></b> | <b><u>399,469</u></b>                     | <b><u>(365,384)</u></b>                 | <b><u>34,085</u></b>                    |

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2021**

This page does not form part of the audited Financial Statements

|                                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2021<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|---------------------------------------|----------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <b>EXPENDITURE</b>                    |                            |                          |                          |                            |                          |                          |
| <b>ADMINISTRATION</b>                 |                            |                          |                          |                            |                          |                          |
| Salaries and related contributions    | -                          | 222,848                  | 222,848                  | -                          | 240,088                  | 240,088                  |
| Recruitment advertising + other costs | -                          | -                        | -                        | -                          | 1,000                    | 1,000                    |
| Postage and carriage                  | -                          | 4,817                    | 4,817                    | -                          | 5,902                    | 5,902                    |
| Telephone and fax                     | -                          | 5,067                    | 5,067                    | -                          | 5,971                    | 5,971                    |
| Printing and stationery               | -                          | 1,150                    | 1,150                    | -                          | 3,435                    | 3,435                    |
| Photocopying                          | -                          | 1,046                    | 1,046                    | -                          | 1,782                    | 1,782                    |
| Audit and accountancy                 | -                          | 10,600                   | 10,600                   | -                          | 11,300                   | 11,300                   |
| Legal & professional fees             | -                          | 33,069                   | 33,069                   | 11,372                     | -                        | 11,372                   |
| Travelling                            | -                          | 72                       | 72                       | -                          | 472                      | 472                      |
| General office expenses (incl. H&S)   | -                          | 386                      | 386                      | -                          | 348                      | 348                      |
| General computer expenses             | -                          | 55,471                   | 55,471                   | -                          | 29,875                   | 29,875                   |
| PR literature/brochures & fundraising | -                          | 325                      | 325                      | -                          | 525                      | 525                      |
| Bank charges                          | -                          | 584                      | 584                      | -                          | 327                      | 327                      |
|                                       | -                          | 335,435                  | 335,435                  | 11,372                     | 300,327                  | 311,629                  |
| <b>ESTABLISHMENT</b>                  |                            |                          |                          |                            |                          |                          |
| Rent                                  | -                          | 66,515                   | 66,515                   | -                          | 65,616                   | 65,616                   |
| Service charge                        | -                          | 13,670                   | 13,670                   | -                          | 15,340                   | 15,340                   |
| General + water rates                 | -                          | 12,040                   | 12,040                   | -                          | 12,290                   | 12,290                   |
| Electricity + gas                     | -                          | 8,348                    | 8,348                    | -                          | 8,377                    | 8,377                    |
| Cleaning                              | -                          | 8,148                    | 8,148                    | -                          | 5,015                    | 5,015                    |
| Premises maintenance                  | -                          | 10,845                   | 10,845                   | -                          | 3,605                    | 3,605                    |
|                                       | -                          | 119,566                  | 119,566                  | -                          | 110,243                  | 110,243                  |
| <b>OPERATIONAL</b>                    |                            |                          |                          |                            |                          |                          |
| Salaries and related contributions    | 11,510                     | 724,715                  | 736,225                  | 11,510                     | 664,702                  | 676,212                  |
| Irrecoverable disbursements           | -                          | 2,685                    | 2,685                    | -                          | 182                      | 182                      |
| Client compensation claims            | -                          | -                        | -                        | -                          | 4,625                    | 4,625                    |
| Case cost drafting fees               | -                          | 7,874                    | 7,874                    | -                          | 2,782                    | 2,782                    |
| File storage                          | -                          | 8,405                    | 8,405                    | -                          | 8,228                    | 8,228                    |
| Solicitors practising certificates    | -                          | 2,952                    | 2,952                    | -                          | 2,589                    | 2,589                    |
| Insurance                             | -                          | 3,221                    | 3,221                    | -                          | 9,969                    | 9,969                    |
| Books + subscriptions                 | -                          | 3,523                    | 3,523                    | -                          | 3,964                    | 3,964                    |
| Volunteers' expenses                  | -                          | 38                       | 38                       | -                          | 387                      | 387                      |
| Refreshments / other staff expenses   | -                          | 130                      | 130                      | -                          | 687                      | 687                      |
| Professional Fees                     | -                          | 6,313                    | 6,313                    | -                          | 61,699                   | 61,699                   |
| Training costs                        | -                          | 4,594                    | 4,594                    | -                          | 5,054                    | 5,054                    |
| Project related costs                 | -                          | -                        | -                        | -                          | -                        | -                        |
|                                       | 11,510                     | 764,450                  | 775,960                  | 11,510                     | 764,867                  | 776,377                  |
| <b>TOTAL EXPENDITURE</b>              | <b>11,510</b>              | <b>1,219,451</b>         | <b>1,230,961</b>         | <b>22,882</b>              | <b>1,175,437</b>         | <b>1,198,319</b>         |

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# Accounts

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COMPANY NUMBER 2786099  
CHARITY NUMBER 1024148

**THE MARY WARD LEGAL CENTRE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**MARY WARD LEGAL CENTRE  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020**

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**THE MARY WARD LEGAL CENTRE  
REPORT FROM THE CHAIR  
FOR THE YEAR ENDED 31 JULY 2020**

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**REPORT FROM THE CHAIR**

Demand for advice at Mary Ward Legal Centre (“the Legal Centre”) continues to far outweigh what it is able to supply. The Legal Centre helped 2,000 people with their legal issues during 2019-20, continuing to provide specialist advice casework and representation in the areas of debt, housing and welfare benefits, and a pro bono service offering advice on employment, housing, tax, consumer, general civil litigation, and family law.

Covid-19 has had a significant impact on the Legal Centre and its clients. During the initial phase of lockdown, demand for advice in some areas fell due to measures introduced to reduce the impact of Covid-19, such as debt recovery and housing possession action being stayed, face-to-face tribunal hearings for welfare benefits appeals and PIP and ESA assessments being suspended, and payment holidays, though demand for employment and family advice has risen dramatically. The Legal Centre is forecasting a surge in demand for advice on housing, debt and welfare benefits over the coming months when the measures to ease the impact of Covid-19 are removed, in particular when housing possession action resumes, and rising unemployment leads to increased debt and more people seeking benefits advice.

To address the impact of Covid-19 the Legal Centre has made a number of successful grant applications, securing funding from Trust for London via the Community Response Fund and the Community Justice Fund, and additional donations from our pro bono partners, including Linklaters, Clifford Chance, Eversheds, and Farrer & Co. The Legal Centre has been able to maintain access to its specialist advice service and pro bono clinic during the lockdown by transforming its services from face-to-face to telephone and email. Prior to the lockdown, the Legal Centre continued to offer advice at various outreach venues across London and continued to develop its housing advice service in Newham and Southwark and grow its public law work. With a new grant from Trust for London and continuation funding from the City Bridge Trust, the Centre has been able to provide much-needed help with welfare benefits appeals and advice to people across London.

The Legal Centre will have the benefit of funding from the Legal Education Foundation, under their Justice First Fellowship Scheme, to pay for another trainee solicitor from January 2021.

We are grateful to the following funders and donors for 2019/20: London Borough of Camden, Legal Aid Agency, Money and Pensions Service, Trust for London, City Bridge Trust, Legal Education Foundation, London Legal Support Trust, Henry Smith Charity, AB Charitable Trust, Linklaters, Clifford Chance, Eversheds, Weil Gotshal & Manges, and Farrer & Co.

*Frances Bates*

22/03/21

Frances Bates

Chair

# MARY WARD LEGAL CENTRE

## REFERENCE AND ADMINISTRATIVE DETAILS

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### REFERENCE DETAILS

Charity number: 1024148  
Company number: 2786099  
Address: 10 Great Turnstile, London WC1V 7JU  
Registered office: 42 Queen Square, London WC1N 3AQ

### KEY MANAGEMENT PERSONNEL

Key management personnel are defined as members of the Centre's Senior Management Team and were represented by the following in 2019-20:

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| Warden, CEO                        | Suzanna Jackson                         |
| Deputy CEO                         | Allister Duncan (retired 31 March 2020) |
| Director of Mary Ward Legal Centre | Paula Twigg                             |
| Director of Finance and Resources  | Juliet Woodford                         |

### BOARD OF TRUSTEES

A full list of trustees is given on page 8 of these Financial Statements.

Ms. Beverley Campbell acted as Clerk to the Board of Trustees throughout the year under review.

### PROFESSIONAL ADVISERS

|                              |                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------|
| FINANCIAL STATEMENTS AUDITOR | Buzzacott LLP<br>130 Wood Street<br>London<br>EC2V 6DL                                           |
| INTERNAL AUDITOR             | Haines Watts<br>30 Camp Road<br>Farnborough<br>Hants<br>GU14 6EW                                 |
| BANKERS                      | The Co-operative Bank plc<br>3rd floor, St Paul's House<br>10 Warwick Lane<br>London<br>EC4M 7BP |

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

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## **REPORT OF THE BOARD OF TRUSTEES**

The Board of Trustees (“the Board”) is pleased to present its Annual Report, together with the Financial Statements of Mary Ward Legal Centre (“the Centre”) for the year ended 31<sup>st</sup> July 2020. This report is also prepared to meet the requirements for a Directors’ Report and Financial Statements for Companies Act purposes.

### **NATURE, OBJECTIVES AND STRATEGIES**

#### **LEGAL STATUS**

The Centre is a company limited by guarantee (number 2786099), is a registered charity (number 1024148) and is governed by its Memorandum of Association dated 25 January 1993.

The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102).

#### **THE PURPOSE OF THE CENTRE**

The principal object of the Centre is to provide members of the public in conditions of need, hardship or distress with advice, information, assistance and representation dealing with the question of housing, welfare rights, employment, immigration, taxation, insolvency and bankruptcy and other financial and legal problems.

The Centre’s portfolio of service activities include:

- provision of free specialist legal advice, casework and legal representation services in the following areas of social welfare law: debt, housing and welfare benefits;
- work with local communities to address financial inclusion issues and enable local people to manage their money; and
- provision of general legal advice to Londoners through evening advice clinics staffed by volunteer solicitors and barristers from central London law firms and chambers.

The trustees confirm that they have referred to the Charity Commission’s guidance on public benefit, including the guidance ‘Public benefit: running a charity (PB2)’, when reviewing the Centre’s aims and objectives and in planning future activities.

The Centre is a wholly owned subsidiary of Mary Ward Settlement (“the Settlement”). The Settlement is a registered charity (number 223066) and a company limited by guarantee (number 46188).

#### **CORE VALUES AND OBJECTIVES**

The Centre’s Core Values are:

- Putting the needs and aspirations of current and potential clients at the centre of all that it does;
- Providing consistently high and professional standards across its services;
- Promoting access to justice and providing legal advice for the poorest and most disadvantaged;
- Promoting collaborative work, between the Centre, the Settlement and with partner organisations;
- Advancing equality, eliminating discrimination, and fostering good relations among all its users;
- Meeting, or exceeding, the expectations of its key stakeholders, service users and partners;
- Aiming for excellence in the outcomes and impact of its services;
- Providing access to training and development in order that all staff may achieve their potential and be motivated and committed to their work and these Core Values; and
- Maintaining an open, honest, accountable and fair approach in all our communications with all its service users, staff and other stakeholders.

The Centre’s Strategic Objectives are:

- To provide a range of services that delivers its Mission in ways that are relevant now and also look to the future;
- To deliver excellent services;
- To maintain an organisational structure and culture which realises the Mission and Core Values;

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**CORE VALUES AND OBJECTIVES (continued)**

- To maintain good financial health in order to ensure the sustainable delivery of its Mission and objectives;
- To provide an environment and facilities that support the delivery of excellent services;
- To plan for and provide equipment and technology that support excellent service delivery and effective management; and
- To develop partnerships and alliances with other organisations that will improve and extend its ability to deliver our Mission and objectives.

The Centre is on target to meet both the service and Strategic Objectives.

**ACHIEVEMENTS AND PERFORMANCE**

**KEY ACHIEVEMENTS**

The Centre's specific achievements for 2019-20 are outlined below:

- Continuing to prevent homelessness, improve people's housing conditions, combat poverty, help people reduce their debt and maximise their income through providing free specialist casework and representation in housing, debt and welfare benefits;
- Continuing to maintain access to our advice services in response to Covid-19 by transforming our services from face-to-face to telephone/email;
- Securing additional grant funding and donations to deal with the devastating impact of Covid-19;
- Helping 2,000 people with their legal issues;
- Delivering against contractual funding outputs and outcomes;
- Delivering debt advice at outreach venues across London;
- Co-developing and delivering financial capability courses in partnership with local community organisations with funding from Comic Relief and RBS to improve the financial literacy of people living in London;
- Delivering a pro bono advice service to help more people who cannot access help from legal aid to resolve their legal issues;
- Passing our Lexcel audit with no corrective action - Lexcel is the Law Society's accredited legal practice quality mark;
- Securing continuation funding from City Bridge Trust to deliver specialist welfare benefits casework and representation;
- Securing funding from the Legal Education Foundation for a trainee solicitor under their Justice First Fellowship programme;
- Supporting more vulnerable clients to sustain their tenancies and help break the cycle of homelessness through our Housing Support Worker;
- Securing long-term funding from the London Borough of Camden to provide specialist advice to people in Camden;
- Playing an active role in the development of the new Camden Advice Network with advice providers in the borough;
- Continuing to deliver housing advice in Newham and Southwark;
- Over £410,000 of clients' debts were written off; and
- Clients receiving help with their welfare benefits matters achieved an average increase of £87 a week in benefits.

The actual performance against the agreed targets is set out in the table below. The figures for the numbers of clients seen have been affected by Covid-19 primarily because the national lockdown from March 2020 meant people could no longer attend our office and outreach centres. Specific measures introduced nationwide at the start of lockdown, to reduce the impact of Covid-19 led to an initial reduction in demand. For example, housing possession cases being stayed, face-to-face tribunal hearings for welfare benefits appeals and PIP and ESA assessments being suspended, and suspension of debt recovery, and payment holidays. However performance measuring outcomes for clients remains high.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

**PERFORMANCE INDICATORS**

The actual performance against the agreed targets are set out in the table below:

| Key Performance Indicator                                                                    | Target<br>2019/20 | Achieved<br>2019/20 | Target<br>2018-19 | Achieved<br>2018-19 |
|----------------------------------------------------------------------------------------------|-------------------|---------------------|-------------------|---------------------|
| Meet annual target for matter starts                                                         | 2,500             | 2,009               | 2,500             | 2,502               |
| Increase the number of people who get advice through pro bono clinics                        | 350               | 228                 | 330               | 358                 |
| Maintain a high level of client satisfaction                                                 | 95%               | 95%                 | 95%               | 98%                 |
| Maintain the high % of cases that have a positive outcome                                    | 92%               | 93%                 | 92%               | 92%                 |
| A high % of clients who respond to our survey report an improvement in health and well-being | 88%               | 91%                 | 88%               | 93%                 |

**FINANCIAL REVIEW**

The results for the year are set out on page 15. There has been a surplus for the year of £34,085 (2018-19: deficit £159,329). Income, including the value in kind of pro bono donations of goods or services valued at £136,444 (2018-19: £138,823), rose overall by £101,665 to £1,232,404 (2018-19: £1,130,739). The increase in income reflects donations from several sources in response to the drop in Legal Aid Agency income as a result of the nationwide Covid-19 lockdown, including forgiveness of the long term loan by the Centre's ultimate holding company, Mary Ward Settlement.

Income from the Capitalise (now Debt Free London) contract, at £186,658, was lower than the previous year (2018-19: £223,798), the result of a new contract from April 2019 at approximately 75% of its previous value. Other income for specialist advice, which comes primarily from the Legal Aid Agency and the London Borough of Camden totalled £436,855, lower than the previous year (2018-19: £494,146), primarily because Legal Aid Agency earnings stalled following the national lockdown from March 2020 as a result of housing possessions being stayed. The City Bridge Trust Welfare Benefits project and the Comic Relief Financial Capability project, contributed £49,550 and £16,776 respectively (2018-19: £42,025 and £20,709). Other sources of funding included RBS Financial Capability, the Henry Smith Trust, the London Legal Support Trust, Trust for London, the Legal Education Foundation, and Farrer and Co Charitable Trust, jointly contributing £153,045. The two main corporate funders; Linklaters and Clifford Chance both continued with their generous funding, donating £60,000 and £20,980 respectively (2018-19: £40,000 and £20,980), and both continued to donate the services of legal trainees, pro bono, as in previous periods, which have been valued at a total of £75,000. Income of £26,264 was received from the government's Coronavirus Job Retention Scheme to support the salary costs of staff unable to work during the lockdown period. Mary Ward Settlement, the Centre's ultimate holding company donated £123,757 through the forgiveness of a long term intercompany loan.

Costs fell by £91,749 to £1,198,319 (2018-19: £1,290,068). Total salary costs were £916,270 (2018-19: £989,864), of which £75,000 (£2018-19: £75,000) was the recognised value of donated services from Linklaters LLP and Clifford Chance LLP. This reflects, primarily, a decrease in both operational and administrative staffing costs arising from reductions in staffing levels following the reduction in value of the Debt Free London contract from April 2019, and from other savings made while the premises were closed and working below capacity during the lockdown.

# MARY WARD LEGAL CENTRE

## REPORT OF THE BOARD OF TRUSTEES

### FOR THE YEAR ENDED 31 JULY 2020

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#### FINANCIAL REVIEW (continued)

The nature of the Centre's work, in particular Legal Aid Agency cases means that there will be a time lag before the Centre is likely to benefit from the increased income streams we expect to be generated by the additional capacity. Costs have continued to be carefully managed where possible; however growth of services is essential in order to meet the future income targets essential for future sustainability, and the targets of our funders. The demand for the Centre's services remains high, and the current disparity between income and costs reflect increase in provision, planned over the next few years.

#### TREASURY MANAGEMENT

Treasury management is the management of the Centre's cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

There was a net increase in the cash held by the Centre of £77,675 to £169,230 (2018-19: £91,555). This reflects more careful cash management over the period, and in particular, improved processes around billing for Legal Aid Agency work in progress. Careful treasury management will remain an essential focus for the Centre's Senior Management Team until the Centre's income flows build to a more stable, sustainable level.

#### RESERVES POLICY

The Centre aims to hold reserves equivalent of 1 to 3 months' expenditure so that it can continue to provide a service in the event of unexpected financial crisis. Unrestricted reserves at 31<sup>st</sup> July 2020 were £82,707 (2018-19: £48,662) improved from 2018-19 at 83% of the lower end of target (2018-19: 45% of target). This reflects the above-mentioned donations from various sources, including forgiveness of the long term loan by Mary Ward Settlement which offsets what would otherwise have been an in-year deficit. The above-mentioned time lag to Legal Aid Agency income means that it is likely to be several years before the Centre sees a significant improvement in income streams. The expectation is that reserves will remain at the lower end of the target for 2-3 years until the longer term benefits of investment in the larger housing team are seen.

#### FUTURE DEVELOPMENTS

Looking forward the Legal Centre expects to be able to achieve the following:

- To continue to adapt its advice provision to ensure safe access during the Covid-19 crisis, including a mix of face-to-face and remote appointments, and advice via video conference;
- To continue to develop new advice provision in Southwark and Newham;
- To expand its housing advice service and recruit additional solicitors;
- To take an active role in advice networks, and work in partnership with local advice providers.
- To continue to seek new sources of income and funding to deliver specialist legal advice services including raising unrestricted income;
- To secure continuation funding for its Housing Support Work project to help sustain tenancies and break the cycle of homelessness;
- To secure funding to continue to develop a public legal education programme in financial capability.

#### FUNDRAISING

The Centre aims to achieve best practice in the way in which it communicates with donors and other supporters. It takes care with both the tone of its communications and the accuracy of its data to minimise the pressures on supporters. It applies best practice to protect supporters' data and never sells or shares data, and ensures that communication preferences can be changed at any time. The Centre manages its own fundraising activities and, during the period under review, has employed the services of a professional fundraising organisation who have made one of their employees available to provide hands-on expertise and operational input. The Centre undertakes to react to and investigate any complaints regarding its fundraising activities and to learn from them and improve its service.

During 2019-20, the Centre received no complaints about its fundraising activities.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**STRUCTURE GOVERNANCE AND MANAGEMENT**

The following statement is provided to enable readers of the Annual Report and Financial Statements of the Centre to obtain a better understanding of its governance and legal structure. The statement covers the period from 1<sup>st</sup> August 2019 to 31<sup>st</sup> July 2020 and up to the date of the approval of the Annual Report and Financial Statements.

The Centre is a registered charity. The Board confirms that it has had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these Financial Statements.

**THE BOARD**

The directors of the Centre, a charitable company, are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

|                    |                     |
|--------------------|---------------------|
| Frances Bates      | Chair               |
| Nadine Cartner     |                     |
| Brian Chandler     | resigned 11/11/2019 |
| Graham Collins     |                     |
| Kim Duong          | Treasurer           |
| John Edwards       |                     |
| Alex Horsup        |                     |
| Beatriz Montoya    |                     |
| Raja Nadarajan     |                     |
| Andrew Peck        |                     |
| Margaret Wheeler   | Vice Chair          |
| Emma Wyatt         |                     |
| Company Secretary: | Suzanna Jackson     |

Kim Duong was on maternity leave between June and October 2019.

Brian Chandler was not active as a trustee due to ill health, throughout the period under review.

**APPOINTMENTS TO THE BOARD**

The Centre operates selection criteria for recruitment of trustees to the Board so as to ensure that their skills and experience reflect the governance and operational needs of the Centre. Prospective trustees are interviewed by the Mary Ward Settlement Governance and Nominations Committee, which includes at least one trustee from the Centre. On selection, references will be taken up as to their suitability to be a trustee prior to a vote by the Centre's trustees.

**TRUSTEE INDUCTION AND TRAINING**

Each new trustee will have an induction programme designed to meet their needs as a trustee. The content of the programme will vary depending on their level of experience as a charity trustee and their knowledge and understanding of the Centre.

The programme will include spending time with each of the key management personnel. They are also encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

**MARY WARD LEGAL CENTRE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**ORGANISATION**

The Centre has its own Board of up to 14 members who are trustees, nominated by Mary Ward Settlement. For the period under review Mr J Edwards and Mr R Nadarajan were trustees of the Centre's Board only. All other members were also trustees of the Mary Ward Settlement Board, which provides overall leadership and strategic direction. Sub-committees of the Settlement Board include a Finance Committee, Audit & Risk Committee and a Remuneration Committee which meet as necessary to manage key staffing, finance, fundraising and equal opportunities matters within a clear framework.

Day-to-day operational management of the Centre is delegated to the Chief Executive who is supported by a Senior Management Team consisting of the Director of the Centre, the Deputy Chief Executive, until his retirement on 31 March 2020, and the Director of Finance and Resources.

The Chief Executive and her Senior Management Team oversee the smooth running of the Centre's staff who are divided into teams in accordance with Centre activities and projects.

**RELATED PARTIES AND CO-OPERATION WITH OTHER ORGANISATIONS**

None of the trustees receive remuneration or other benefit from their work with the Centre, unless they are separately employed by the Centre as a member of staff. For the year under review, no trustee received remuneration in the year for their role as a trustee. There were no expenses and no related party transactions for the year ended 31<sup>st</sup> July 2020 (2018-19: none).

Any connection between a trustee or senior manager of the Centre and any organisation associated with the Centre must be disclosed to the Board in the same way as any contractual relationship with a related party. In the current year no such related party transactions were reported.

The Centre has built up strong positive relationships over many years with a range of agencies in both the public, private and charity sector. The Centre continues its outreach activities and the delivery of face-to-face legal advice to financially and socially excluded communities within London boroughs. As such, the Centre enjoys good co-operative working relations with an ever-growing number of partners and stakeholders in relation to a range of borough-based projects and activities that meet core charitable objectives.

**PAY POLICY FOR KEY MANAGEMENT PERSONNEL**

The trustees and the Senior Management Team comprise the key management personnel of the Centre in charge of directing and controlling, running and operating the Centre on a day to day basis.

The pay of the Senior Management Team is reviewed annually by the Remuneration Committee, which then makes recommendations to the full Board. The employment costs of the Senior Management Team for their work in relation to the Centre are allocated to the Centre.

**RISK MANAGEMENT**

The Board has a risk management strategy which comprises the following:

- Regular reviews by the Audit and Risk Committee of the principal risks and uncertainties facing the Centre;
- Regular reviews of the policies, systems and procedures in place to mitigate those risks and uncertainties;
- An annual request that trustees identify their own view of what the key risks are;
- An annual report on risk, by the Audit and Risk Committee, for the Board; and
- The implementation of systems and procedures designed to mitigate any potential impact should the risk actually arise.

This work has identified that financial sustainability is the most significant risk to the Centre, given that 70% of its income, excluding value in kind donations, comes from three sources: the Capitalise (now Debt Free London) debt advice contract funded by the Money and Pensions Service, the Legal Aid Agency (LAA); and Camden Council.

**MARY WARD LEGAL CENTRE  
REPORT OF THE BOARD OF TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2020**

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**RISK MANAGEMENT** (continued)

The Centre has expanded its housing advice provision having secured additional legal aid contracts for the London boroughs of Southwark and Newham, which will result in increased income streams as the services are developed.

The Capitalise (now Debt Free London) contract ended in March 2020, with new contracts confirmed at lower rates from April 2020 for one year, with the likelihood of extension to March 2022. Funding from Camden Council expired in March 2020 and renewed funding has been confirmed from April 2021 for a 7 year period, though at considerably lower rates. To reduce the impact of Covid-19 the Council made a concession to increase the grant to the pre-April 2020 rates for a further year. Legal Aid Agency funding is secure for three years until September 2021.

The main forms of mitigation are active contract management, with a special emphasis on maintaining good working relationships with each of those key funders. The other on-going mitigating action is to continue to try to diversify our source of funds. The Centre has been successful in accessing new streams of funding, but these are small in comparison to the existing contracts and tend to be time limited to usually no more than 3 years. Nevertheless, the reduction in a key funding stream from April 2020 means that some restructuring of teams has been necessary, with further cost savings likely to be needed from April 2021 if additional income streams cannot be found to replace the funding lost.

Other significant risks facing the Centre are increasing demands being placed on already hard-working staff and quality failure in the advice being offered. The first is mitigated by the use of an effective support and supervision system and regular team meetings, alongside a supportive culture and one that encourages open and honest communication. The second is minimised by the operation of an effective quality management system which is regularly externally assessed.

Other operational risks are considered to be at a low level and are monitored by management.

The Centre's ultimate holding company, Mary Ward Settlement has, and will continue to be supportive of the operations of the Centre, including confirming that it would assist with the provision of financial support, within its own means, should it prove necessary.

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF RESPONSIBILITIES OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Centre's trustees (who are also directors of the Centre for the purposes of company law) are responsible for preparing the trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the Centre 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the Financial Statements on the going concern basis unless it is inappropriate to assume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Centre 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 Centre 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 Centre's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**STATEMENT AS TO THE DISCLOSURE TO OUR AUDITORS**

In so far as the trustees are aware at the time of approving our trustees' Annual Report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the Centre's auditor is unaware; and
- the trustees, having made enquiries of fellow directors and the Centre's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the Centre's auditor is aware of that information.

By order of the Board of Trustees

*Frances Bates*

Frances Bates  
Chair

16 March 2021

### Opinion

We have audited the financial statements of Mary Ward Legal Centre (the 'charitable company') for the year ended 31 July 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. 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 July 2020 and of its 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 charitable company 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.

### 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 annual report and financial statements, other than the financial statements and our auditor's report thereon. 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.

### Other information (continued)

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 is also the directors' report for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report, which is also the directors' report for the purposes of company law, 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. 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, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, 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 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.

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.

### Use of our 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.



25 March 2021

Catherine Biscoe (Senior Statutory Auditor)  
For and on behalf of Buzzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

**MARY WARD LEGAL CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 JULY 2020**

|                                                       | Notes | Unrestricted Funds | Restricted Funds | Total Funds 2020 | Unrestricted Funds | Restricted Funds | Total Funds 2019 |
|-------------------------------------------------------|-------|--------------------|------------------|------------------|--------------------|------------------|------------------|
|                                                       |       | £                  | £                | £                | £                  | £                | £                |
| <b>INCOME FROM:</b>                                   |       |                    |                  |                  |                    |                  |                  |
| Donations and legacies                                | 3     | 369,072            | -                | 369,072          | 222,453            | -                | 222,453          |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal Services                                        | 4     | 15,350             | 821,703          | 837,053          | 28,000             | 880,090          | 908,090          |
| Interest income                                       | 5     | 15                 | -                | 15               | 196                | -                | 196              |
| Other - CJRS income                                   | 6     | 26,264             | -                | 26,264           | -                  | -                | -                |
| <b>TOTAL INCOME</b>                                   |       | <b>410,701</b>     | <b>821,703</b>   | <b>1,232,404</b> | <b>250,649</b>     | <b>880,090</b>   | <b>1,130,739</b> |
| <b>EXPENDITURE ON:</b>                                |       |                    |                  |                  |                    |                  |                  |
| <i>Raising funds:</i>                                 |       |                    |                  |                  |                    |                  |                  |
| Generating donations and grants                       |       | 22,882             | -                | 22,882           | 27,863             | -                | 27,863           |
| <i>Charitable activities:</i>                         |       |                    |                  |                  |                    |                  |                  |
| Legal services                                        | 7     | -                  | 1,175,437        | 1,175,437        | -                  | 1,262,205        | 1,262,205        |
| <b>TOTAL EXPENDITURE</b>                              |       | <b>22,882</b>      | <b>1,175,437</b> | <b>1,198,319</b> | <b>27,863</b>      | <b>1,262,205</b> | <b>1,290,068</b> |
| <b>NET INCOME/(EXPENDITURE) AND MOVEMENT IN FUNDS</b> |       | <b>387,819</b>     | <b>(353,734)</b> | <b>34,085</b>    | <b>222,786</b>     | <b>(382,115)</b> | <b>(159,329)</b> |
| Transfers between funds                               |       | (353,734)          | 353,734          | -                | (382,115)          | 382,115          | -                |
| Net movement in funds                                 |       | 34,085             | -                | 34,085           | (159,329)          | -                | (159,329)        |
| <b>RECONCILIATION OF FUNDS:</b>                       |       |                    |                  |                  |                    |                  |                  |
| FUNDS AT 1 <sup>st</sup> AUGUST 2019                  |       | 48,622             | -                | 48,622           | 207,951            | -                | 207,951          |
| FUNDS AT 31 <sup>st</sup> JULY 2020                   |       | <b>82,707</b>      | <b>-</b>         | <b>82,707</b>    | <b>48,622</b>      | <b>-</b>         | <b>48,622</b>    |

All income and expenditure derive from continuing activities.

The charitable company has no recognised gains or losses other than those shown above.

The notes on pages 18 to 28 form part of these accounts.

**MARY WARD LEGAL CENTRE**  
**BALANCE SHEET**  
**AS AT 31 JULY 2020**

|                                                         | Notes | 2020<br>£      | 2019<br>£      |
|---------------------------------------------------------|-------|----------------|----------------|
| <b>FIXED ASSETS</b>                                     |       |                |                |
| Tangible assets                                         |       | -              | -              |
| <b>CURRENT ASSETS</b>                                   |       |                |                |
| Work in progress                                        | 16    | 122,021        | 108,535        |
| Debtors                                                 | 17    | 152,861        | 190,467        |
| Cash at bank and in hand                                |       | 169,230        | 91,555         |
|                                                         |       | <u>444,112</u> | <u>390,557</u> |
| <b>LIABILITIES</b>                                      |       |                |                |
| Creditors: amounts falling due within one year          | 18    | (361,405)      | (218,178)      |
| <b>NET CURRENT ASSETS</b>                               |       | <u>82,707</u>  | <u>172,379</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>            |       | 82,707         | 172,379        |
| Creditors: amounts falling due after more than one year | 20    | -              | (123,757)      |
| <b>NET ASSETS</b>                                       |       | <u>82,707</u>  | <u>48,622</u>  |
| <b>THE FUNDS OF THE CHARITY:</b>                        |       |                |                |
| <b>UNRESTRICTED FUNDS</b>                               |       |                |                |
| General fund                                            |       | 82,707         | 48,622         |
|                                                         |       | <u>82,707</u>  | <u>48,622</u>  |
| <b>RESTRICTED FUNDS</b>                                 | 22    | -              | -              |
| <b>TOTAL FUNDS</b>                                      |       | <u>82,707</u>  | <u>48,622</u>  |

The trustees have prepared the Financial Statements in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual Financial Statements required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 18 to 28 form part of these Financial Statements.

Signed

*Frances Bates*

Frances Bates, Chair of the trustees on behalf of the trustees

Approved by the trustees on 16 March 2021

Company registration number: 2786099

**MARY WARD LEGAL CENTRE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDING 31 JULY 2020**

|                                                        | Notes | 2020<br>£      | 2019<br>£     |
|--------------------------------------------------------|-------|----------------|---------------|
| Net cash flows from operating activities:              | 25    | 77,660         | (99,561)      |
| Cash flows from investing activities:                  |       |                |               |
| Interest income                                        |       | 15             | 196           |
| Cash provided by investing activities                  |       | <u>15</u>      | <u>196</u>    |
| Change in cash and cash equivalents in the year        |       | 77,675         | (99,365)      |
| Cash and cash equivalents at the beginning of the year |       | 91,555         | 190,920       |
| Cash and cash equivalents at the end of the year       |       | <u>169,230</u> | <u>91,555</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the Financial Statements are laid out below:

**a) Basis of preparation**

The Financial Statements have been prepared for the year to 31<sup>st</sup> July 2020. They have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below, or the notes to these Financial Statements. They 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 (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Centre meets the definition of a public benefit entity under FRS102.

The Financial Statements are presented in sterling and are rounded to the nearest pound.

**b) Preparation of the Financial Statements on a going concern basis**

The Centre reported a cash inflow of £77,675 (2019: cash outflow of £99,365). The trustees are of the view that the immediate future for the Centre, over the next 12 to 18 months, is secure and, on that basis, the Centre is a going concern.

The fixed term nature of the major contracts on which the Centre relies continue to represent a significant risk. This has been mitigated, as far as it is possible to do so, by active contract management with a special emphasis on maintaining good working relationships with each of those key funders. Funding for each of the 3 major income sources has been confirmed until at least 2022, of which one, LB Camden, is secure until March 2028.

**c) Critical accounting estimates and areas of judgement**

Preparation of the Financial Statements requires the trustees to make significant judgements and estimates.

The item in the Financial Statements where these judgements and estimates have been made consist of the recoverability of work in progress and any consequent provision needed against work-in-progress and related debtors, and estimating the value of donated goods and services.

**d) Income recognition**

Income is recognised in the period in which the Centre has entitlement to the income and the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Centre has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Legal Aid Agency income is recognised for all work carried out on approved Legal Aid Agency cases at the point in time it is earned, at Legal Aid Agency rates. Where cases become eligible for payment at commercial, Inter Partes, rates, the higher fee is recognised only when the case is complete and ready to be billed.

Income comprises donations, bank interest, grants, fee and contractual income and other sundry income.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1. ACCOUNTING POLICIES** (continued)

d) Income recognition (continued)

Donations and grants are recognised when the Centre has confirmation of both the amount and settlement date. In the event of donations and grants pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation or grant is subject to conditions that require a level of performance before the Centre is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Centre and it is probable that those conditions will be fulfilled in the reporting period.

Fee and contractual income represent the amounts receivable for the services provided to clients, excluding value added tax, under contractual obligations which are performed gradually over time. Incomplete contracts at the balance sheet date are accounted for by reference to the fair value of the work performed and amounts due but not received at the balance sheet date are described in the Financial Statements as contractual income debtors.

Other sundry income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the revenue can be measured reliably. It is measured at fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

e) Donated services

Donated professional services are recognised as income when the Centre has control over them, any conditions associated with the donated service having been met, the receipt of economic benefit from the use by the Centre of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the time of general volunteers is not recognised.

On receipt, donated professional services are recognised on the basis of the value of the gift to the Centre which is the amount that the Centre would have been willing to pay to obtain those services on the open market; a corresponding amount is then recognised in expenditure in the same period as the receipt.

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Centre; this is normally upon notification of the interest paid or payable by the Bank.

g) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Centre. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work.

h) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Centre to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and is classified as follows:

Expenditure on raising funds includes all expenditure associated with raising funds for the Centre.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1. ACCOUNTING POLICIES** (continued)

h) Expenditure recognition (continued)

Expenditure comprises the costs of charitable activities in respect to the Centre's primary charitable purposes as described in the trustees' report.

All expenditure is stated inclusive of irrecoverable VAT.

i) Allocation of support costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Centre it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the Centre (including audit costs) and costs in respect to its compliance with regulation and good practice.

Support costs and governance costs are apportioned as detailed in note 8.

j) Leased assets

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

The Centre has a 4 and a half year operating lease, until July 2022, with Meraki Holdings on the property it occupies at 10 Great Turnstile. The amount payable by the Centre under the lease (exclusive of rates and service charge) is £66,840 per annum.

k) Tangible fixed assets

Individual fixed assets costing more than £1,000 or more are capitalised at cost and are depreciated over their useful economic lives on a straight line basis as follows:

|                                          |     |
|------------------------------------------|-----|
| Furniture, fixtures and office equipment | 20% |
|------------------------------------------|-----|

l) Work in progress

Work in progress is the estimated value of legal work completed that could have been invoiced at 31<sup>st</sup> July of the year in question. The value is calculated with reference to the time recorded by case workers which is expected to result in billable work, and is valued at standard Legal Aid Agency rates.

m) Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

n) Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1. ACCOUNTING POLICIES** (continued)

o) Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the Centre anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

p) Pension contributions

Contributions in respect of the Centre's defined contribution pension scheme are charged to the Statement of Financial Activities when they are payable to the scheme. The Centre has no liability beyond making its contributions and paying across the deductions for the employees' contributions. The scheme is operated by the National Employers Savings Trust (NEST). Staff make a contribution of 2% and the Centre 6%.

**2. LEGAL STATUS OF THE CENTRE**

The Centre is a company limited by guarantee and has no share capital. In the event of the Centre being wound up, the liability in respect of the guarantee is limited to £1 per member of the Centre.

**3. INCOME FROM DONATIONS AND LEGACIES**

|                                                                        | 2020<br>£      | 2019<br>£      |
|------------------------------------------------------------------------|----------------|----------------|
| Donations:                                                             |                |                |
| Gifts                                                                  | 108,871        | 83,630         |
| Long term intercompany loan forgiven by Mary Ward Settlement (note 20) | 123,757        | -              |
| Donated services                                                       | 136,444        | 138,823        |
|                                                                        | <u>369,072</u> | <u>222,453</u> |

Gifts include an annual payment of £60,000 from Linklaters LLP and £20,980 from Clifford Chance LLP. Donated services comprise the estimated value of solicitors attending advice clinics and seconded trainee solicitors by Linklaters LLP and Clifford Chance LLP. The equivalent expenditure of the donated services is included in operational staff costs and professional fees.

The Centre also benefits from the involvement and support of a number of other volunteers. In accordance with FRS102 and the Charities SORP (FRS102), the economic contribution of general volunteers is not recognised in the Financial Statements.

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**4. INCOME FROM CHARITABLE ACTIVITIES**

|                     | 2020           | 2019           |
|---------------------|----------------|----------------|
|                     | £              | £              |
| Legal services:     |                |                |
| Revenue grants      | 117,973        | 100,327        |
| Advice and casework | 719,080        | 807,763        |
|                     | <u>837,053</u> | <u>908,090</u> |

**5. INTEREST AND INVESTMENT INCOME**

All of the Centre's interest and investment income of £15 (2019: £196) comes from money held in interest bearing deposit accounts.

**6. OTHER INCOME**

Income of £26,264 was received from the government's Coronavirus Job Retention Scheme to support the salaries of staff unable to work during the lockdown period.

**7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                             | 2020             | 2019             |
|---------------------------------------------|------------------|------------------|
|                                             | £                | £                |
| Salaries (including value in kind services) | 676,212          | 711,068          |
| Casework costs                              | 69,288           | 61,333           |
| Insurance                                   | 2,990            | 3,107            |
| Other direct costs                          | 20,221           | 22,517           |
| Support costs                               | 406,726          | 464,180          |
|                                             | <u>1,175,437</u> | <u>1,262,205</u> |

**8. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES**

|                               | 2020             | 2019             |
|-------------------------------|------------------|------------------|
|                               | £                | £                |
| Costs                         | (1,175,437)      | (1,262,205)      |
| Advice and casework contracts | 719,080          | 807,763          |
| Revenue grants                | 117,973          | 100,327          |
|                               | <u>(338,384)</u> | <u>(354,115)</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**9. ANALYSIS OF SUPPORT COSTS (incl. GOVERNANCE COSTS)**

|                     | 2020<br>£      | 2019<br>£      |
|---------------------|----------------|----------------|
| Staff costs         | 229,736        | 269,383        |
| Recruitment costs   | 1,000          | 1,115          |
| Computer costs      | 29,875         | 24,499         |
| Audit costs         | 11,300         | 10,000         |
| Premises            | 110,243        | 112,057        |
| Other support costs | 24,571         | 47,126         |
|                     | <u>406,725</u> | <u>464,180</u> |

**10. NET INCOME/(EXPENDITURE) FOR THE YEAR**

|                                | 2020<br>£     | 2019<br>£     |
|--------------------------------|---------------|---------------|
| This is stated after charging: |               |               |
| Auditor's remuneration:        |               |               |
| Financial statements audit     | 5,800         | 5,000         |
| SAR audit                      | 5,500         | 5,000         |
| Operating lease rentals        | <u>66,840</u> | <u>66,840</u> |

**11. ANALYSIS OF STAFF COSTS, TRUSTEE EXPENSES AND THE COST OF KEY MANAGEMENT PERSONNEL**

|                                                                      | 2020<br>£      | 2019<br>£      |
|----------------------------------------------------------------------|----------------|----------------|
| Wages and salaries (including £75,000 value in kind (2019: £75,000)) | 799,796        | 865,654        |
| Social security costs                                                | 68,388         | 71,782         |
| Other pension costs                                                  | 48,086         | 52,428         |
|                                                                      | <u>916,270</u> | <u>989,864</u> |

No employees' remuneration was above £60,000 in the year (2019: none).

The Centre's trustees were not paid (2019: £nil) nor did they receive any other benefits from employment, nor were they reimbursed any expenses (2019: £nil) except where they were employed separately by the Centre's parent company, Mary Ward Settlement, or by the Settlement's operating entity, the Mary Ward Centre. No Centre trustee received payment for professional or other services supplied to the Centre (2019: £nil).

The key management personnel of the Centre comprise the trustees and the Director of the Legal Centre. It also comprises members of the Senior Management Team of Mary Ward Settlement who provided services to the Legal Centre as part of their role for the Mary Ward Settlement. These members of staff did not receive any additional remuneration for their work on behalf of the Legal Centre, however, a portion of their costs were recharged by the Mary Ward Settlement. Total recharged costs from the Mary Ward Settlement for recharged staff was £154,964 (2019: £180,276), of which £10,477 (2019: £14,067) related to the Senior Management Team. Total key management personnel remuneration for the year was £68,030 (2019: £68,045).

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**12. STAFF NUMBERS**

The average number of staff employed each month was 24 (2019: 24). The average number of staff, in both number and full-time equivalent, employed each month was as follows:

|                   | 2020      |           | 2019      |           |
|-------------------|-----------|-----------|-----------|-----------|
|                   | No.       | fte       | No.       | fte       |
| Operational staff | 20        | 15        | 19        | 16        |
| Support staff     | 4         | 3         | 5         | 4         |
|                   | <u>24</u> | <u>18</u> | <u>24</u> | <u>20</u> |

**13. ULTIMATE PARENT UNDERTAKING AND RELATED PARTY TRANSACTIONS**

Mary Ward Settlement, a registered charity (Charity Registration Number 223066) and company (Company Registration Number 46188) is the ultimate parent undertaking of the Centre. The Financial Statements do not include disclosure of transactions between the Centre and the Settlement. As a 100% controlled subsidiary undertaking, the Centre is exempt from the requirement to disclose such transactions under Financial Reporting Standard 102 Section 33.

There were no other related party transactions in the year (2019: none).

**14. GOVERNMENT GRANTS**

The Centre receives income from both the Legal Aid Agency and the London Borough of Camden. However all of the funding is contractual and relates directly to the provision of services.

**15. CORPORATION TAXATION**

The Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**16. WORK IN PROGRESS**

Work in progress is the value of legal casework not assessed by the Legal Aid Agency.

**17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                | 2020<br>£      | 2019<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 89,806         | 160,358        |
| Other debtors                  | -              | 696            |
| Prepayments and accrued income | 63,055         | 29,413         |
|                                | <u>152,861</u> | <u>190,467</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2020<br>£      | 2019<br>£      |
|---------------------------------|----------------|----------------|
| Trade creditors                 | 2,651          | 1,147          |
| Taxes and social security costs | 24,725         | 32,320         |
| Accruals and deferred income    | 191,122        | 114,601        |
| Annual leave accrual            | 14,319         | 21,629         |
| Other creditors                 | -              | 1,786          |
| Amounts owed to group companies | 128,588        | 46,695         |
|                                 | <u>361,405</u> | <u>218,178</u> |

**19. DEFERRED INCOME**

Deferred income is made up of income, received in advance, for services to be delivered after the 31<sup>st</sup> July 2020.

|                                                             | 2020<br>£      | 2019<br>£     |
|-------------------------------------------------------------|----------------|---------------|
| Opening balance as at 1 <sup>st</sup> August                | 82,312         | 68,141        |
| Amount released to income earned from charitable activities | (82,312)       | (68,141)      |
| Amount deferred in year                                     | 159,864        | 82,312        |
| Balance as at 31 <sup>st</sup> July                         | <u>159,864</u> | <u>82,312</u> |

**20. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

|                      | 2020<br>£ | 2019<br>£      |
|----------------------|-----------|----------------|
| Mary Ward Settlement | -         | 123,757        |
|                      | <u>-</u>  | <u>123,757</u> |

The interest free loan from the Centre's ultimate holding company was forgiven during the year.

**21. LEASE OBLIGATIONS**

At 31st July the Centre had minimum lease payments under non-cancellable operating leases as follows:

|                           | 2020<br>£      | 2019<br>£      |
|---------------------------|----------------|----------------|
| <b>Land and buildings</b> |                |                |
| Not later than one year   | 66,840         | 66,840         |
| Later than one year       | 66,840         | 91,745         |
|                           | <u>133,680</u> | <u>158,585</u> |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**22. ANALYSIS OF CHARITABLE FUNDS**

|                                                     | Balance<br>1 August<br>2019<br>as restated<br>£ | Income<br>£      | Movement in resources<br>Expenditure<br>£ | Transfers<br>£   | Balance<br>31 July<br>2020<br>£ |
|-----------------------------------------------------|-------------------------------------------------|------------------|-------------------------------------------|------------------|---------------------------------|
| <b>Restricted funds:</b>                            |                                                 |                  |                                           |                  |                                 |
| Legal Aid Agency                                    | -                                               | 192,165          | (274,774)                                 | 82,608           | -                               |
| Money and Pensions<br>Service - Debt Free<br>London | -                                               | 186,658          | (266,898)                                 | 80,240           | -                               |
| London Borough of<br>Camden Advice Services         | -                                               | 244,690          | (349,878)                                 | 105,188          | -                               |
| Housing Possession Court<br>Duty Scheme (HPCDS)     | -                                               | 4,300            | (6,148)                                   | 1,848            | -                               |
| Cardinal Hume Centre                                | -                                               | 8,031            | (11,484)                                  | 3,453            | -                               |
| Comic Relief                                        | -                                               | 16,776           | (23,988)                                  | 7,212            | -                               |
| City Bridge Trust                                   | -                                               | 49,550           | (71,850)                                  | 22,300           | -                               |
| RBS Financial Capability                            | -                                               | 6,904            | (9,872)                                   | 2,968            | -                               |
| The Henry Smith Charity                             | -                                               | 26,017           | (37,201)                                  | 11,184           | -                               |
| Legal Education<br>Foundation                       | -                                               | 21,068           | (30,125)                                  | 9,057            | -                               |
| St Andrews Holborn<br>Trust for London              | -                                               | 9,656            | (13,807)                                  | 4,151            | -                               |
| Trust for London (Covid)                            | -                                               | 43,888           | (62,754)                                  | 18,866           | -                               |
|                                                     | -                                               | 12,000           | (16,658)                                  | 4,658            | -                               |
| <b>Total restricted funds</b>                       | <b>-</b>                                        | <b>821,703</b>   | <b>(1,175,437)</b>                        | <b>353,734</b>   | <b>-</b>                        |
| <b>Unrestricted funds:</b>                          |                                                 |                  |                                           |                  |                                 |
| General fund                                        | 48,622                                          | 410,701          | (22,882)                                  | (353,734)        | 82,707                          |
| <b>Total unrestricted funds</b>                     | <b>48,622</b>                                   | <b>410,701</b>   | <b>(22,882)</b>                           | <b>(353,734)</b> | <b>82,707</b>                   |
| <b>Total funds</b>                                  | <b>48,622</b>                                   | <b>1,232,404</b> | <b>(1,198,319)</b>                        | <b>-</b>         | <b>82,707</b>                   |

Where income has been received specifically for services provided by the Centre it is shown as restricted income. Expenditure has been fully allocated to those services provided by the Centre based on operational headcount. Unrestricted income and/or reserves are shown as transfers to the Centre's activities where allocated expenditure exceeds the sources of restricted income for each service.

| <u>Name of Fund</u>                            | <u>Description, nature and purpose of fund</u>                                                                                         |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | Funds that can be used for any purpose consistent with the achievement of the Centre's charitable objectives.                          |
| Legal Aid Agency                               | Funding for housing advice and representation (where applicable) for people eligible for legal aid                                     |
| Money and Advice Service<br>- Debt Free London | Funding to provide face-to-face debt advice                                                                                            |
| London Borough of<br>Camden Advice Services    | Funding to provide specialist advice in the areas of debt, housing and welfare benefits, to people who live, work, or study in Camden. |
| Housing Possession Court<br>Duty Scheme        | Funding for one-off advice provided at the court for people facing possession proceedings as part of the duty scheme.                  |
| Comic Relief                                   | Funding to develop and deliver free financial capability courses to users of local community organisations in Camden.                  |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**22. ANALYSIS OF CHARITABLE FUNDS (continued)**

| <u>Name of Fund</u>        | <u>Description, nature and purpose of fund</u>                                                                                                                                                                                                             |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City Bridge Trust          | Funding for a welfare benefits caseworker to provide specialist welfare benefits advice pan-London and supporting volunteers to help provide disability benefits form filling.                                                                             |
| Money Advice Trust         | One-off grant under their innovation grant scheme to develop financial capability resources for people with English as a second language.                                                                                                                  |
| RBS Financial Capability   | Funding to develop and deliver free financial capability courses pan-London.                                                                                                                                                                               |
| The Henry Smith Charity    | Funding for a Housing Support Worker to work with vulnerable clients to provide a holistic service to the Centre's housing clients to help sustain tenancies and break the cycle of homelessness.                                                          |
| The Trust for London       | Originally set up to help fund the Centre's employment legal advice service. However, following the changes to Legal Aid funding, this service was closed and the fund now exists to help meet the cost of the Centre's pro bono employment advice clinic. |
| Legal Education Foundation | Funding for a trainee solicitor at the Centre as part of the LEF's Justice First Fellowship                                                                                                                                                                |
| St Andrews Holborn         | Funding towards the core costs of providing specialist welfare rights advice to those living within St Andrew Holborn's area of benefit.                                                                                                                   |

|                                                      | <i>Balance<br/>1 August<br/>2018<br/>as restated<br/>£</i> | <i>Movement in resources<br/>Income<br/>£</i> | <i>Expenditure<br/>£</i> | <i>Transfers<br/>£</i> | <i>Balance<br/>31 July<br/>2019<br/>£</i> |
|------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------|--------------------------|------------------------|-------------------------------------------|
| <b>Restricted funds:</b>                             |                                                            |                                               |                          |                        |                                           |
| Legal Aid Agency                                     | -                                                          | 249,456                                       | (307,227)                | 57,771                 | -                                         |
| Money and Pensions Service - Capitalise Debt Funding | -                                                          | 223,798                                       | (338,900)                | 115,102                | -                                         |
| London Borough of Camden Advice Services             | -                                                          | 244,690                                       | (370,538)                | 125,848                | -                                         |
| HPCDS at Clerkenwell Court                           | -                                                          | 6,043                                         | (9,151)                  | 3,108                  | -                                         |
| Cardinal Hume Centre                                 | -                                                          | 3,000                                         | (4,543)                  | 1,543                  | -                                         |
| Comic Relief                                         | -                                                          | 20,709                                        | (31,360)                 | 10,651                 | -                                         |
| City Bridge Trust                                    | -                                                          | 42,025                                        | (63,639)                 | 21,614                 | -                                         |
| RBS Financial Capability                             | -                                                          | 18,042                                        | (27,321)                 | 9,279                  | -                                         |
| The Henry Smith Charity                              | -                                                          | 24,600                                        | (37,252)                 | 12,652                 | -                                         |
| Legal Education Foundation                           | -                                                          | 42,727                                        | (64,702)                 | 21,975                 | -                                         |
| The Law Society TLEF Skype Project                   | -                                                          | 5,000                                         | (7,572)                  | 2,572                  | -                                         |
| <b>Total restricted funds</b>                        | <b>-</b>                                                   | <b>880,090</b>                                | <b>(1,262,205)</b>       | <b>382,115</b>         | <b>-</b>                                  |
| <b>Unrestricted funds:</b>                           |                                                            |                                               |                          |                        |                                           |
| General fund                                         | 207,951                                                    | 250,649                                       | (27,863)                 | (382,115)              | 48,622                                    |
| <b>Total unrestricted funds</b>                      | <b>207,951</b>                                             | <b>250,649</b>                                | <b>(27,863)</b>          | <b>(382,115)</b>       | <b>48,622</b>                             |
| <b>Total funds</b>                                   | <b>207,951</b>                                             | <b>1,130,739</b>                              | <b>(1,290,068)</b>       | <b>-</b>               | <b>48,622</b>                             |

**MARY WARD LEGAL CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**23. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                  | Fixed<br>assets<br>£ | Current<br>assets<br>£ | Liabilities<br>£ | 2020<br>Total<br>£ |
|------------------|----------------------|------------------------|------------------|--------------------|
| General fund     | -                    | 444,112                | (351,405)        | 82,707             |
| Restricted funds | -                    | -                      | -                | -                  |
|                  | <u>-</u>             | <u>444,112</u>         | <u>(351,405)</u> | <u>82,707</u>      |
|                  |                      |                        |                  | 2019<br>Total      |
| General fund     | -                    | 390,557                | (341,935)        | 48,622             |
| Restricted funds | -                    | -                      | -                | -                  |
|                  | <u>-</u>             | <u>390,557</u>         | <u>(341,935)</u> | <u>48,622</u>      |

**24. POST BALANCE SHEET EVENTS**

There have been no events that will have a material impact on the Financial Statements.

**25. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET FLOW FROM OPERATING ACTIVITIES**

|                                       | 2020<br>£     | 2019<br>£       |
|---------------------------------------|---------------|-----------------|
| Net movement in funds                 | 34,085        | (159,329)       |
| (Increase) in work in progress        | (13,486)      | (49,860)        |
| Decrease in debtors                   | 37,606        | 30,915          |
| Increase in creditors                 | 19,470        | 78,909          |
| Interest earned                       | (15)          | (196)           |
| Net cash used in operating activities | <u>77,660</u> | <u>(99,561)</u> |

**Analysis of net debt**

|                                                           | At 1<br>August<br>2019<br>£ | Cash flows<br>£ | Other non-<br>cash<br>changes<br>£ | At 31 July<br>2020<br>£ |
|-----------------------------------------------------------|-----------------------------|-----------------|------------------------------------|-------------------------|
| Total cash and cash equivalents: Cash at bank and in hand | 91,555                      | 77,675          | —                                  | 169,230                 |

**26. CLIENT MONIES**

As at 31<sup>st</sup> July 2020 the Centre held money on behalf of clients in "Client" bank accounts of £66,986 (2019: £65,441).

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2020**

This page does not form part of the audited Financial Statements

|                                               | Unrestricted          | Restricted              | Total Funds          | Unrestricted          | Restricted              | Total Funds             |
|-----------------------------------------------|-----------------------|-------------------------|----------------------|-----------------------|-------------------------|-------------------------|
|                                               | Funds                 | Funds                   | 2020                 | Funds                 | Funds                   | Funds                   |
|                                               | £                     | £                       | £                    | as restated           | as restated             | 2019 as restated        |
|                                               | £                     | £                       | £                    | £                     | £                       | £                       |
| <b>INCOME</b>                                 |                       |                         |                      |                       |                         |                         |
| <b>Grants</b>                                 |                       |                         |                      |                       |                         |                         |
| Farrer & Co Charitable Trust                  | 5,000                 | -                       | 5,000                | 3,000                 | -                       | 3,000                   |
| The Henry Smith Charity                       | -                     | 26,017                  | 26,017               | -                     | 24,600                  | 24,600                  |
| London Legal Support Trust                    | 10,000                | -                       | 10,000               | 10,000                | -                       | 10,000                  |
| Legal Education Foundation                    | -                     |                         |                      |                       |                         |                         |
| - fellowship funding                          |                       | 21,068                  | 21,068               |                       | 42,727                  | 42,727                  |
| Trust for London                              | -                     | 43,888                  | 43,888               | -                     | -                       | -                       |
| Trust for London (Covid)                      | -                     | 12,000                  | 12,000               |                       |                         |                         |
| AB Charitable Trust                           | -                     | -                       | -                    | 15,000                | -                       | 15,000                  |
| The Law Society                               | -                     | -                       | -                    | -                     | 5,000                   | 5,000                   |
|                                               | <u>15,000</u>         | <u>102,973</u>          | <u>117,973</u>       | <u>28,000</u>         | <u>72,327</u>           | <u>100,327</u>          |
| <b>Advice, casework and net disbursements</b> |                       |                         |                      |                       |                         |                         |
| Legal Aid Agency - NfP grant                  | -                     | 50,673                  | 50,673               | -                     | 59,215                  | 59,215                  |
| Legal Aid Agency - HPCDS at Clerkenwell CC    | -                     | 4,300                   | 4,300                | -                     | 6,043                   | 6,043                   |
| Debt Free London project                      | -                     | 186,658                 | 186,658              | -                     | 223,798                 | 223,798                 |
| LB Camden Specialist Advice Services          | -                     | 161,100                 | 161,100              | -                     | 161,100                 | 161,100                 |
| LB Camden Disability project                  | -                     | 83,590                  | 83,590               | -                     | 83,590                  | 83,590                  |
| Comic Relief financial capability project     | -                     | 16,776                  | 16,776               | -                     | 20,709                  | 20,709                  |
| City Bridge welfare benefits project          | -                     | 49,550                  | 49,550               | -                     | 42,025                  | 42,025                  |
| St Andrew Holborn                             | -                     | 9,656                   | 9,656                | -                     |                         |                         |
| Cardinal Hume Centre                          | -                     | 8,031                   | 8,031                | -                     | 3,000                   | 3,000                   |
| RBS Financial Capability                      | -                     | 6,904                   | 6,904                | -                     | 18,042                  | 18,042                  |
| Training income                               | -                     | -                       | -                    | -                     |                         |                         |
| Other advice, casework & net disbursements    | -                     | 141,842                 | 141,842              | -                     | 190,241                 | 190,241                 |
|                                               | <u>-</u>              | <u>719,080</u>          | <u>719,080</u>       | <u>-</u>              | <u>807,763</u>          | <u>807,763</u>          |
| <b>Other</b>                                  |                       |                         |                      |                       |                         |                         |
| General donations and fundraising             | 141,228               | -                       | 141,228              | 18,170                | -                       | 18,170                  |
| Linklaters donations                          | 60,000                | -                       | 60,000               | 40,000                | -                       | 40,000                  |
| Clifford Chance donations                     | 30,890                | -                       | 30,890               | 20,980                | -                       | 20,980                  |
| Value in kind - Linklaters                    | 86,444                | -                       | 86,444               | 88,823                |                         | 88,823                  |
| Value in kind - Clifford Chance               | 50,000                | -                       | 50,000               | 50,000                |                         | 50,000                  |
| Clients' contributions                        | 420                   | -                       | 420                  | 4,480                 | -                       | 4,480                   |
| Interest on deposit account                   | 15                    | -                       | 15                   | 196                   | -                       | 196                     |
| CJRS furlough rebate                          | 26,264                | -                       | 26,264               |                       |                         |                         |
|                                               | <u>410,351</u>        | <u>-</u>                | <u>422,351</u>       | <u>222,649</u>        | <u>-</u>                | <u>222,649</u>          |
| <b>TOTAL INCOME</b>                           | <b>410,351</b>        | <b>822,053</b>          | <b>1,232,404</b>     | <b>250,649</b>        | <b>880,090</b>          | <b>1,130,739</b>        |
| <b>TOTAL EXPENDITURE</b>                      | <b>(22,882)</b>       | <b>(1,175,437)</b>      | <b>(1,198,319)</b>   | <b>(27,863)</b>       | <b>(1,262,205)</b>      | <b>(1,290,068)</b>      |
| <b>SURPLUS (DEFICIT)</b>                      | <b><u>399,469</u></b> | <b><u>(365,384)</u></b> | <b><u>34,085</u></b> | <b><u>222,786</u></b> | <b><u>(382,115)</u></b> | <b><u>(159,329)</u></b> |

**MARY WARD LEGAL CENTRE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2020**

This page does not form part of the audited Financial Statements

|                                       | Unrestricted  | Restricted       | Total Funds      | Unrestricted  | Restricted       | Total Funds      |
|---------------------------------------|---------------|------------------|------------------|---------------|------------------|------------------|
|                                       | Funds         | Funds            | 2020             | Funds         | Funds            | 2019             |
|                                       | £             | £                | £                | £             | £                | £                |
| <b>EXPENDITURE</b>                    |               |                  |                  |               |                  |                  |
| <b>ADMINISTRATION</b>                 |               |                  |                  |               |                  |                  |
| Salaries and related contributions    | -             | 240,088          | 240,088          | 10,796        | 268,000          | 278,796          |
| Recruitment advertising + other costs | -             | 1,000            | 1,000            | -             | 1,115            | 1,115            |
| Postage and carriage                  | -             | 5,902            | 5,902            | -             | 7,299            | 7,299            |
| Telephone and fax                     | -             | 5,971            | 5,971            | -             | 8,482            | 8,482            |
| Printing and stationery               | -             | 3,435            | 3,435            | -             | 9,043            | 9,043            |
| Photocopying                          | -             | 1,782            | 1,782            | -             | 1,738            | 1,738            |
| Audit and accountancy                 | -             | 11,300           | 11,300           | -             | 10,000           | 10,000           |
| Legal & professional fees             | 11,372        | -                | 11,372           | 17,067        | 13,242           | 30,309           |
| Travelling                            | -             | 472              | 472              | -             | 1,557            | 1,557            |
| General office expenses (incl. H&S)   | -             | 348              | 348              | -             | 461              | 461              |
| General computer expenses             | -             | 29,875           | 29,875           | -             | 24,499           | 24,499           |
| PR literature/brochures & fundraising | -             | 525              | 525              | -             | 325              | 325              |
| Bank charges                          | -             | 327              | 327              | -             | 965              | 965              |
|                                       | 11,372        | 300,327          | 311,629          | 27,863        | 346,726          | 374,589          |
| <b>ESTABLISHMENT</b>                  |               |                  |                  |               |                  |                  |
| Rent                                  | -             | 65,616           | 65,616           | -             | 66,914           | 66,914           |
| Service charge                        | -             | 15,340           | 15,340           | -             | 15,931           | 15,931           |
| General + water rates                 | -             | 12,290           | 12,290           | -             | 12,820           | 12,820           |
| Electricity + gas                     | -             | 8,377            | 8,377            | -             | 8,542            | 8,542            |
| Cleaning                              | -             | 5,015            | 5,015            | -             | 6,702            | 6,702            |
| Premises maintenance                  | -             | 3,605            | 3,605            | -             | 1,148            | 1,148            |
|                                       | -             | 110,243          | 110,243          | -             | 112,057          | 112,057          |
| <b>OPERATIONAL</b>                    |               |                  |                  |               |                  |                  |
| Salaries and related contributions    | 11,510        | 664,702          | 676,212          | -             | 711,068          | 711,068          |
| Irrecoverable disbursements           | -             | 182              | 182              | -             | 85               | 85               |
| Client compensation claims            | -             | 4,625            | 4,625            | -             | -                | -                |
| Case cost drafting fees               | -             | 2,782            | 2,782            | -             | 10,666           | 10,666           |
| File storage                          | -             | 8,228            | 8,228            | -             | 7,328            | 7,328            |
| Solicitors practising certificates    | -             | 2,589            | 2,589            | -             | 2,944            | 2,944            |
| Insurance                             | -             | 9,969            | 9,969            | -             | 7,121            | 7,121            |
| Books + subscriptions                 | -             | 3,964            | 3,964            | -             | 3,001            | 3,001            |
| Volunteers' expenses                  | -             | 387              | 387              | -             | 1,492            | 1,492            |
| Refreshments / other staff expenses   | -             | 687              | 687              | -             | 1,382            | 1,382            |
| Professional Fees                     | -             | 61,699           | 61,699           | -             | 50,583           | 50,583           |
| Training costs                        | -             | 5,054            | 5,054            | -             | 7,395            | 7,395            |
| Project related costs                 | -             | -                | -                | -             | 357              | 357              |
|                                       | 11,510        | 764,867          | 776,377          | -             | 803,422          | 803,422          |
| <b>TOTAL EXPENDITURE</b>              | <b>22,882</b> | <b>1,175,437</b> | <b>1,198,319</b> | <b>27,863</b> | <b>1,262,205</b> | <b>1,290,068</b> |