

Company registration number: 08151033

Charity registration number: 1151243

# Ealing Law Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Field Sullivan Limited  
70 Royal Hill  
Greenwich  
London  
SE10 8RF

## **Ealing Law Centre**

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## **Ealing Law Centre**

### **Reference and Administrative Details**

<b>Interim Chair</b>	Sue James
<b>Trustees</b>	Peter Bartram Richard Gowthorpe Kalwant Grewal Sue James Puja Patel
<b>Principal Office</b>	Hanwell Community Library Cherington Rd Hanwell London W7 3HL
<b>Company Registration Number</b>	08151033
<b>Charity Registration Number</b>	1151243

## **Ealing Law Centre**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

#### **Structure, governance and management**

Ealing Law Centre is constituted as a charity and a company limited by guarantee, registered with the Charity Commission on 14<sup>th</sup> March 2013. The year covered by these accounts is therefore the Charity's eighth full year of operation. The Trustees who held office during the financial year are set out on page 1. Trustees are elected at the Law Centre's Annual General Meeting; Trustees are both directors of the Company and Trustees of the Charity. The Law Centre employs staff to provide legal and other services, and also benefits from the work of volunteers, to whom we are very grateful. Ealing Law Centre works closely with other local voluntary advice-giving organisations to support the development of an effective network of advice services for the people of Ealing.

#### **Trustees**

Peter Bartram

Richard Gowthorpe

Kalwant Grewal

Suchitra Hammond (Resigned 14 September 2021)

Sue James

Lynn Knowles (Resigned 28 May 2021)

Puja Patel

#### **Objects and activities**

Ealing Law Centre exists to tackle unmet legal need. Its principal activity is the provision of legal advice and assistance to people in need -mainly, those living or working in the London Borough of Ealing.

The Law Centre aims to relieve poverty, suffering and distress, to advance the education of individuals and community organisations on legal issues in the area of social welfare law, and to work with other charities to advance charitable purposes which are beneficial to people in need living or working within its area of operation. In planning the Charity's activities for the year, the Trustees keep in mind the Charity Commission's guidance. The Charity aims to provide its services to people who are in need of them, regardless of personal background, faith, gender or personal circumstances, and welcomes volunteers and staff on the same basis. We believe this philosophy of openness to all enriches everyone through the sharing of the skills, aptitudes and life experiences of our service users and volunteers. There is an appropriate induction procedure for new Trustees which is designed to encourage, enthuse and suitably equip people who have no previous knowledge about the formalities and customs associated with serving on the Board of a voluntary organisation.

#### **Risk management**

The identification of potential risk and plans to manage the occurrence of risk is an integral part of work plans for all the Law Centre's activities and the risks facing the organisation are reviewed regularly as part of the Board's ongoing work. Consequently, the major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and actions have been taken to mitigate those risks.

## **Ealing Law Centre**

### **Trustees' Report**

#### **Public benefit in planning and overseeing the delivery of its work**

ELC's Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and consider that the Charity exists for the purpose of public benefit as defined in Section 4 of the Charities Act 2011.

#### **REVIEW OF THE YEAR 2020-2021**

2020/21 has been both an exciting and challenging year for Ealing Law Centre. This has been the first full financial year operating under COVID-19 conditions and the first year of co-location at Hanwell Community Library. Our services remained in high demand throughout the year and we faced additional demands as the nature of the work evolved due to the needs of our clients as a result of the Pandemic.

At the beginning of the financial year we were busy following our successful bid to community manage Hanwell Library and undertook the recruitment and training of our Community Outreach Manager to run the library as well as the volunteers to work in the library. We had been due to open the community managed library and move to our new premises during April 2020 but this was put on hold. We are grateful for the support of Ealing Council during this period and in continuing with our grant to support the project.

As COVID-19 hit, our Help through Crisis project adapted as the foodbanks were no longer able to accommodate in person advice. Information about our advice services was added to food parcels which were sent out to those who were shielding/requesting food and staff spent more time guiding clients on the phone and through digital processes.

Our housing department saw a new intake of clients during the first lockdown. We advised many clients who had not needed, or even envisaged, that they would need legal support in the past. Private tenants who wished to give up tenancies and move back with parents, those who had no recourse to public funds but had always worked and who suddenly found themselves without an income. In addition, in those first few months, we called vulnerable clients that we knew would usually contact us in person to check in and tried to work out what lockdown would mean for our clients, already vulnerable and marginalized. We were grateful during this period for the flexibility that was allowed to us by our funders and for the additional support from City Bridge Trust who gave all grantees an additional contribution to core costs to support the change in work arising out of the pandemic. In December 2020 our first Justice First Fellow qualified and we recruited our new Justice First Fellow who started working with the housing department in January 2021.

There was good news as well, the 'Everyone In' policy, housing the homeless, who were at an increased risk because of the pandemic, and the halting of possession proceedings showed what could be done for the vulnerable. Step by step we worked out the practicalities of what these policies would mean for our clients and how to enforce them. Our housing team were now advising those who were in unsuitable accommodation whilst shielding or who the council were turning away in apparent misunderstanding of the extent of the Everyone In policy.

In summer 2020, as the world began to open up again, our Head of Operations led our office move to Hanwell Library. It was a huge task to set up the office and project manage the works to create suitable client interview space and a triage room downstairs in the library space. We are grateful to all the staff and how they managed to support our clients, undertake an office move and run the library - all during the pandemic.

Thanks to the Access to Justice Foundation/Community Justice Fund we were able to employ a Triage and Outreach officer to be a link between our work in the community managed library and the Law Centre.

## Ealing Law Centre

### Trustees' Report

Our Immigration department continued to be extremely busy. In July 2020 we led a successful consortium bid with West London Equality Centre and Hammersmith and Fulham Law Centre to support vulnerable EU Citizens to make their EUSS settled status applications. Reaching those who are most in need, the middle of a pandemic, was tricky. However, we found new links with Ealing Council Social Services, via facebook and other centres that were operating face to face services. Our Immigration Supervisor and caseworker delivered online training to the local advice forum and other groups. As a result of the 'Everyone In' policy Ealing Council's Housing Department approached us for assistance with immigration advice for clients with immigration issues that had been housed under this policy. This incredibly vulnerable cohort of clients had previously been very hard to reach and our Immigration supervisor is continuing to work with them to resolve status issues.

Law Centre staff provided training to local advice groups on housing allocations and the EUSS settlement scheme throughout the year.

In the financial year 1 April 2020 to 31 March 2021 we helped 1364 clients by phone and provided casework assistance for 407 clients.

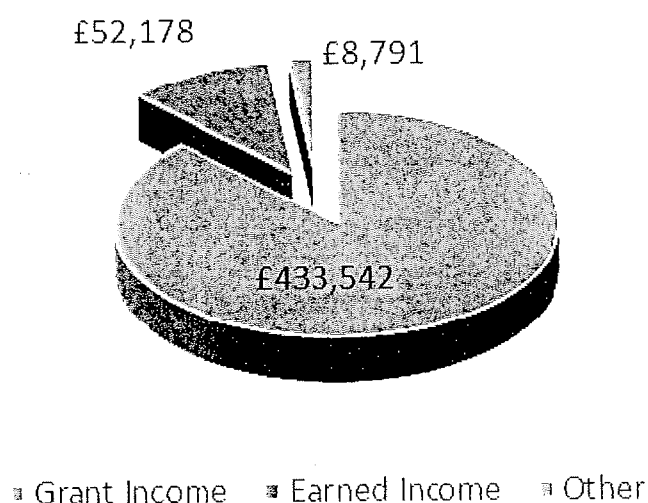
**The Statement of Financial Activities for the year is set out on page 10 of the accounts.**

#### Summary of key points

The eighth year of Ealing Law Centre year continues to have its core services funded from grants, donations and fees earned through its Legal Aid contracts in Housing and Immigration. The year of COVID saw generous donations from businesses and grant funders, who felt compelled to assist during this unprecedented time.

Hellman & Friedman donated a generous £6,550, and both City Bridge Trust and Trust for London gave £13,500 and £16,900 respectively, Ealing Law Centre is particularly grateful to these organisations for taking this initiative and providing assistance at a crucial time in the law centre's history. This grant contribution has continued the trend of accounting for over 80% of the Law Centre's income. This is depicted in the chart below.

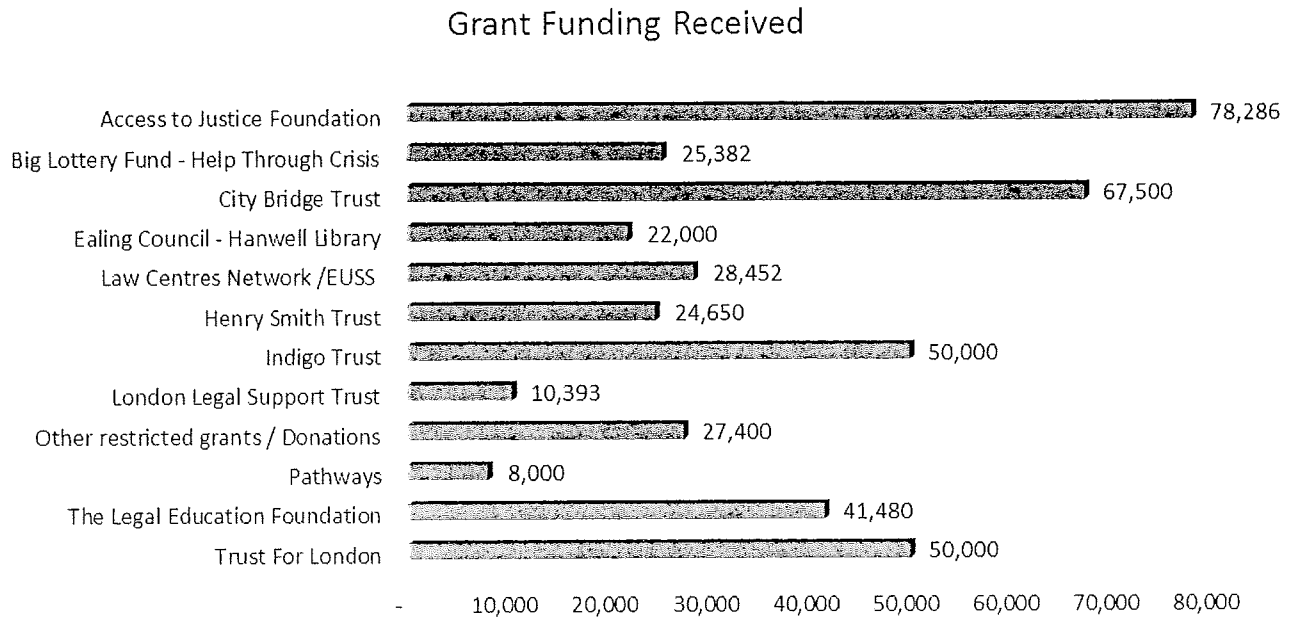
### Total Income Analysis



## Ealing Law Centre

### Trustees' Report

An analysis of the Grant Funders are shown in the following chart



## Ealing Law Centre

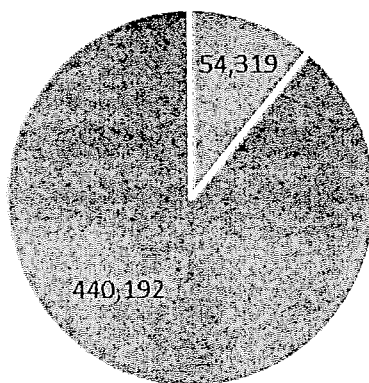
### Trustees' Report

#### Work in Progress Comments

£54,319 of the income shown in ELC's accounts is Work in Progress - 11% of the total. This is income to be received in cash at some point in the future, rather than having actually arrived in the bank account.

This is an important way in which a Law Centre differs from most other charities - their accounts can suggest that their finances are significantly healthier than is actually the case on a day to day basis; this is a factor which needs to be borne in mind by potential donors and others with an interest in assessing charities' financial performance and needs.

#### WIP and All Other Income



WIP All other Income

To ensure that ELC has sufficient working capital, the Trustees' policy is to build its reserves to the point where they cover 6 months' operating costs. The level of reserves has increased during 2020-21 - from £133,722 to £241,292.



## Ealing Law Centre

### Trustees' Report

#### Statement of Trustees' Responsibilities

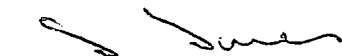
The trustees (who are also the directors of Ealing Law Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 presume that the charitable company will continue in business.

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

The annual report was approved by the trustees of the charity on 7 December 2021 and signed on its behalf by:



Sue James  
Interim Chair and Trustee

## **Ealing Law Centre**

### **Independent Examiner's Report to the trustees of Ealing Law Centre**

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Ealing Law Centre ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed

#### **Responsibilities and basis of report**

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

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### **Independent examiner's statement**

Since Ealing Law Centre's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

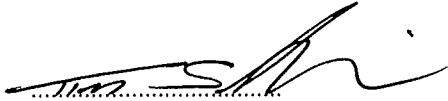
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

## Ealing Law Centre

### Independent Examiner's Report to the trustees of Ealing Law Centre

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



Timothy Sullivan  
Field Sullivan Limited  
70 Royal Hill  
Greenwich  
London  
SE10 8RF

Date: 23/12/21

# Ealing Law Centre

## Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
<b>Income and Endowments from:</b>							
Donations and legacies	3	92,826	360,831	453,657	12,290	289,584	301,874
Charitable activities	4	73,138	-	73,138	76,196	-	76,196
Total income		165,964	360,831	526,795	88,486	289,584	378,070
<b>Expenditure on:</b>							
Charitable activities	5	(58,394)	(360,831)	(419,225)	(86,341)	(289,584)	(375,925)
Total expenditure		(58,394)	(360,831)	(419,225)	(86,341)	(289,584)	(375,925)
Net movement in funds		107,570	-	107,570	2,145	-	2,145
<b>Reconciliation of funds</b>							
Total funds brought forward		133,722	-	133,722	131,577	-	131,577
Total funds carried forward	16	241,292	-	241,292	133,722	-	133,722

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 16.

The notes on pages 12 to 25 form an integral part of these financial statements.

**Ealing Law Centre**

**(Registration number: 08151033)**  
**Balance Sheet as at 31 March 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	11	11,638	1,664
<b>Current assets</b>			
Debtors	12	90,849	110,171
Cash at bank and in hand	13	<u>255,137</u>	<u>153,060</u>
		345,986	263,231
<b>Creditors: Amounts falling due within one year</b>	14	<u>(116,332)</u>	<u>(131,173)</u>
<b>Net current assets</b>		<u>229,654</u>	<u>132,058</u>
<b>Net assets</b>		<u>241,292</u>	<u>133,722</u>
<b>Funds of the charity:</b>			
<b>Unrestricted Income funds</b>			
Unrestricted funds		<u>241,292</u>	<u>133,722</u>
<b>Total funds</b>	16	<u>241,292</u>	<u>133,722</u>

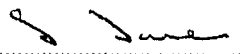
For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 10 to 25 were approved by the trustees, and authorised for issue on 7 December 2021 and signed on their behalf by:



Sue James  
Interim Chair and Trustee

The notes on pages 12 to 25 form an integral part of these financial statements.

## **Ealing Law Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Hanwell Community Library  
Cherington Rd  
Hanwell  
London  
W7 3HL

These financial statements were authorised for issue by the trustees on 7 December 2021.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102) - Second edition October 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Ealing Law Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

## **Ealing Law Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the director/s is/are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the periods in which the estimate is revised where revisions affects only that period, or in the period of the revision and future periods where the revisions affects both current and future periods.

#### **Income and endowments**

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

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity 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 charity and it is probable that these conditions will be fulfilled in the reporting period.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## **Ealing Law Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.



## **Ealing Law Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

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

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Donations and legacies;				
Donations from individuals	8,791	-	8,791	1,584
Grants, including capital grants;				
Government grants	10,143	-	10,143	-
Grants from other charities	73,892	360,831	434,723	300,290
	<u>92,826</u>	<u>360,831</u>	<u>453,657</u>	<u>301,874</u>

	2021	2020
Trust for London	50,000	50,000
City Bridge Trust	67,500	53,076
Big Lottery Fund - Help Through Crisis	25,381	41,934
Henry Smith Trust	24,650	46,900
Law Centres Network - EUSS	14,056	24,773
Home Office - EUSS	14,396	-
Justice First Fellowship	42,661	38,691
Pathways	8,000	8,000
Allen & Overy	-	7,020
Ealing Council - Hanwell Library	22,000	5,500
Access to Justice Foundation	78,286	-
LCN - Guardian Christmas Appeal	-	12,500
London Legal Support Trust	10,393	10,300
Indigo Trust	50,000	-
Other grants	27,400	1,596
	<u>434,723</u>	<u>300,290</u>

## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 4 Income from charitable activities

	Unrestricted	Total	Total
	General	2021	2020
	£	£	£
Legal aid agency	40,467	40,467	69,696
Other income	32,671	32,671	6,500
	<u>73,138</u>	<u>73,138</u>	<u>76,196</u>

#### 5 Expenditure on charitable activities

	Note	Total 2021 £	Total 2020 £
Draftsman		1,691	3,989
Project - Translation / Interpreter Fees		1,386	-
Travelling		781	928
Volunteer expenses		-	1,153
Compliance		13,137	11,191
Legal and professional		2,935	2,650
Staff costs	9	314,668	290,503
Support costs	6	<u>84,627</u>	<u>65,511</u>
		<u>419,225</u>	<u>375,925</u>

In addition to the expenditure analysed above, there are also support costs of £84,627 (2020 - £65,511) which relate directly to charitable activities. See note 6 for further details.

## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 6 Analysis of governance and support costs

##### Support costs

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Staff training	3,165	3,165	1,730
Other staff costs	180	180	310
Rent and rates	31,436	31,436	31,428
Light, heat and power	801	801	1,136
Other premises and equipment	27,784	27,784	4,464
Printing, postage and stationery	2,055	2,055	6,342
Cleaning	1,053	1,053	3,008
Depreciation of fixtures and fittings	4,262	4,262	1,343
IT and communications	11,871	11,871	12,175
Sundries	322	322	2,075
Independent examination	1,698	1,698	1,500
	<u>84,627</u>	<u>84,627</u>	<u>65,511</u>

#### 7 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	<u>4,262</u>	<u>1,343</u>

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	281,943	260,696
Social security costs	21,004	19,542
Pension costs	11,721	10,265
	<u>314,668</u>	<u>290,503</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Charitable activities	<u>9</u>	<u>10</u>

No employee received emoluments of more than £60,000 during the year.

## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 11 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2020	10,947	10,947
Additions	<u>14,236</u>	<u>14,236</u>
At 31 March 2021	<u>25,183</u>	<u>25,183</u>
<b>Depreciation</b>		
At 1 April 2020	9,283	9,283
Charge for the year	<u>4,262</u>	<u>4,262</u>
At 31 March 2021	<u>13,545</u>	<u>13,545</u>
<b>Net book value</b>		
At 31 March 2021	<u><u>11,638</u></u>	<u><u>11,638</u></u>
At 31 March 2020	<u><u>1,664</u></u>	<u><u>1,664</u></u>

#### 12 Debtors

	2021 £	2020 £
Trade debtors	1,896	21,425
Prepayments	5,756	6,295
Accrued income	74,867	69,973
Other debtors	<u>8,330</u>	<u>12,478</u>
	<u><u>90,849</u></u>	<u><u>110,171</u></u>

# Ealing Law Centre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 13 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	<u>255,137</u>	<u>153,060</u>

### 14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	13,826	13,792
Other taxation and social security	723	-
Other creditors	21,750	17,306
Pension scheme creditor	-	2,425
Accruals	1,600	1,500
Deferred income	<u>78,433</u>	<u>96,150</u>
	<u>116,332</u>	<u>131,173</u>

### 15 Obligations under leases and hire purchase contracts

#### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Other		
Within one year	150	643
Between one and five years	<u>-</u>	<u>150</u>
	<u>150</u>	<u>793</u>

# Ealing Law Centre

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 16 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted</b>				
<i>General</i>				
General Funds	133,722	165,964	(58,394)	241,292
<b>Restricted</b>				
Trust for London	-	50,000	(50,000)	-
City Bridge Trust	-	54,000	(54,000)	-
Big Lottery Fund - Help Through Crisis	-	25,382	(25,382)	-
Henry Smith Trust	-	24,650	(24,650)	-
Law Centres Network - EUSS	-	14,056	(14,056)	-
Justice First Fellowship	-	42,661	(42,661)	-
Pathways	-	8,000	(8,000)	-
Ealing Council - Hanwell Library	-	22,000	(22,000)	-
Home Office - EUSS	-	14,396	(14,396)	-
Access to Justice Foundation	-	78,286	(78,286)	-
Other	-	27,400	(27,400)	-
Total restricted	-	360,831	(360,831)	-
<b>Total funds</b>	<b>133,722</b>	<b>526,795</b>	<b>(419,225)</b>	<b>241,292</b>



## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted</b>				
<i><b>General</b></i>				
General funds	131,577	88,486	(86,341)	133,722
<b>Restricted</b>				
Trust for London	-	50,000	(50,000)	-
City Bridge	-	53,076	(53,076)	-
Big Lottery Fund - Help Through Crisis	-	41,934	(41,934)	-
Henry Smith Charity	-	46,900	(46,900)	-
LCN - EUSS Fund	-	24,773	(24,773)	-
Justice First Fellowship	-	38,691	(38,691)	-
Pathways	-	8,000	(8,000)	-
Allen & Overy	-	7,020	(7,020)	-
Ealing Council - Hanwell Library	-	5,500	(5,500)	-
LCN - Guardian Christmas appeal	-	12,500	(12,500)	-
Other	-	1,190	(1,190)	-
	<u>-</u>	<u>289,584</u>	<u>(289,584)</u>	<u>-</u>
<b>Total funds</b>	<u>131,577</u>	<u>378,070</u>	<u>(375,925)</u>	<u>133,722</u>

## **Ealing Law Centre**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

The specific purposes for which the funds are to be applied are as follows:

Trust for London - for work carried out by the Immigration Department

City Bridge Trust - for work carried out by the Anti Poverty Department

Big Lottery Fund - funding the Crisis Navigator

Henry Smith Charity - for the Anti Poverty Unit and charitable services of the Law Centre

Law Centre Network (LCN) - EUSS Fund - funding support of vulnerable EU citizens with completing their EU settlement scheme applications

Legal Education Foundation - funding Justice First Fellowship trainee solicitor

Pathways - funding the Crisis Navigator

Access to Justice Foundation - continuation funding for Anti poverty Staff, funding for new triage role, pandemic adaptations

Access to Justice Foundation (Community Justice) - training for Supervising Solicitor

Home Office (EUSS) - Immigration support for vulnerable EU citizens to complete their UK settlement

Allen & Overy Foundation

Ealing Council - funding to run a Community Managed Library

Law Centre Network - Guardian Christmas Appeal - funding legal support for vulnerable residents of Ealing and neighbouring boroughs

## Ealing Law Centre

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 17 Analysis of net assets between funds

##### Current year figures

	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	11,638	11,638
Current assets	345,986	345,986
Current liabilities	<u>(116,332)</u>	<u>(116,332)</u>
Total net assets	<u>241,292</u>	<u>241,292</u>

##### Prior year comparative

	Unrestricted General £	Total funds £
Tangible fixed assets	1,664	1,664
Current assets	263,231	263,231
Current liabilities	<u>(131,173)</u>	<u>(131,173)</u>
Total net assets	<u>133,722</u>	<u>133,722</u>

#### 18 Covid

The Pandemic has meant that our services have had to be provided remotely for part of this financial year. However, as the pandemic has eased we have moved back to seeing clients at court and in the foodbank and particularly vulnerable clients who needed to be seen face to face in our new offices at Hanwell Community Library. Staff members have adapted well to having to work from home where necessary. We were keen to make sure our services remained accessible and so a lot of time has been spent assisting clients to access our services remotely. In terms of our housing work during this financial year the Government 'stayed' eg put on hold, possession proceedings and evictions during the first part of the pandemic, this had a knock on effect in a reduction in our earned income from housing legal aid work. The pandemic also saw emergency funds put in to the Law Centre from the Community Justice Foundation and London Community Response fund which helped us to recruit a Triage worker and adapt our services. As we start to come out of the pandemic, and the stay of eviction has been lifted, demand is rising consequently the capacity of our teams to be able to cope with the demand for legal advice is becoming an issue.